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FOREWORD

This order prescribes the organizational concepts and structures, assigns mission and functions, and delegates authority for the organizational elements in the Washington headquarters. This order prescribes the organization and functions of elements to the division level. Included in this order are brief statements for regional and center organizations that have been straightlined and/or placed under the executive direction of an executive director, associate administrator, or head of an office or service.

Existing agency directives, regulations, and other documents referenced in this order will be changed or revised, as appropriate, by the office of primary interest to reflect the straightlined organizational concept.

T. Allan McArtor
Administrator

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APPENDIX 1. ILLUSTRATIVE CHAPTER OUTLINE FOR AN OFFICE OR SERVICE

Figure 1. Sample Office of Service Format A-3
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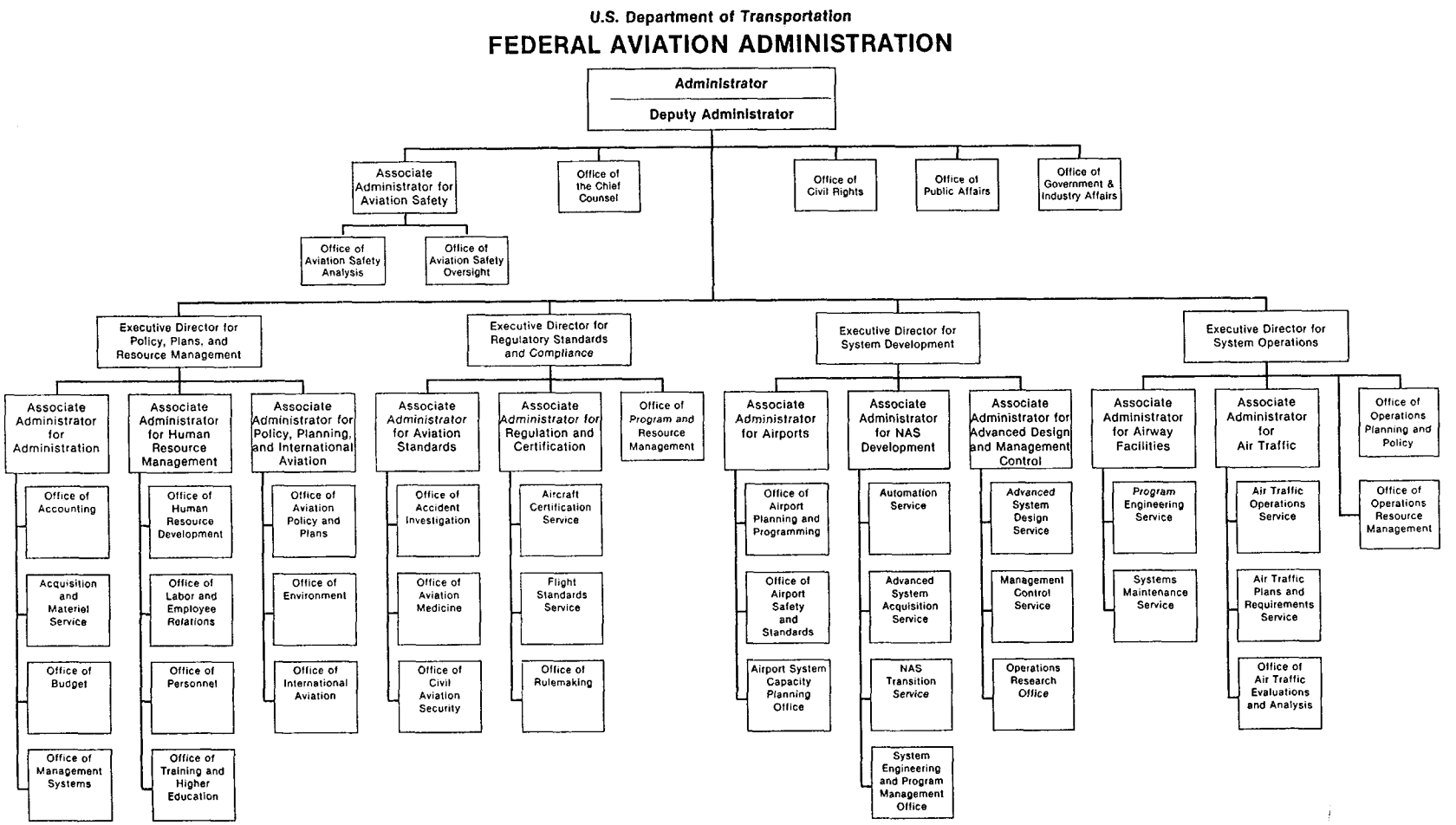
CHAPTER 1. GENERAL

FIGURE 1-1. FUNCTIONAL ORGANIZATIONAL CHART



CHAPTER 1. GENERAL

1-1 PURPOSE. This order prescribes the organization and functions of FAA headquarters elements to the division level. The basic structure of the FAA headquarters is shown in figure 1-1, FAA Headquarters Organization.

1-2 DISTRIBUTION. This order is distributed to the division level in Washington, regions, and centers.

1-3 CANCELLATION. Order 1100.2B, Organization—FAA Headquarters, dated November 1, 1984, is canceled.

1-4 EXPLANATION OF CHANGES.

a. The position of Executive Director is modified as FAA will have four executive directors. There will be an Executive Director for Policy, Plans, and Resource Management; Executive Director for Regulatory Standards and Compliance; Executive Director for System Development; and an Executive Director for System Operations.

b. The Executive Director for Policy, Plans, and Resource Management provides leadership, direction, and guidance relating to policy, international aviation, administrative management, budget and financial management, human resource management, planning, evaluation and appraisal, procurement, and property management. This includes the operation of the Aeronautical Center and the activities of the Regional Administrators. The Executive Director exercises executive direction over the Associate Administrator for Policy, Planning, and International Aviation, Associate Administrator for Administration, Associate Administrator for Human Resource Management, Director, Aeronautical Center, and the Regional Administrators.

c. The Executive Director for Regulatory Standards and Compliance provides leadership, direction, and guidance relating to flight standards, aircraft certification, aircraft programs, aviation medicine, aviation security, aircraft accident investigations, airman and aircraft registry, and rulemaking. The Executive Director exercises executive direction over the Associate Administrator for Regulation and Certification, Associate Administrator for Aviation Standards, and Office of Program and Resource Management.

d. The Executive Director for System Development provides leadership, direction, and guidance relating to system engineering, the National Airspace System Plan, research and development, major systems acquisition management and control, operations research, and airport capacity. This includes the operation of the FAA Technical Center. The Executive Director exercises executive direction over the Associate Administrator for Advanced Design and Management Control, Associate Administrator for NAS Development, Associate Administrator for Airports, and the Director, FAA Technical Center.

e. The Executive Director for System Operations provides leadership, direction, and guidance relating to the safe and efficient utilization of the national airspace. This includes the operation and maintenance of the national air traffic control and navigation system and the acquisition and installation of air traffic and navigation facilities and equipment. The Executive Director exercises executive direction over the Associate Administrator for Air Traffic, Associate Administrator for Airway Facilities, Office of Operations Planning and Policy, and Office of Operations Resource Management.

f. The Office of Aviation Safety becomes an associate level organization as the Associate Administrator for Aviation Safety. The Office of Safety Analysis and the Office of Safety Oversight are established under the executive direction of the associate administrator. The accident investigation function previously assigned to the Office of Aviation Safety is transferred to the Office of Accident Investigation.

g. The Office of Accident Investigation is established under the Associate Administrator for Aviation Standards. This office promotes safety and safety consciousness in air commerce while conducting investigations of accidents and incidents, evaluates the efficacy of selected programs on safety matters, analyzes trends, and conducts special analyses on accident/incident related safety issues, identifies relevant safety issues and recommends corrective issues.

h. The Associate Administrator for Regulation and Certification is established. The associate administrator advises and assists the Executive Director for Regulatory Standards and Compliance and the Administrator in directing, coordinating, controlling, and ensuring the adequacy of the substantive aspects of FAA rulemaking actions relating to the safety of flight, aircraft certification and manufacturing; certification of airmen, air carriers, air agencies, and aircraft; and plans and programs covering competence of airmen, air agencies, and air carriers.

i. The Office of Airworthiness is retitled as the Aircraft Certification Service.

j. The Office of Flight Standards is retitled as the Flight Standards Service.

k. The Office of Rulemaking is established to assist the Associate Administrator for Regulation and Certification in managing and directing all aspects of FAA rulemaking actions within the purview and executive direction of the Executive Director for Regulatory Standards and Compliance.

l. The Associate Administrator for NAS Development is established to advise and assist the Executive Director for System Development and the Administrator in directing, coordinating, controlling, and ensuring the adequacy of FAA plans and programs for system acquisition engineering and management activities for next-generation NAS, including air traffic control automation systems.

m. The NAS Transition Service is established. This office advises and assists the Associate Administrator for NAS Development and the NAS Program Director in directing, coordinating, controlling, and ensuring the adequacy of NAS transition planning. The service develops and publishes NAS Plan transition policy and guidance and assures consistency in headquarters, regional, and site transition and implementation planning. The service identifies and coordinates resolution of transition issues among NAS programs. The service provides overall policy, leadership, and direction for assigned high visibility special projects. The service monitors and promotes guidance to human resource management planners to ensure consistency with NAS transition planning.

n. The Associate Administrator for Airway Facilities is established to advise and assist the Executive Director for System Operations and the Administrator in directing, coordinating, controlling, and ensuring the adequacy of FAA plans, operations, and programs for system engineering, system acquisition, production, implementation, maintenance, and field support of current systems that comprise the National Airspace System (NAS).

o. The Office of Operations Planning and Policy is established. This office advises and assists the Executive Director for System Operations and the Administrator in the oversight and coordination required to ensure the effective operation and maintenance of the National Airspace System.

p. The Office of Operations Resource Management is established. This office assists the Executive Director for System Operations and the Administrator in managing and controlling the functions involved in the maintenance and operation of the national airspace; ensures that adequate fiscal and human resources are available to operate and maintain the National Airspace System (NAS); develops policy and provides support for Air Traffic and Airway Facilities Human Resource Management Programs.

q. The offices under the Associate Administrator for Human Resource Management are restructured. The Office of Human Resource Planning and Evaluation and the Office of Organizational Effectiveness are abolished. The functions of these offices are combined into the Office of Human Resource Development which is established. The Office of Personnel and Technical Training is retitled as the Office of Personnel as the training function is assigned to the newly established Office of Training and Higher Education. The Office of Labor and Employee Relations is unchanged except for deleting the responsibility of the Office of Labor and Employee Relations in dealing with non-union employee groups which promote equal employment opportunity groups. The Office of Civil Rights now performs this function.

r. The functional statement for the Office of Civil Rights is updated to reflect current responsibilities such as coordinating assistance to American Indians, promoting minority businesses, and serving as FAA coordinator of the Historically Black Colleges and Universities (HBCU's) Program. This revision deletes the contract compliance functions now performed by the Department of Labor.

s. The Office of Airport Standards is retitled as the Office of Airport Safety and Standards.

t. The regional program divisions, Aircraft Certification, Flight Standards, Aviation Medical, Airway Facilities, Air Traffic, Airports, and Civil Aviation Security Divisions are placed under the executive direction of the Washington headquarters counterpart organization. The Assistant Chief Counsel for each region and center will report to the Chief Counsel. Order 1100.5C, FAA Organization—Field, contains the reporting relationship as well as the functions of the regions and centers. Cross references to Order 1100.2C have been made where appropriate.

u. The Regional Directors are retitled as Regional Administrators. The Regional Administrators continue to exercise executive authority over the regional administrative staffs and divisions within their respective areas of jurisdiction.

v. This revision contains delegations of authority for the acquisition of office furniture.

w. This revision incorporates all approved changes to Order 1100.2B. The final change was change 41.

x. The Table of Contents has been completely revised. The mission and functional statements for organizations reporting directly to the Administrator have been placed in alphabetical order in chapters following chapter 4 which describes, in general, the functions and authority of executive directors. The executive directors and the organizations reporting to them have been indexed alphabetically beginning with chapter 5. Chapters have been reserved to allow for new organizations.

1-5 FAA ORGANIZATION MANUAL. This order is one of several orders that concerns the FAA organization. Each of the orders pertains to specific areas of the FAA organization. The other orders are:

a. *Order 1100.1A, FAA Organization—Policies and Standards,* contains general organization policies, standards, concepts, and philosophy applicable throughout FAA.

b. *Order 1100.5C, FAA Organization—Field,* prescribes the organizational structure and functions to the division level in the regions. This order also prescribes the organizational structure and functions to the division level for the Aeronautical Center, the Europe, Africa, and Middle East Office, Aviation Standards National Field Office, and the FAA Technical Center.

c. *Order 1100.148B, Federal Aviation Administration Organization Manual,* contains the mission and functional statements for the FAA organizational elements approved by the Secretary of Transportation.

1-6 MISSIONS. The missions of the Federal Aviation Administration are:

a. The regulation of air commerce in such manner as to best promote its development and safety and fulfill the requirements of national defense.

b. The control of the use of navigable airspace of the United States and the regulation of both civil and military operations in such airspace in the interest of safety and efficiency of both.

c. The promotion, encouragement, and development of civil aeronautics.

d. The consolidation of research and development with respect to air navigation facilities.

e. The installation and operation of air navigation facilities.

f. The development and operation of a common system of air traffic control and navigation for both civil and military aircraft.

g. The development and implementation, in coordination with other Departmental elements and other Federal agencies, of a program to achieve a system solution to the aircraft noise and sonic boom problem.

1-7 WARTIME SERVICE.

a. The wartime mission of the Federal Aviation Administration is to support the Department of Defense (DOD) and appropriate military commanders through air traffic control, aeronautical communications, aids to navigation, and other essential services; to support essential civil aviation operations, including preservation and restoration of the capability of the civil air transport system; support of civil government, civil survival and recovery operations; and to provide for the protection of FAA personnel and the continuity of executive direction and for safety and survival of FAA personnel.

b. Executive Order 11161, Relating to Certain Relationships Between the Department of Defense and the Federal Aviation Administration, contemplates that the Federal Aviation Administration will be transferred to the Department of Defense in event of war and will function as an adjunct of the Department of Defense (DOD). It is further contemplated that while functioning as an adjunct of DOD, FAA will remain organizationally intact and the Administrator will retain responsibility for administration of statutory functions.

1-8 AUTHORITY TO CHANGE THIS ORDER.

a. The Associate Administrator for Administration is delegated authority to approve changes to this order at the division level and above, provided the changes do not involve matters of substantial interest to the Secretary of Transportation, significant controversy, major resource allocation, or interest by the Congress.

b. The Director of Management Systems may issue nonsubstantive changes required to keep this order up-to-date.

CHAPTER 2. ADMINISTRATOR

2-1 FUNCTIONS. The Administrator:

a. Determines and establishes FAA objectives and priorities.

b. Guides the development of and approves long-range plans for achieving FAA objectives.

c. Establishes the policies and broad technological, operational, and managerial concepts to govern the development and accomplishment of FAA programs based on approved plans.

d. Issues FAA rules and regulations, or authorizes their issuance pursuant to delegations of authority.

e. Approves broad legislative, budgetary, and fiscal proposals.

f. Represents FAA in its relations with the Secretary of Transportation and as an entity of the Department of Transportation in its relations with the President, the Congress, other agencies, the aviation community, and the general public.

g. Takes individual actions of major significance, such as changes in the basic pattern of FAA organization, the selection and appointment of key personnel, the broad allocation of FAA resources, and individual matters of particular political or public sensitivity.

h. Exercises control over, evaluates, and takes steps to ensure the adequacy and continued improvement of overall FAA performance.

2-2 EMERGENCY OPERATIONS. The Administrator:

a. Directs the operation of FAA during emergencies.

b. Continues to perform, as appropriate, those functions prescribed in the Federal Aviation Act of 1958 (as amended by Public Law 89-670), delegated to the Administrator by the Secretary of Transportation, various applicable executive orders, directives issued pursuant to other statutes, and various joint agreements and plans between FAA and other organizational elements of the Federal Government.

CHAPTER 3. DEPUTY ADMINISTRATOR

3-1 FUNCTIONS. The Deputy Administrator participates with and assists the Administrator in the overall planning, direction, coordination, and control of agency programs.

3-2 AUTHORITY.

a. Subject to policies, standards, and instructions issued by the Administrator, the Deputy Administrator is authorized to represent the Administrator and exercise the Administrator's full authority. All authority delegated by the Administrator to any element in the agency is also delegated to the Deputy Administrator, unless otherwise specifically provided.

b. The Deputy Administrator is not authorized to:

(1) Take actions where by law, regulation, order, or internal directive the authority is reserved to the Administrator.

(2) Submit reports to the President or to the Congress.

(3) Make determinations pursuant to sections 308 and 312 of the Federal Aviation Act.

c. The Deputy Administrator acts for and exercises all of the powers of the Administrator during the Administrator's absence or disability.

3-3 and 3-4 RESERVED.

3-5 OPERATIONS CENTER. The Operations Center serves as the communications nerve center for collecting and summarizing information essential to the daily conduct of FAA activities, and as an action center for concentrated and accelerated agency efforts in times of national emergencies and natural disasters. The Operations Center:

a. Provides prompt and reliable communications to and from top management to enable these officials to respond quickly to emergency situations.

b. Serves as the national operations control office during national emergencies and natural disasters, providing coordination and initiating action as directed during the absence of key officials.

c. Maintains current information as to the status of operations and screens and summarizes information as to outages, significant occurrences, weather, accidents, and incidents.

d. Maintains current information as to the status of air transportation security emergencies; e.g., air piracy, bombings, and bomb threats.

e. Provides rapid, reliable, and effective methods of obtaining, processing, summarizing, and presenting information to key FAA officials.

f. Monitors selected communications media (radio, television, newspapers, and periodicals) and alerts key officials of significant items, relating such news items to the current state of FAA activities, services, or resources.

g. Develops, for issuance by the Administrator, procedures governing the provision of staff communications for the FAA headquarters and recommends national notification procedures for accidents and incidents.

h. Assists in aircraft accident and incident notification of National Transportation Safety Board officials and coordinates the obtaining, analysis, and rapid dissemination of information regarding accidents so that key FAA personnel are kept informed.

i. Performs such other functions as may be assigned by the Administrator that are consonant with the FAA mission.

3-6 EMERGENCY OPERATIONS STAFF. The Emergency Operations Staff provides staff support to the Administrator and FAA officials to maintain an effective agency emergency operations program. The staff:

a. Develops and maintains plans to ensure continuity of the agency's operational capability in national emergencies and natural disasters. Included in these plans will be support of the Department of Transportation and the Department of Defense.

b. Acts as the focal point for coordinating actions within FAA with the Office of the Secretary of Transportation, the Department of Defense, and with other Federal agencies during national emergencies and natural disasters.

c. Provides leadership and coordination within FAA and with other Federal departments and agencies in the development of national-level plans and agreements pertinent to national emergency operations, including plans that provide guidance on emergency operations to the air carrier industry, to the States' general aviation community, and to fixed base operators.

d. Develops and maintains the FAA headquarters emergency operations plan and provides assistance in

the preparation and review of supporting plans of the offices and services.

e. Maintains a current master roster of all FAA headquarters emergency designees.

f. Maintains the FAA headquarters Emergency Relocation Facility in a state of operational readiness.

g. Controls and monitors the Vital Records Program (emergency operating records).

h. Provides communication support to FAA headquarters and the Emergency Relocation Facility during national emergencies and natural disasters.

i. Provides program and technical guidance to the National Emergency Operating Facilities and to the regional and center emergency operations officers.

j. Supervises and administers the staff and function of the National Emergency Operations Facility (NEOF) located at the Atlanta ARTCC and the Denver ARTCC.

k. Exercises executive direction over the Operations Center and the Telecommunications Center.

3-7 TELECOMMUNICATIONS CENTER. The Telecommunications Center provides communications support services (e.g., Autodin, Telex, WU, AFTN, etc.) to the FAA headquarters and to other occupants of FOB-10A on a scheduled basis and/or on demand. The center maintains a 24 hour, 7 days a week operation. The Telecommunications Center:

a. Prepares, transmits, and receives classified and unclassified operational and administrative messages over worldwide secure and nonsecure circuits.

b. Monitors and tests communications system, procedures, and new applications.

c. Selects and tests facsimile terminal equipment.

d. Provides telecommunications support to the FAA headquarters Emergency Relocation Facility during national emergencies and natural disasters.

CHAPTER 4. EXECUTIVE DIRECTORS

4–1 FUNCTIONS. The executive directors as a whole assist the Administrator and Deputy Administrator in the discharge of agency management responsibilities and executive direction. Each executive director has a specific area of assigned responsibility. These responsibilities and the organizations under their executive direction are listed in their respective chapters.

4–2 AUTHORITY. Executive directors have the same general authority with respect to their areas of responsibility. This authority is specifically stated in each executive director's chapter. The Administrator or Deputy Administrator shall designate on an ad hoc basis which executive director will act in the absence of the Administrator or Deputy Administrator. The operational line of succession required for continuity of the FAA during a national emergency is listed in Order 1900.1D, FAA Emergency Operations Plan. Other than during a national emergency, the operational line of succession is listed in Order 1100.154, Interim Delegations of Authority, and in Order 1100.1A, FAA Organization—Policies and Standards.

CHAPTER 10. ASSOCIATE ADMINISTRATOR FOR AVIATION SAFETY

10-1 MISSION. The Associate Administrator for Aviation Safety reports directly to the Administrator and is responsible for inspecting, monitoring, and reviewing the National Airspace System for the purpose of maximizing aviation safety.

10-2 ORGANIZATIONAL STRUCTURE. The organizational structure for the Associate Administrator for Aviation Safety is shown in figure 1-1. The Associate Administrator for Aviation Safety exercises executive direction over the:

a. Office of Aviation Safety Analysis.

b. Office of Aviation Safety Oversight.

10-3 FUNCTIONS. The Associate Administrator for Aviation Safety:

a. Serves as the safety representative of the Administrator to the aviation community, Congress, and other Government organizations.

b. Participates in all aviation safety-related decisions.

c. Develops and recommends national safety policy.

d. Participates in the rulemaking process.

e. Reviews, recommends, and initiates safety programs for the agency and the aviation community.

f. Reviews and recommends the relative priority of significant safety-related programs.

g. Initiates and participates in special safety investigations and analyses.

h. Develops, maintains, analyzes, and reports on safety data reflecting trends and assessment of safety risks.

10-4 SPECIAL DELEGATIONS. The Associate Administrator for Aviation Safety is delegated authority to:

a. Take action and issue orders and other safety publications on behalf of the Administrator, except for those matters for which the Administrator has specifically reserved authority or otherwise provided.

b. Represent the Administrator on all matters within the associate administrator's sphere of responsibility.

c. Act on any matter for which specific delegation of authority has been made to the associate administrator or to any element under the associate administrator's executive direction.

d. Have free and uninterrupted access to aircraft accident sites coordinated with the FAA Investigator-In-Charge, property including internal documents and information of the FAA air navigation facilities, airports, and civil aircraft (including flight deck).

10-5 SPECIAL RELATIONS.

a. The Associate Administrator for Aviation Safety responds to requests from executive directors, associate administrators, regional administrators, center directors, and heads of offices to provide analyses, special studies, and investigations of aviation safety matters in accordance with priorities and available resources.

b. The Associate Administrator for Aviation Safety serves as the principal advisor to the Administrator on aviation safety matters. As requested, executive directors, regional administrators, center directors, and heads of offices and services will furnish support, expertise, and data to the Associate Administrator for Aviation Safety to carry out assigned functions.

c. The Associate Administrator for Aviation Safety serves as the FAA point of interface on aviation safety matters with the Deputy Assistant Secretary of Transportation for Safety and in coordination with the Assistant Administrator for Government and Industry, the Congress, the aviation community, and the public.

d. The Associate Administrator for Aviation Safety recommends to the Administrator and participates in special evaluations and investigations in critical safety areas.

10-6 PROGRAM AND RESOURCE MANAGEMENT STAFF. The Program and Resource Management Staff assists the Associate Administrator for Aviation Safety in directing, coordinating, controlling, and ensuring the adequacy of the functions of elements under the associate's executive direction.

a. The staff:

(1) Develops and administers systems and procedures to facilitate the management and control of programs.

(2) Appraises the organization's efficacy in accomplishment of its mission, objectives, programs, and policies.

(3) Authorizes and monitors contract and development projects recommended by offices under the associate administrator's direction.

(4) Manages the administrative procedures to adequately support the efficient utilization of available resources to support the mission of the associate administrator.

(5) Develops and consolidates the national budget program estimates.

(6) Develops and establishes, on behalf of the associate administrator, an integrated network for exchange of national safety data, accuracy and timeliness of the data, security and appropriate accessibility of the data to support functional responsibilities and efficacy of operation.

(7) Assists the associate administrator in the management and direction of field activities of the offices under the associate's direction; coordinating the development of policies, directives, standards, regulations, positions, and procedures.

(8) Serves as a focal point to consolidate inputs from all organizational elements under the executive direction of the Associate Administrator for Aviation Safety, offices reporting directly to the Administrator, and offices under the executive direction of the Executive Director for Policy, Plans, and Resource Management, resolves conflicts between the operating needs represented by the various offices, and monitors the proposals of the program offices to assure conformity and continuity.

b. The staff is the principal element under the Associate Administrator for Aviation Safety with respect to:

(1) Program planning guidelines.

(2) Budget and financial management.

(3) Organization and staffing.

(4) Personnel management.

(5) Management analysis and other central services.

(6) Management information systems development and administration.

(7) Security and emergency operations for headquarters.

(8) Office automation and information resource management.

(9) Administrative management leadership and support.

(10) Coordination of national and international activities.

c. With respect to the foregoing, the staff:

(1) Develops and issues guidance, procedures, practices, and program plans consistent with national policies.

(2) Develops and recommends specific program goals and areas of emphasis to guide field program planning and performance.

(3) Evaluates the adequacy of existing policies, procedures, practices, and field program performance in meeting broad FAA goals, as well as specific program goals.

(4) Represents the associate administrator as appropriate.

CHAPTER 11. OFFICE OF AVIATION SAFETY ANALYSIS

OFFICE OF AVIATION SAFETY ANALYSIS

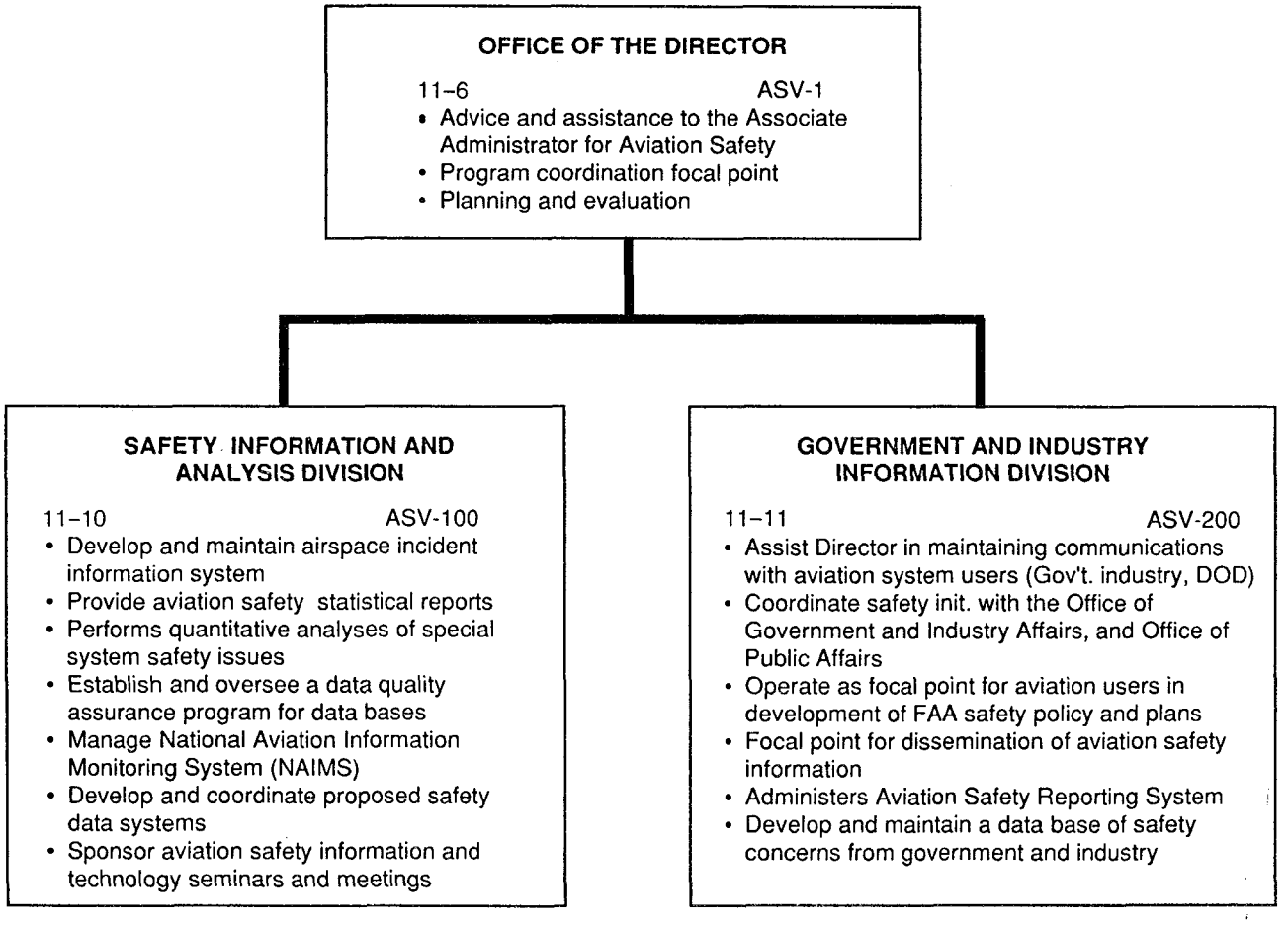


FIGURE 11-1. FUNCTIONAL ORGANIZATIONAL CHART

CHAPTER 11. OFFICE OF AVIATION SAFETY ANALYSIS

11-1 MISSION. The Office of Aviation Safety Analysis identifies potential safety problems at early stages of development and establishes a quantitative basis for management decisions involving safety considerations.

11-2 FUNCTIONAL ORGANIZATION. The functional organization of the Office of Aviation Safety Analysis is shown in figure 11-1.

11-3 FUNCTIONS. The Office of Aviation Safety Analysis:

a. Collects, automates, and analyzes airspace incident reports (near midair collisions, operational errors, pilot deviations, and runway incursions).

b. Develops safety alerting and trend analysis for air traffic and flight operations activities using validated data from appropriate sources.

c. Designs and executes special quantitative analyses of safety aspects of agency activities, programs, and policies.

d. Establishes a safety dialogue with interested parties in government, industry, and the user community to identify and address aviation safety issues and concerns and to disseminate safety information in a timely manner.

e. Provides aviation safety data and information.

11-4 RESERVED.

11-5 SPECIAL RELATIONS. The Office of Aviation Safety Analysis is responsible for providing liaison duties with government, industry, DOD, and other aviation system users on safety issues and data.

11-6 OFFICE OF THE DIRECTOR. The Office of the Director:

a. Serves as focal point for the Associate Administrator for Aviation Safety in coordination with public, private, domestic, military, and international-counterpart elements, and representatives of safety interests on matters of safety issue identification and analysis.

b. Represents the associate administrator in government, industry, and academic community gatherings on matters regarding statistical methods, operations research technology, and automatic data processing systems and operations.

c. Advises the associate administrator on safety data and information policy and serves as focal point for the associate administrator on matters of aviation safety data management and acquisition.

d. Provides leadership and direction in planning, organizing, directing, and controlling office activities.

e. Provides for effective evaluation of program performance and assesses the adequacy of follow-up to secure correction of deficiencies.

f. Advises and assists the associate administrator in identifying budget resources and staffing requirements for the office and implements executive direction regarding office resources.

11-7 to 11-9 RESERVED.

11-10 SAFETY INFORMATION AND ANALYSIS DIVISION. The division:

a. Assists the director in the operation and maintenance of the airspace incident information system; provides periodic aviation safety statistical reports; and identifies and performs quantitative analyses of special systems safety issues.

b. Performs safety information systems duties by:

(1) Establishing and overseeing a Data Quality Assurance Program to ensure the accuracy and reliability of division data bases.

(2) Managing and maintaining the data bases and systems contained in the National Aviation Information Monitoring System (NAIMS) Program. These data bases and systems include:

(a) Near Midair Collision Program.

(b) Operational Error/Deviation Program.

(c) Pilot Deviation Program.

(d) Runway Incursion Program.

(e) Unsatisfactory Conditions Report Program.

(3) Developing and designing new safety data systems.

(4) Identifying and implementing technological or system enhancements which will improve current and future safety data systems.

(5) Reviewing current and proposed safety data systems.

(6) Coordinating with FAA offices directly responsible for aviation data systems with potential safety impact.

(7) Sponsoring, in cooperation with other appropriate organizations, aviation safety information and technology seminars and meetings.

c. Performs safety statistical duties by:

(1) Planning, developing, initiating, and directing major statistical data gathering efforts and programs required to analyze system safety issues and concerns.

(2) Identifying, collecting, organizing, and integrating data to support safety alerting and trend analysis.

(3) Developing and using new statistical and mathematical techniques and methods to address aviation safety issues.

(4) Generating statistical analysis reports and studies from the FAA safety data systems. Publishing periodic statistical reports.

d. Performing operations research and analysis duties by:

(1) Conducting major analytical studies of significant safety issues and trends in order to identify potential causes and deficiencies within the aviation system and recommends appropriate action.

(2) Developing quantitative methods/techniques for monitoring and measuring the safety performance of the National Airspace System.

(3) Conducting analysis of petitions and proposed and final rules with respect to potential safety impact, expected levels of risk reduction, safety benefits, and possible operational impacts.

(4) Analyzing safety information to evaluate the efficacy of FAA regulations, standards, policies, procedures, practices, and safety programs, and recommends action as appropriate.

(5) Developing a coordinated safety research agenda and conducting conferences with representatives from private industry, academia, and other government agencies.

11-11 GOVERNMENT AND INDUSTRY INFORMATION DIVISION. The division:

a. Assists the director in establishing a dialogue regarding aviation safety issues and concerns with representatives of government, industry, the military, and other aviation system users.

b. Is the primary adviser to the associate administrator concerning public, government, and industry affairs.

c. Coordinates all safety initiatives with the Assistant Administrator of Public Affairs and the Assistant Administrator for Government and Industry Affairs.

d. Performs duties by:

(1) Communicating FAA safety policy and program plans to user groups, industry, and other interested parties.

(2) Providing a focal point for the aviation users, public, and other government participation in the development of FAA safety policy and plans.

(3) Operating the Aviation Safety Hotline and establishing procedures for disposition of information gathered.

(4) Providing a focal point for the dissemination of aviation safety information.

(5) Establishing a structure of integrated activities and products which provide contact with counterparts in industry, academic and research associations, professional societies, and foreign aviation authorities.

(6) Serving, on behalf of the director, as the liaison between FAA and NASA in regards to the Aviation Safety Reporting Program.

(7) Serving as the focal point among the USCG, military branches of DOD, and the Associate Administrator for Aviation Safety in developing instruments and procedures for exchange of appropriate aviation safety information.

(8) Coordinating, conducting, and documenting the semiannual meetings of the Interagency Working Group on Near Midair Collisions (IAWG NMAC).

(9) Developing and maintaining a data base of safety concerns from government and industry sources.

CHAPTER 12. OFFICE OF AVIATION SAFETY OVERSIGHT

FIGURE 12-1. FUNCTIONAL ORGANIZATIONAL CHART

OFFICE OF AVIATION SAFETY OVERSIGHT

OFFICE OF THE DIRECTOR

12-6 AOV-1

- Advise and assist the Associate Administrator for Aviation Safety
- Focal point for special safety investigations and analyses
- Planning and evaluation

AVIATION SAFETY STAFF

12-8 AOV-20

- Coordinates and standardizes communications & safety data with region/field facilities.
- Develops methods and criteria for technical reviews and evaluations

NATIONAL AIRSPACE SYSTEMS DIVISION

12-10 AOV-100

- Evaluates agency safety problems related to air traffic, airway facilities, airports, and aviation security programs.
- Reviews FAA responses to NTSB recommendations
- Provides technical expertise and support to FAA organizations
- Reviews proposed regulations and procedures affecting safety objectives
- Recommends special studies and investigations

FLIGHT OPERATIONS AND MAINTENANCE DIVISION

12-11 AOV-200

- Evaluates agency safety problems related to flight operations and maintenance issues
- Monitors the adequacy of safety levels in flight operations, maintenance and cabin/passenger programs
- Manages back to basics program
- Provides technical expertise and support to FAA organizations

AIRCRAFT AND TECHNOLOGY DIVISION

12-12 AOV-300

- Evaluates agency safety problems related to aircraft and technology issues
- Coordinates potential safety problems with appropriate organization to develop research, development, test and requirements for solution
- Monitors safety issues and activities related to new and mature aircraft and technology, existing national airspace systems and equipment, as well as human factors.
- Serves as Engineering Advisor to Associate Administrator and represents agency as required.
- Provides technical expertise and support to FAA organizations.

CHAPTER 12. OFFICE OF AVIATION SAFETY OVERSIGHT

12-1 MISSION. The Office of Aviation Safety Oversight advises and assists the Associate Administrator for Aviation Safety in safety matters by conducting investigations, analyzing trends, evaluating existing and proposed regulations and procedures, and selected programs that relate to the National Airspace System, flight operations, maintenance, aircraft, and technology.

12-2 FUNCTIONAL ORGANIZATION. The functional organization of the Office of Safety Oversight is shown in figure 12-1.

12-3 FUNCTIONS.

a. The Office of Aviation Safety Oversight is responsible for:

(1) Special safety investigations and analysis.

(2) Analysis of safety trends.

(3) Evaluation of existing and proposed rules and procedures.

(4) Evaluation of the technical training programs.

b. With respect to the foregoing, the office:

(1) Recommends regulations, procedures, and minimum standards.

(2) Develops, coordinates and recommends policies, regulations technical guidance, procedures, practices, and program plans.

(3) Develops and recommends specific program goals and areas of emphasis to guide field program planning and performance.

(4) Evaluates the adequacy of existing regulations, policies, procedures, practices, and operational performance in meeting FAA safety goals.

(5) Monitors pertinent statistical data to determine the need for special studies, research, or regulations.

(6) Identifies the need for, and recommends, special studies or investigations.

(7) Reviews proposed regulations and procedures to ensure continuity of agency safety concepts.

(8) Reviews routine and special evaluations conducted by executive directors.

12-4 SPECIAL DELEGATIONS. The Director of Aviation Safety Oversight is delegated the authority to obtain support, expertise, statistics, records, reports, and other internal data from the associate administrators, regional administrators, center directors, and heads of offices and services as necessary to carry out assigned functions of the office.

12-5 SPECIAL RELATIONS. The Office of Aviation Safety Oversight may participate in on-site accident and incident investigations in coordination with the FAA Investigator-In-Charge.

12-6 OFFICE OF THE DIRECTOR. The Office of the Director:

a. Advises and assists the Associate Administrator for Aviation Safety on safety-related issues resulting from investigations, data analyses, and policy implementation.

b. Serves as focal point for the Associate Administrator for Aviation Safety in reviewing special safety investigations and analyses performed by other FAA organizations and recommending appropriate actions.

c. Provides leadership and direction in planning and managing evaluations of existing safety regulatory procedures and policies to ensure adequacy of program functions and program effectiveness.

12-7 RESERVED .

12-8 AVIATION SAFETY STAFF. The staff operates as the coordinating, planning and directing segment of the direct line authority from the Associate Administrator for Aviation Safety to the Regional Aviation Safety Staff located in each FAA region. As such the staff:

a. Coordinates with safety managers located in regional/field facilities in order to expedite and standardize communications and data retrieval/dissemination regarding safety issues.

b. Develops procedures, techniques, and criteria for comprehensive review and evaluation of safety programs.

c. Provides guidance and assistance within the office and to regional administrators in developing and implementing plans for technical reviews and evaluations.

d. Determines through special studies and evaluations the efficacy of agency programs including regu-

lations, policies, standards, and procedures affecting aviation safety.

12-9 RESERVED.

12-10 NATIONAL AIRSPACE SYSTEMS DIVISION. The division:

a. Manages a program to evaluate agency safety problems, develops alternative programmatic solutions, and recommends appropriate preferred courses of action that relate to the air traffic, airway facilities, airports, and aviation security programs.

b. Is responsible for safety program activities and recommendations. The division:

(1) Conducts evaluations or studies of FAA safety programs or issues which involve FAA safety objectives or the public interest in aviation safety; and recommends improvements in FAA program effectiveness, emphasis, scope, content, or direction.

(2) Determines, through evaluations and analysis, whether FAA regulations or safety programs achieve the broad objectives of aviation safety and are adequate to assure the appropriate level of safety in airport, air traffic, aviation standards, development, engineering, and logistics programs and activities, and makes recommendations as appropriate.

(3) Reviews proposed FAA responses to NTSB recommendations and assures their responsiveness in the interest of safety and their compliance with statutory and other applicable requirements; evaluates the technical merit and potential impacts of the proposed responses on FAA programs; and provides concurrence or alternative positions to the FAA focal point on NTSB recommendations. This action is performed simultaneously with the formal coordination process.

(4) Determines, through evaluation and analysis, whether safety issues or problems can be resolved without rulemaking action, and if not, recommends rulemaking action.

(5) Determines, through evaluations, the adequacy, appropriateness, and priority of FAA research and development programs in meeting safety needs and recommends action as appropriate.

(6) Initiates and conducts, in coordination with appropriate program offices, independent, selective evaluations and analyses of holders of certificates or approvals issued under the Federal Aviation Act 1958, or other statutory authority, to determine whether the holders are responsive to safety programs and to safety regulations, and recommends action as appropriate.

(7) Monitors the progress of safety programs, projects, or other initiatives of interest from a safety viewpoint.

(8) Provides technical expertise and support to other FAA organizational elements as approved by the associate administrator.

(9) Reviews proposed regulations and procedures to ensure continuity in agency safety objectives and provides concurrence or alternative positions.

(10) Recommends to the associate administrator that special studies and investigations be conducted.

12-11 FLIGHT OPERATIONS AND MAINTENANCE DIVISION. The division:

a. Manages a program to evaluate agency safety problems relating to flight operations and maintenance issues. The division develops alternative programmatic solutions and recommends appropriate preferred courses of action to reduce or eliminate the safety problems.

b. Is responsible for safety program activities relating to aircraft operations and maintenance, including cabin/passenger safety issues. The division:

(1) Conducts evaluations or studies of FAA safety programs which involve FAA safety objectives or the public interest in aviation safety; and recommends improvements in FAA program effectiveness, emphasis, scope, content, or direction.

(2) Determines through evaluation and analysis whether FAA regulations or safety programs achieve the broad objectives of the agency and are adequate to assure the appropriate level of safety in flight operations, maintenance, and cabin/passenger safety areas.

(3) Determines through evaluation and analysis, whether safety issues relating to flight operations and maintenance can be resolved without rulemaking action, and if not, recommends rulemaking action.

(4) Determines through evaluation the adequacy of aeronautical safety information and educational materials and their dissemination, and recommends alternative actions where appropriate.

(5) Manages the Agency "Back-to-Basics"program.

(6) Monitors the progress of safety programs, projects, or other initiatives of interest relating to aircraft operations and maintenance activities.

(7) Provides technical expertise and support to FAA organizational elements, as approved by the associate administrator.

12-12 AIRCRAFT AND TECHNOLOGY DIVISION. The division:

a. Manages a program to evaluate agency safety problems relating to aircraft and technology issues. The division develops alternative programmatic solutions and recommends appropriate preferred courses of action to reduce or eliminate the safety problems.

b. Identifies potential safety concerns and coordinates with appropriate offices to develop research, development, test, and evaluation requirements necessary for problem alleviation.

c. Is responsible for safety program activities relating to aircraft and technology, including both new and mature aircraft, existing national airspace systems and equipment, and those systems under development, as well as appropriate human factors engineering. The division:

(1) Conducts evaluations or studies of FAA safety programs which involve FAA safety objectives or the public interest in aviation safety; and recommends improvements in FAA program effectiveness, emphasis, scope, content, research, development, test, evaluations or direction.

(2) Determines through evaluation and analyses whether FAA regulations or existing and proposed safety designs achieve the broad objectives of the agency and are adequate to assure the appropriate level of safety.

(3) Determines through evaluation and analyses whether safety issues relating to aircraft and technology issues can be resolved without rulemaking action and if not, recommends rulemaking action.

(4) Determines the adequacy, appropriateness, and priority of FAA research and development programs as they relate to aviation safety.

(5) Determines through flight test and evaluation the adequacy of flight information systems and publications and recommends alternative actions where appropriate.

(6) Serves as the principal engineering advisor to the Associate Administrator for Aviation Safety. As requested by the associate administrator, the division may be required to represent the agency on matters of safety pertaining to aircraft and technology.

(7) Monitors the progress of safety programs, projects, or other initiatives of interest relating to aircraft and technology.

(8) Provides technical expertise and support to other FAA organizational elements, as approved by the associate administrator.

CHAPTER 16. OFFICE OF THE CHIEF COUNSEL

FIGURE 16-1. FUNCTIONAL ORGANIZATIONAL CHART

OFFICE OF THE CHIEF COUNSEL

CHIEF COUNSEL
16-6 AGC-1

- Legal advice and assistance to the Administrator
- Accountability for agency legal program
- Exercises line authority over the regional and center Assistant Chief Counsels
- Direction of agency legal services

INTERNATIONAL AFFAIRS AND LEGAL POLICY STAFF
16-07 AGC-7

- Formulates position on international aviation law questions
- Represents agency and U.S. at international meetings; is liaison with government agencies, industry, and private sector
- Advises on the law relating to outer space, satellites, missiles, and launch vehicles
- Legal policy guidance on registration of aircraft, aircraft hijacking, and security matters related to international aviation

PROGRAM MANAGEMENT STAFF
16-08 AGC-10

- Management procedures and controls for legal programs
- Budget and fiscal management and personnel management programs
- Administrative management support
- Agency rulemaking and enforcement dockets
- Federal Register liaison
- Slot Management System

LEGISLATIVE STAFF
16-09 AGC-60

- Preparation of legislation
- Preparation of material for Congressional hearings
- Preparation of comments on legislation

GENERAL LEGAL SERVICES DIVISION
16-10 AGC-100

Legal Counsel on:

- Laws and regulations with government-wide applicability
- Laws or agency orders governing FAA internal administration
- Airport programs
- Interagency agreements
- Federal-State relations
- National security
- Environmental legal matters
- Freedom of information and protection of personal privacy
- Collective bargaining with employee labor organizations
- Conflict of interest

Litigation involving:

- Personnel and labor relations
- Environmental laws
- Civil rights and discrimination
- Privacy and Freedom of Information

REGULATIONS AND ENFORCEMENT DIVISION
16-11 AGC-200

- Drafting of agency rules and regulations
- Legal counsel on orders, air traffic control procedures and obstruction evaluation determinations
- Interpretation of agency rules and regulations
- Agency Rules Codification Program
- Interagency agreements on air traffic and airspace
- Standards and procedures on legal aspect of agency enforcement program
- Processing of selected enforcement cases
- Evaluates Regional Enforcement Programs
- Conducts training in Agency Enforcement Programs
- Legal counsel on Slot Management System
- Appellate litigation before NTSB and the Court of Appeals

LITIGATION DIVISION
16-13 AGC-400

- Standards and procedures governing agency litigation functions
- Conduct of litigation
- Legal counsel of FAA employees under subpoena
- Legal services in aircraft accident investigations
- NTSB accident hearings
- Legal services for Deciding Officials in adverse personnel action proceedings
- Tort claims and other administrative claims procedures
- Overall responsibility for the conduct of litigation assigned within other divisions

PROCUREMENT LEGAL DIVISION
16-14 AGC-500

- Legal aspects of agency procurement policy and procedures
- Legal services to headquarters on all procurement matters
- Representation before DOT Contract Appeals Board
- Represents FAA on all procurement legal matters and in litigations in Federal and State courts
- Presents FAA legal position to Members of Congress and their staffs
- Provides legal advice in DOT minority business enterprise program and various small business policies and programs
- Formulates agency position on all questions involving contractor labor relations
- Decides all legal questions related to aircraft loan guarantee program and successor programs
- Evaluation of regional and center program performance

CHAPTER 16. OFFICE OF THE CHIEF COUNSEL

16–1 MISSION. The Office of the Chief Counsel provides legal counsel and advice for the handling of all legal matters with which FAA is concerned in order to ensure conformance with all legal requirements of all applicable laws, rules, regulations, and orders.

16–2 FUNCTIONAL ORGANIZATION. The functional organization of the Office of the Chief Counsel is shown in figure 16–1.

16–3 FUNCTIONS.

a. Serves as the principal element of FAA with respect to:

(1) Rules codification program.

(2) Drafting, approval as to form and legality, and interpretation of FAA rules, regulations, orders, and obstruction evaluation determinations.

(3) FAA legislative program.

(4) Legal aspects of FAA procurement programs, its contracts and agreements, and the contracts appeals function.

(5) Tort claims by and against FAA.

(6) Legal proceedings before courts, legislative committees, Government agencies, and other administrative hearings.

(7) International law.

(8) Legal aspects of FAA enforcement program.

(9) Representation of the FAA headquarters in all condemnation matters.

(10) Coordination and clearance of all FAA headquarters correspondence on matters with legal implications.

(11) Investigations by the office of the Special Counsel of the Merit Systems Protection Board.

b. Provides legal counsel and advice to the Office of the Administrator and other offices and services.

c. Coordinates and ensures the adequacy of legal aspects of defense readiness plans, programs, and functions.

d. Exercises line authority over the legal functions in the regions and centers.

16–4 SPECIAL DELEGATIONS.

a. *Service of Process.* The Chief Counsel, Deputy Chief Counsel, and Assistant Chief Counsel, Litigation Division, are authorized to exercise the authority of the General Counsel (C–1), Office of the Secretary of Transportation (OST), under Part 9 of the Regulations of the Office of the Secretary of Transportation with respect to the acceptance of service of legal process or pleadings on behalf of the Secretary of Transportation or the Administrator in any legal proceedings concerning FAA (49 CFR 9.17).

b. *Issuance of Subpoenas and Compel Testimony.* The Chief Counsel, Deputy Chief Counsel, and all assistant chief counsel are authorized to take evidence, issue subpoenas, take depositions, and compel testimony in conducting hearings and investigations authorized by the Federal Aviation Act, the Federal Airport Act, or the Airport and Airway Development Act of 1970, and to exercise the authority vested in the Administrator by sections 313(c) and 1004 of the Federal Aviation Act. They may redelegate this authority to any attorney under their supervision, provided that such redelegation is limited to the specified hearing or investigation for which the authority is required.

c. *Testimony of Employees and Production of Records.* The Chief Counsel, Deputy Chief Counsel, and Assistant Chief Counsel, Litigation Division, are authorized under Part 9 of the Regulations of the Office of the Secretary of Transportation, to exercise the authority of the General Counsel (C–1), as to testimony by agency employees and the production of agency records (49 CFR Part 9).

d. *Enforcement.* The Chief Counsel may exercise the authority of the Administrator under Titles VI, IX, X, and XII of the Federal Aviation Act with respect to the issuance of notices and orders amending, modifying, suspending, or revoking certificates, the issuance of notices and orders assessing civil penalties, the filing of complaints with the military services with respect to violations of the regulations by military personnel, and the referral of possible criminal matters to the Department of Justice (FAR Part 13, Enforcement Procedures).

e. *Tort Claims.* The Chief Counsel is authorized to exercise the authority of the Administrator to consider, adjust, determine, compromise, and settle claims for money damages arising out of the alleged negligent acts or omissions of agency employees in accordance with, and subject to the limitations in, Section 304(a) of the Federal Tort Claims Act (28

U.S.C. 2672). The Chief Counsel may delegate his authority to the Assistant Chief Counsel for Litigation, who may in turn redelegate to the assistant chief counsel for the regions or centers.

f. *Legal Correspondence.* Authority to prepare or sign all communications to the Attorney General and to the Comptroller General has been delegated to the Office of the Chief Counsel, except that:

(1) Contracting officers and certifying officers may request an opinion of the Comptroller General over their own signature.

(2) The Director of Accounting (see paragraph 26–4) may prepare or sign communications to the Comptroller General.

g. *Drug Testing.* The Chief Counsel is authorized to make final determinations of whether reasonable suspicion exists to warrant ordering an employee to provide a urine specimen for drug testing and may delegate this function within the Office of the Chief Counsel.

16–5 SPECIAL RELATIONS.

a. *Personnel Security Matters.* Primary responsibility rests with the Office of Civil Aviation Security. The responsibility of the Office of the Chief Counsel is to provide legal counsel and advice, render opinions on the legal sufficiency of investigative reports, provide legal assistance on the drafting of charges and the sufficiency of answers, represent the Administrator before Security Hearing Boards, and to provide legal counsel to the Administrator with respect to the procedure, conclusions, and recommendations of the Board.

b. *Accident Investigations.* Primary responsibility lies with the Executive Director for Regulatory Standards and Compliance. The responsibility of the Office of the Chief Counsel is to provide legal counsel, advice, and assistance to coordinators and agency employees, render opinions regarding the legal sufficiency of investigative reports, pass on requests for the production of agency records, review witness statements, and act as spokesperson or assist at hearings.

c. *Enforcement.*

(1) Surveillance, detection, investigation (other than formal investigations under Part 13 of the FAR), and the development of compliance policy are functions of the Executive Director for Regulatory Standards and Compliance. The Office of the Chief Counsel is responsible for the development of policies regarding the legal aspects of the FAA's Compliance and Enforcement Program.

(2) In the handling of enforcement cases involving foreign airmen or foreign air carriers, the Office of the Chief Counsel consults with and obtains assistance on foreign relations and investigatory problems from the Office of International Aviation.

(3) In the performance of enforcement activities with respect to medical cases, the Office of the Chief Counsel coordinates its activities with the Office of Aviation Medicine.

d. *Rules and Interpretations.* The Office of the Chief Counsel is responsible for rule drafting, as distinguished from the responsibility of the offices, services, regions, and the Aeronautical Center for the substantive content of rules. In issuing legal interpretations, the Office of the Chief Counsel maintains close working relationships with the offices and services responsible for the substance of the rules. When practicable, new or novel interpretations are coordinated with the responsible office or service.

e. *Contracts and Procurement.* The Office of the Chief Counsel is a member of the agency contracting and procurement team and, as such, performs the legal work relating to the placement and administration of contracts. This work extends to reviewing contractual instruments for legal sufficiency; providing legally appropriate contractual language; serving as the agency's counsel during negotiations, at conferences with contractors, and in the consideration of protests, claims, appeals, questions as to the legal propriety of contractual actions, and procurement policies and regulations; and handling legal patent and copyright matters.

f. *Legislative Activities.* The Office of the Chief Counsel will ensure the effective communication of legislative activities to the Office of Government and Industry Affairs. The Office of Government and Industry Affairs will assist the Office of the Chief Counsel on matters pertaining to Congressional hearings.

g. *Aircraft Certification Directorates.* Initial legal review of all directorate rulemaking documents is done by the Assistant Chief Counsel for the originating region. Workload and priorities permitting, the Regulations and Enforcement Division provides comments on early drafts of regional documents as requested and reviews each document simultaneously with review by the headquarters office of primary interest. The Assistant Chief Counsel, Regulations and Enforcement Division, and the Chief Counsel concur in the document after concurrence by the headquarters office of primary interest and before it is placed in the Office of the Secretary/Office of Management and Budget coordination process.

16-6 CHIEF COUNSEL. The Chief Counsel:

a. Serves as the chief legal officer of the Federal Aviation Administration and is counsel to the Administrator; and acts for the Administrator on all legal matters, both within and without the agency, and represents the Administrator in legal conferences with other departments and agencies of the Government and on interdepartmental committees.

b. Takes action and issues orders in the name of the Administrator, except for those matters for which the Administrator has specifically reserved authority or otherwise provided.

c. Represents the Administrator.

d. Acts on any matter for which specific delegation of authority has been made to the Chief Counsel or to any element under the direction of the Chief Counsel.

e. Exercises line authority over the assistant chief counsel in Washington headquarters and over the assistant chief counsel for each region and center. Order 1100.5C contains regional and center assistant Chief Counsel functional statements.

g. Provides to agency legal staffs, programs, standards, criteria, and direction of all matters involving the professional conduct of the agency's legal activities and evaluates execution of such activities.

g. Formulates the United States position on international aviation law questions and on the legal aspects of treaty-making activities which relate to functions of the agency.

h. Functions as principal FAA Ethics Counselor and Conflict of Interest Review Official.

16-7 INTERNATIONAL AFFAIRS AND LEGAL POLICY STAFF. As the principal staff element of the office providing legal counsel, service and assistance in international affairs, the staff:

a. Formulates the United States position on international aviation law questions and on the legal aspects of treaty-making activities which relate to functions of the agency.

b. Provides FAA representation with respect to international legal problems arising out of international aviation, including consultation and liaison as required with legal offices of other agencies of the Government; the preparation of a suggested United States position for international law meetings of the International Civil Aviation Organization; and for diplomatic conferences involving problems of international law.

c. Represents the United States at international meetings and diplomatic conferences as authorized by the Department of State.

d. Reviews international treaties, conventions, and agreements affecting aviation.

e. Serves as FAA legal liaison with legal representatives of Civil Aviation Authorities of other governments.

f. Serves as principal liaison for FAA on international aviation legal affairs with other Government agencies and departments, and with industry, the academic community, and other segments of the private sector.

g. Reviews and assists in drafting and negotiations of memoranda of understanding between FAA and foreign Civil Aviation Authorities providing for FAA technical assistance.

h. Reviews and assists in drafting and negotiation of Bilateral Airworthiness Agreements.

i. Provides legal advice to the Associate Administrator for Policy, Planning, and International Aviation with respect to questions arising in connection with international aviation affairs and other matters as requested.

j. Undertakes such special assignments for the General Counsel of the Department of Transportation in international aviation affairs as may be directed by the Chief Counsel.

k. Provides legal policy guidance and advice on aircraft hijacking matters and other security matters relating to international civil aviation.

l. Advises on the law relating to outer space, satellites, missiles, and launch vehicles as it pertains to the function of FAA.

m. Provides legal policy guidance on registration of aircraft and the recordation of property rights in aircraft, aircraft engines, propellers, and appliances.

n. Provides necessary legal services relating to Aviation Insurance Program under Title XIII of the Federal Aviation Act, except review of claims arising thereunder.

o. Provides advice to the Chief Counsel on matters of legal policy relating to FAA operations and functions.

p. Provides legal support to the FAA Europe, Africa, and Middle East Office.

16-8 PROGRAM MANAGEMENT STAFF. The Program Management Staff:

a. Develops, and following the Chief Counsel's approval, administers, and provides staff support services for Chief Counsel policies and systems pertaining to:

(1) Program planning guidelines for all segments of the office and field counterparts.

(2) Budget and financial management.

(3) Organization and staffing.

(4) Personnel management, training, and utilization.

(5) Paperwork management and general administrative services.

(6) Management information systems.

(7) Security.

(8) Slot Management System.

(9) Information resources management.

(10) Federal Register liaison.

b. Advises and assists the Chief Counsel and other executive personnel of the office and its regional counterparts on management problems and actions within the purview of the office.

c. Provides management analysis and related management and central analytical services for the office.

d. Provides a focal point for consultation and coordination between the office and other offices on matters of administration, and with offices and services on development and revision of major procedures which cross organizational lines.

e. Maintains and administers the official rulemaking, enforcement, and litigation dockets of the agency (rules, proposed rules, exemptions, enforcement orders, etc., other than those issued in the regions).

16-9 LEGISLATIVE STAFF. As the principal element of the Office of the Chief Counsel for handling agency legislation, the staff:

a. Prepares and conducts the FAA Legislative Program.

b. Represents the agency with respect to all other legislative matters affecting the agency (except Congressional liaison and budgetary matters), including bills, resolutions, legislative proposals, executive orders, proclamations, and related matters.

c. Develops, drafts, coordinates, and prepares testimony or reports on both the legislative program of the agency and all other legislation which is of interest to the agency.

d. Keeps the Administrator and the agency informed on the status of legislation and related matters affecting FAA.

e. Provides legal guidance on the preparation and presentation of the FAA budget.

f. Monitors the agency's regulatory program and advises the Administrator and others on the status of the regulatory program.

g. Provides direction, guidance, and coordination as appropriate on the publication of summaries of petitions for exemptions and rulemaking.

h. Interprets and issues guidelines on the non-legal aspects of the DOT regulatory procedures and acts as liaison between FAA and OST on the non-legal aspects of regulatory matters such as the Regulatory Agenda, Regulatory Program, coordination of program packages and related OST actions.

16-10 GENERAL LEGAL SERVICES DIVISION. The division:

a. Serves as the principal element of the Office of the Chief Counsel providing legal counsel, service, and assistance on matters of general law, personnel, labor and employee relations, internal equal employment opportunity legal issues, airports, environmental law, and civil rights legal programs.

b. With respect to the foregoing:

(1) Reviews general laws, rules, regulations, and orders governing the legal aspects of the method and manner by which agencies of the Government perform their functions, including the use of appropriated funds, basic authority of the agency to acquire, use, or dispose of personal services, conflicts of interest, the preparation of FAA submissions to the Comptroller General, the Attorney General, and other Government agencies on requests for legal determinations.

(2) Provides legal advice and counsel on questions arising under all laws applicable to the operation and programs of the agency.

(3) Provides legal advice and counsel on questions of conflicts of interest and employee responsibilities and conduct; all aspects of the Freedom of Information Act, Privacy Act, and Federal Advisory

Committee Act, matters dealing with the acquisition, use, lease and disposal of real property; and Federal-State relationships involving FAA.

(4) Provides legal advice and counsel on matters relating to military aviation, national security, emergency operations, and war powers and functions; and directs, coordinates, and ensures the adequacy of plans and program of the Office of the Chief Counsel to insure the continuity of legal program and legal support services in time of disaster or national emergency. Coordinates and advises, with respect to legal aspects, of FAA emergency operations, plans, program, orders, and regulations required to maintain continuity of headquarters operations in periods of disaster or national emergency.

(5) Reviews for legal adequacy and sufficiency, all interagency agreements except those concerning procurement or the allocation or use of airspace, and orders, policies, and interpretations other than those pertaining to Federal Aviation Regulations and the allocation and use of airspace; all collective bargaining agreements negotiated between the agency and its employee labor organizations to determine if the agreements are consistent with applicable law, rule and regulations, and memoranda or letters containing interpretation of applicable airports and environmental laws and procedures prepared for signature of the Administrator of other Washington headquarters officials.

(6) Provides guidance and assistance to assistant chief counsel for each region and center in the conduct of agency general legal services, advises on and provides guidance to the assistant chief counsel for each region and center in State-proposed aeronautical legislation, and participates in the evaluation of regional and center legal performance as required by the Chief Counsel.

(7) Provides legal guidance and counsel to the office or service having substantive rulemaking responsibilities in the preparation of environmental regulatory action or responsibility for the preparation and drafting of directives to be used by FAA personnel in considering and analyzing airport and environmental questions and issues to assure achievement of the intended result and compliance with applicable airport and environmental laws, guidelines, regulations, policies, and procedures.

(8) Reviews, prepares legal analysis, and counsels on applicable airports and environmental statutes, guidelines, and rules in response to requests and inquiries by FAA officials, Members of Congress, industry, or other interested persons; on environmental impact assessments; and on the relationship between environmental statutes, guidelines, and rules and various FAA ongoing programs, actions, or special projects.

(9) Participates in special task forces and/or study group dealing with specific projects or problems.

(10) Provides legal advice and counsel to offices of primary interest in the FAA, Office of the Secretary of Transportation, Members of Congress, industry, or other interested persons or organization on matters relating to the External Civil Rights Program (obligations and requirements arising out of the receipt of Federal financial assistance from the FAA) and represents the agency at conferences, seminars, and meeting of the External Civil Rights Program.

(11) Drafts, reviews for legal adequacy and accuracy, advises, provides drafting assistance and comments on legal documents relating to the External and Internal Equal Employment Opportunity (EEO) Civil Rights Programs, and on Civil Rights law and procedures, for signature of the Secretary, the Administrator, the Chief Counsel, or other agency officials.

(12) Reviews general laws and regulations concerning personnel, labor and employee relations, and equal employment opportunity with government-wide applicability and provides legal advice and counsel on the laws or agency orders governing FAA internal personnel, labor and employee relations, and equal employment opportunity administration.

(13) Provides advice and counsel to the Associate Administrator for Human Resource Management, and all offices thereof, on all phases of the agency personnel and labor and employee relations programs, and assists in the preparation and drafting of directives and legislation in all phases of the agency's human resource management activities; to the Office of Aviation Medicine on the FAA Substance Abuse Control Program and the DOT Drug Program; to the Office of Civil Rights on the agency's internal equal employment opportunity programs.

(14) Coordinates the scheduling of equal employment opportunity hearings and appeals by agency employees to the Office of Review and Appeals of the Equal Employment Opportunity Commission.

c. Serves as the principal element of the Office of the Chief Counsel, providing legal representation directly or in coordination with the Department of Justice on specific matters involving litigation in the courts or administrative legal hearings.

d. With respect to the foregoing:

(1) Provides, upon request, counsel and serves as FAA trial attorney on labor relations matters before the Federal Labor Relations Authority, impartial arbiters, and other administrative hearings conducted under the Civil Service Reform Act.

(2) Serves as FAA trial attorney in litigation arising from personnel or labor and employee relations matters, including coordination with the Department of Justice in establishing legal defenses, drafting briefs, and participating in the preparation for and conduct of trial.

(3) Serves as FAA trial attorney in airports and environmental litigation involving FAA, including the preparation of litigation reports, setting up defenses, and participating directly with the Department of Justice in the preparation of pleadings, marshaling documentary evidence for use at trial, taking depositions prior to trial, and participating in the trial.

(4) Provides legal representation in connection with drafting of charges, answers, and hearings in personnel security matters conducted under agency Personnel Security Regulations.

(5) Provides legal assistance, including drafting services, to initiating and deciding officials in connection with employee adverse actions and grievance hearings and appeals before the Merit Systems Protection Board.

(6) Provides legal representation at hearings for matters arising out of Federal employment discrimination complaints and for appeals filed by agency headquarters employees with the Office of Review and Appeals of the Equal Employment Opportunity Commission.

(7) Serves as headquarters agency representative for investigations conducted by the Office of the Special Counsel of the Merit Systems Protection Board.

(8) Serves as FAA trial attorney in litigation arising from internal civil rights matters and external civil rights matters, such as discrimination in the provision of benefits and services, the provision of business opportunities, employment, and accessibility to FAA program and buildings.

(9) Serves as FAA trial attorney in litigation arising from the Freedom of Information Act and the Privacy Act, including coordination with the Department of Justice in establishing legal defenses, drafting briefs, preparing pleadings, marshaling documentary evidence, and participating in the preparation for and conduct of trial.

16-11 REGULATIONS AND ENFORCEMENT DIVISION. The division:

a. Serves as the principal element of the office for legal counsel, services, and assistance on matters concerned with the agency regulatory and enforcement program.

(1) Provides legal counsel with respect to the drafting, form, and legality of all substantive, procedural, and interpretative rules, regulations, orders, exemptions, airspace actions, and obstruction evaluation determinations which FAA adopts or issues.

(2) Provides counsel at all public rulemaking hearings conducted by the agency dealing with rules, regulations, orders, and exemptions issued by the agency; and conducts such hearings as required.

(3) Reviews and provides legal counsel concerning the format, terminology, and legality of all statements or organizational relationships, plans, procedures, administrative rules, regulations, orders, statements of policy, and interpretations and other rules, regulations, and orders of the Administrator which the Administrative Procedure Act requires to be published in the *Federal Register.*

(4) Interprets FAA rules, regulations, orders, exemptions, and obstruction evaluations, and consults with and receives technical advice from the office or service having primary responsibility for the substance of the rule.

(5) Interprets and issues guidance on the legal aspects of DOT regulatory procedures and acts as liaison with OST on the legal aspects of regulatory matters.

(6) Develops and recommends agency policy, standards, systems, procedures, and program plans relating to the legal aspects of agency regulatory programs.

(7) Provides guidance and assistance to assistant chief counsel for each region and center in the conduct of agency regulatory programs and participates in the evaluation of the regional and center regulatory and enforcement legal program performance as required.

(8) Provides rule drafting services with respect to such rules, regulations, orders, and exemptions issued by the agency.

(9) Provides trial counsel in regulatory litigation involving FAA, including the preparation of litigation reports, setting up defenses, and participating directly with the Department of Justice in the preparation of

pleadings, marshaling documentary evidence for use at trial, taking depositions prior to trial, and participating in the trial.

(10) Updates and issues the *Aviation Legal Index.*

(11) Provides counsel for the Slot Management System.

b. Serves as the principal element of the office for development of standards and procedures for the legal handling of the agency's enforcement program.

(1) Develops national enforcement policies.

(2) Provides advice and guidance on air carrier and general aviation enforcement programs.

(3) Provides legal representation for the agency in:

(a) Cases which the Administrator expressly designates.

(b) Medical certificate denial cases appealed to the National Transportation Safety Board and, as determined by the Assistant Chief Counsel, Regulations and Enforcement Division, select cases involving the revocation or suspension of medical certificates on medical grounds and selected cases involving the falsification of airman medical certificate applications.

(c) Safety enforcement cases having recognizable national implications or which are otherwise appropriate for headquarters handling because of national policy considerations or the need for coordination between various headquarters units or between FAA and the NTSB or other agencies.

(d) Enforcement cases involving violations of the Hazardous Materials Transportation Act and regulations issued thereunder.

(e) Specific cases upon request for assistance from a regional counsel.

(f) Cases in litigation challenging regulatory or enforcement actions, policies, or procedures.

(g) Case involving violations of prohibited areas established over Presidential residences.

(h) Cases involving violations of Federal Regulations by foreign persons or companies within U.S. air commerce.

(i) All other cases designated by the Office of the Chief Counsel.

(4) Provides legal service, counsel, and assistance to all services and offices; and maintains liaison with the Department of Justice on regulatory and enforcement matters.

(5) Provides legal representation for the agency in enforcement appeals to the full National Transportation Safety Board and in enforcement appeals and regulatory challenges before Federal Courts.

(6) Reviews and approves regional litigation reports and pleadings concerning civil penalty litigation pursuant to a delegation from the Attorney General of the United States; also provides liaison to the Department of Justice concerning litigation to collect civil penalties.

(7) Conducts investigations under section 313 of the Federal Aviation Act which are:

(a) Based upon reports or other evidence of widespread regulatory violations.

(b) Otherwise of national significance.

(c) Specifically assigned by the Chief Counsel.

(8) Initiates and handles any enforcement action based upon such investigations.

(9) Provides liaison between FAA and the appropriate OST offices concerning agency regulatory and enforcement matters and provides legal representation as required.

(10) Conducts ongoing and ad hoc reviews and evaluations of the effectiveness of the agency's enforcement program and prepares reports on such reviews and evaluations for the Chief Counsel.

(11) Provides instruction and legal participation in agency training programs and seminars dealing with regulatory enforcement methods and procedures.

16-12 RESERVED.

16-13 LITIGATION DIVISION. The division:

a. Is the principal element of the office with respect to:

(1) Litigation functions of the agency and conduct of litigation in which the agency may be involved or in which it may have an interest.

(2) Legal services in aircraft accident investigations and hearings.

(3) Release of records of information to the public for use in litigation; and production of agency records or testimony of agency employees in judicial proceedings.

(4) Processing of tort claims by or against the agency, both in Washington and the field.

(5) Legal review of claims under the Aviation Insurance Program.

b. With respect to the foregoing:

(1) Develops and recommends agency policy, standards, systems, procedures, and program plans.

(2) Guides and assists the regions and centers in the conduct of approved programs; and participates in the evaluation of the technical adequacy of regional and center program performance as required.

c. Within the Washington headquarters, provides:

(1) Legal representation in connection with drafting of charges, answers, and hearings in personnel security matters conducted under agency Personnel Security Regulations.

(2) Recordkeeping and supervisory responsibility for all cases in litigation other than cases for which responsibility is assigned to other divisions.

d. Monitors and reviews judicial decisions and legal proceedings before the National Transportation Safety Board (NTSB) to ascertain areas which might affect the agency (other than those concerning enforcement), to ascertain changes necessary or desirable to agency regulations, amendments, or changes to cognizant operating services and elements of the Office of the Chief Counsel; and provides liaison with the appropriate offices of the NTSB and divisions of the Department of Justice in such matters.

16–14 PROCUREMENT LEGAL DIVISION. The division:

a. With respect to contractual, acquisition, and related matters performed or considered in the Washington headquarters:

(1) Decides all questions of contract and procurement law, including those related to concession agreements and the acquisition of property by lease.

(2) Prepares or reviews all submissions to other agencies involving contract and procurement law.

(3) Decides all legal questions related to the aircraft loan guarantee program (71 Stat. 629, as amended) and successor programs.

(4) Represents the agency in all contract and procurement legal matters in conferences and meetings with other Government agencies, the Office of Management and Budget, the General Accounting Office, and State and local governments.

(5) Represents the agency in litigations in Federal and State courts, and serves as chief liaison with and assists the Department of Justice in such litigation.

(6) Represents the agency in all formal and informal proceedings involving contract and procurement legal matters, including appeals before the Department of Transportation Board of Contract Appeals (DOTBCA), protests filed with the General Accounting Office, appeals before the Department of Labor Wage Appeals Board, and proceedings before other administrative agencies. In connection with appeals before the DOTBCA and protests before the General Services Board of Contract Appeals (GSBCA), drafts and files pleadings, interrogatories and other discovery requests, and any necessary pretrial documents; also, interviews and prepares witnesses for the trial of the appeal, presents the agency case at such trials, and prepares posttrial briefs. In connection with protests to the General Accounting Office (GAO), prepares the agency's report to the Comptroller General in those cases which involve legal questions; also, represents the agency at conferences with the GAO in connection with all protests.

(7) Provides legal counsel, assistance, and review to all organizational components, with respect to contract and procurement law. Represents the Office of the Chief Counsel on Sole Source Review Boards, Source Evaluation Boards, Contract Review Boards, and similar boards and groups which may from time to time be constituted to aid and implement the acquisition process.

(8) Pursuant to Departmental and agency directives, participates in negotiations and conferences with agency contractors with respect to contracts, contract modifications, and amendments.

(9) Assures compliance with law, regulations, and decided cases, and drafts appropriate language for all agency contracts, leases, agreements, bond assignments, contract change orders, amendments, modifications, findings, determinations, decisions, interagency agreements, and all other documents (except airport grant agreements and treaties and international executive agreements) in connection with which the agency:

(a) Procures or provides any right, service, material, or facility.

(b) Creates, modifies, or terminates any contractual relationship.

(c) Leases, purchases, or sells an interest in real or personal property (except as otherwise provided in paragraph 16–10); and provides final legal interpretation of all such documents.

(10) Provides analysis of claims filed by agency contractors, to determine the legal validity of such claims under the contract affected. Pursuant to Departmental and agency directives, participates in all negotiations of such matters.

(11) When designated by the Chief Counsel, represents the agency's legal position to Members of Congress and their staffs.

(12) Provides guidance and assistance to assistant chief counsel for each region and center in the conduct of agency procurement legal activities and participates in the evaluation of the regional and center procurement legal performance as required by the Chief Counsel.

b. With respect to contractor labor relations, decides all questions of law, prepares or reviews all submissions to other agencies involving such law, and represents the agency in all conferences and meetings with other Government agencies, and in all administrative proceedings. The area of "contractor labor relations" includes contractor labor disputes which arise as a result of performance of a Government contract or which impact performance under a Government contract; questions concerning the interpretation, application, and administration of the various contract related wage and hour statutes; questions arising under the Government equal employment opportunity program; and questions arising under other similar statutes and executive orders which affect FAA contract and/or FAA procurement.

c. Reviews for legal problems and considers all proposed changes to the Federal Acquisition Regulation (FAR), the Federal Information Resource Management Regulation (FIRMR), and the Department of Transportation Federal Acquisition Regulation Supplement (TAR) submitted to the agency for comment. When required, prepares and proposes language changes to such regulations; reviews, comments on, and redrafts as necessary, all changes to the Federal Aviation Procurement Regulations (FAPR) and other agency procurement directives and orders.

d. Provides legal advice and assistance in the implementation of the Department's minority business enterprise program as applied to agency contractors and subcontractors.

e. Provides legal advice and assistance on questions arising with respect to contracts proposed for award to small business firms, including small business set asides and awards under the Small Business Administration (SBA) 8(a) program.

f. Provides legal advice and assistance regarding:

(1) Possible conflicts of interests on the part of agency contractors, subcontractors, or their employees.

(2) The liability of agency contractors for State and local taxes under agency contracts.

(3) Application of the Department's policy on patent rights and recovery of developmental costs under agency contracts.

(4) Procurement directives issued by the Acquisition and Materiel Service to the offices, services, and centers.

(5) Protests to the General Accounting Office or the General Services Board of Contract Appeals.

(6) Cases alleging a mistake in bid.

(7) Claims for equitable relief under P.L. 85 804.

(8) Proposed legislation affecting the agency's procurement or contracting questions.

(9) Congressional inquiries relating to agency contracts or contracting actions.

g. With respect to the foregoing:

(1) Develops and recommends agency policy, standards, systems, procedures, and program plans.

(2) Guides and assists the regions and centers in the conduct of approved programs; and participates in the evaluation of the technical adequacy of regional and center program performance as required.

CHAPTER 17. OFFICE OF CIVIL RIGHTS

17-1 MISSION. The Office of Civil Rights assists, represents, and advises the Administrator on civil rights and equal opportunity matters so as to assure full and affirmative implementation of civil rights and equal opportunity precepts within the Federal Aviation Administration in all official actions. This includes administration employment practices; services rendered to the public; operation of federally assisted activities; and other programs or efforts involving administration assistance, participation, or endorsement.

17-2 STRUCTURE. No formal subdivision of the office is prescribed.

17-3 FUNCTIONS.

a. Develops and recommends to the Administrator civil rights and equal opportunity policies, programs, standards, and procedures to assure:

(1) Equal opportunity in internal FAA employment practices (Title VII of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000e *et seq.*), Section 501 and 504 of the Rehabilitation Act of 1973 (29 U.S.C. 791, 794, and 794a), the Age Discrimination in Employment Act of 1967 (29 U.S.C. 621 *et seq.*), the Equal Pay Act (enacted as section 6(d) of the Fair Labor Standards Act of 1938, 29 U.S.C. 206(d)), and implementing regulations issued by the Equal Employment Opportunity Commission (29 CFR Parts 1600 through 1691). In the case of section 504 of the Rehabilitation Act of 1973, implementing regulations are issued for the Department by the Secretary of Transportation (49 CFR Part 27).

(2) Equal opportunity and non discrimination in programs operated by recipients of FAA Federal assistance and by related organizations (Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.), Section 30 of the Airport and Airway Development Act of 1970 (14 CFR Part 152, Subpart E), as amended (49 U.S.C. 1730), Section 520 of the Airport and Airway Improvement Act, and regulations of the Department of Justice (28 CFR Part 42, Subpart F, and 28 CFR Part 50, specifically, section 50.3)).

(3) That all FAA programs and activities affecting housing and urban development are administered in an affirmative manner to further the purpose of the Fair Housing provision of Title VIII of the Civil Rights Act of 1968 (42 U.S.C. 3601 *et seq.*)

(4) That technical advice or assistance requested by the Departmental Office of Civil Rights, Office of the Secretary of Transportation (OST), in investigations of alleged or suspected discriminatory practices be provided by civil rights specialists or other personnel appropriately trained for collateral duties of this nature and supervised by the civil rights organizational elements of the Washington headquarters or field elements.

(5) That technical advice and guidance on civil rights matters are provided to FAA officials and organizations regularly charged with contract responsibilities (other than those assigned to the Secretary of Labor) or with grants in aid administration.

(6) That affirmative actions are taken to support total Federal equal opportunity programs.

(7) That small business concerns owned and controlled by socially and economically disadvantaged individuals participate in contracting and leasing opportunities provided by Department of Transportation programs (Sections 505 (d) and 511 (a) (17) of the Airport and Airway Improvement Act of 1982, as amended, and implementing regulations promulgated by the Secretary (49 CFR Part 23); and works with the Acquisition and Materiel Service in support of the disadvantaged business program.

(8) That employees and non-union employee organizations committed to promoting the agency's policy of equal employment opportunity are given reasonable support and encouragement.

b. Evaluates implementation by headquarters and field elements of approved equal opportunity and civil rights policies, programs, standards, and procedures.

c. Serves as the FAA Equal Employment Opportunity Officer and the Washington headquarters Equal Employment Opportunity Officer (29 CFR 1613.204(c), and regulations issued by the Equal Employment Opportunity Commission).

d. Serves as the FAA Title VI Coordinator and the Washington headquarters Title VI Coordinator (Title VI of the Civil Rights Act of 1964, and regulations of OST), as previously cited herein.

e. Provides for or conducts indepth equal opportunity compliance reviews deemed necessary to assure effective program implementation or requested by higher authority; and conducts such reviews related to the agency's grant in aid activities as developed and implemented by the offices and services.

f. Serves as the liaison between FAA and the Departmental Office of Civil Rights and develops or co-

ordinates the development of civil rights and equal opportunity reports prescribed by OST.

g. Coordinates all agency activities involving assistance to American Indians and exerts positive efforts to bring such activities to the attention of American Indians.

h. Provides for, and conducts investigations and analyses of, discrimination complaints filed under 29 CFR Part 1613.

i. Serves as FAA coordinator of the Program (Executive Order 12320) to remove barriers, to improve administrative infrastructure, and to provide financial support for Historically Black Colleges and Universities (HBCU) to increase their capacity to participate in FAA sponsored programs.

j. Conducts complaint investigations as required by OST under Section 504 of the Rehabilitation Act of 1973.

k. Serves as the contact point and liaison for employees and employee organizations committed to promoting the agency's policies and programs of equal employment opportunity.

CHAPTER 18. OFFICE OF GOVERNMENT AND INDUSTRY AFFAIRS

18-1 MISSION. The Office of Government and Industry Affairs serves as the Administrator's principal advisor and representative on matters concerning relations with the Congress, aviation industry groups, and other governmental organizations. In concert with other agency organizations, the office develops and reviews various plans and strategies involving these groups to enhance the promotion of aviation. To ensure consistent policy direction with the Department in carrying out the functions outlined below, these activities are conducted in close coordination and consultation with the Assistant Secretary for Governmental Affairs.

18-2 STRUCTURE. No formal subdivision of the office is prescribed.

18-3 FUNCTIONS. The Office of Government and Industry Affairs:

a. Provides advice and information to the Administrator, Deputy Administrator, Executive Directors, and other agency officials on the policies, actions, and positions of the Congress, State and local government officials, and industry representatives.

b. Develops programs to inform external groups about agency policies and actions and responds to requests for information.

c. Serves as the focal point to coordinate agency actions relating to Congressional oversight of FAA programs.

d. Develops special programs to increase the agency's involvement with industry groups on matters which have significant impact on the aviation community.

e. Monitors aviation activities and issues of interest to State and local governments to ensure that agency policies are adequately represented.

f. Coordinates with Departmental officials to ensure consistency in furthering policies relating to Congressional and intergovernmental issues.

g. Serves as the FAA clearinghouse for authoritative data concerning the Congress, State and local governments, and aviation industry organizations.

h. Manages the FAA Reports to Congress program. Serves as the FAA Reports Control Officer and is responsible for providing the DOT Congressional Reports Officer all information to disseminate to Congress and interested parties.

18-4 RESERVED.

18-5 SPECIAL RELATIONS.

a. *The Administrator* is the official spokesperson for the Federal Aviation Administration. All statements, announcements, or presentations to the Congress will be made by the Administrator or on behalf of the Administrator, by another official, when designated by the Administrator to do so.

b. *The Office of Government and Industry Affairs* is responsible for the implementation of policies with respect to relations with the Congress. The office will:

(1) Keep the Assistant Secretary for Government Affairs informed on all matters of significant interest.

(2) Serve as the FAA focal point in monitoring and coordinating requests received by FAA from Congressional Members and Committees.

(3) Assist the Office of the Chief Counsel on matters pertaining to Congressional hearings.

(4) Keep the associate administrators and the offices and services informed of public and Congressional concerns which may influence their operational responsibility and will ensure proper coordination of material with offices having substantive responsibility prior to its being communicated to Congress.

c. *The Office of the Chief Counsel* is responsible for providing advice and assistance to the Administrator on the legislative aspects of agency policies and for conducting the agency's legislative program. The Office of the Chief Counsel will keep the Office of Government and Industry Affairs informed of legislative activities.

d. *The Office of Budget* is responsible for maintaining liaison with the Appropriations Committee on matters relating to the budget process. The Office of Government and Industry Affairs shall be advised of all Congressional developments relating to budget matters.

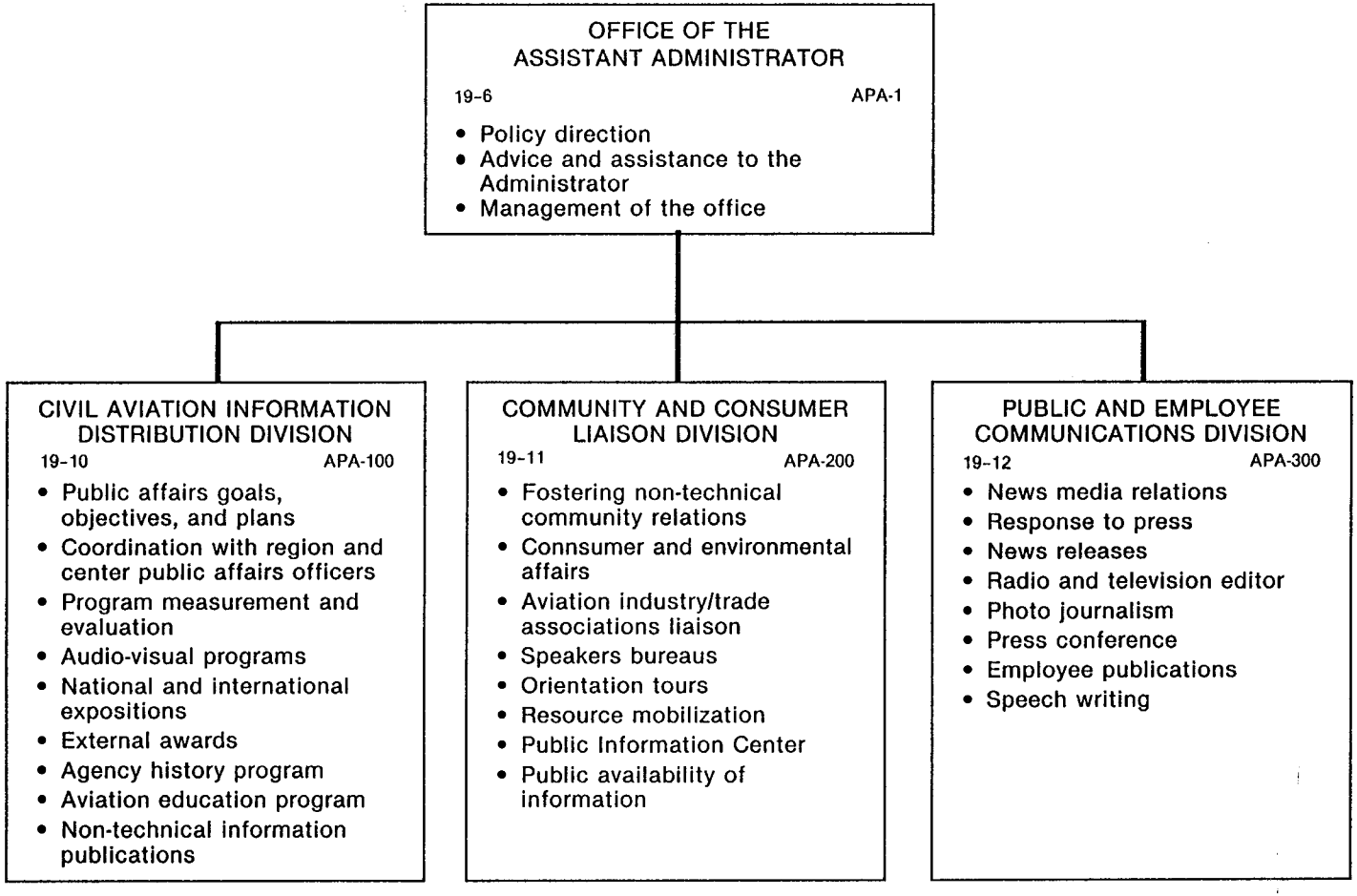
e. *Executive Directors, Associate and Assistant Administrators, Regional Administrators, and Offices, Services, and Center Directors* are responsible for advising the Office of Government and Industry Affairs of all major developments which could be expected to

affect the agency's relations with the Congress or industry groups. The office shall be notified of all Congressional contacts made directly to the offices and services.

CHAPTER 19. OFFICE OF PUBLIC AFFAIRS

FIGURE 19-1. FUNCTIONAL ORGANIZATIONAL CHART

OFFICE OF PUBLIC AFFAIRS



CHAPTER 19. OFFICE OF PUBLIC AFFAIRS

19-1 MISSION. The Office of Public Affairs serves as the principal public spokesperson for FAA; initiates and participates in the execution of coordinated information plans and programs; and ensures that programs, policies, objectives, and all relevant information concerning FAA are consistently presented to the public, aviation community, and FAA employees in a factual, dignified, and timely manner.

19-2 FUNCTIONAL ORGANIZATION. The functional organization of the Office of Public Affairs is shown in figure 19-1.

19-3 FUNCTIONS.

a. As the principal element of FAA with respect to public information, employee information, and industry and community and consumer liaison:

(1) Serves as the source and point of primary coordination for supplying the employees, the public, the aviation community, and the news media with current, authoritative information about programs and objectives of FAA.

(2) Provides guidance to regional administrators and center directors on national public affairs policy.

(3) Provides public affairs counsel and staff assistance to the Administrator, Deputy Administrator, and other high level officials in the exercise and performance of their statutory responsibilities in the promotion, encouragement, and development of aviation.

(4) Establishes public affairs standards and procedures, including releases to the media, press conferences, speeches, and radio and television presentations. Provides liaison with the aviation community regarding public affairs.

b. Maintains liaison with representatives of communications media to provide news and background material about the growth, progress, and accomplishments of aviation.

c. Serves as FAA central office for the coordination of all agency audio-visual productions and procurements.

d. Provides FAA employees, communities, organizations, and individuals with information about FAA through publications, audio visuals, presentations, and by participation in public and organizationally sponsored meetings.

e. Plans community relations programs to foster understanding and cooperation among FAA, the various communities, and local governments.

f. Administers the FAA history program and programs for making information and records available to the public.

g. Reviews overall attendance by FAA personnel at national and interregional meetings and conventions of organizations outside FAA.

h. Administers the FAA External Recognition and Awards Program.

i. Administers the aviation education program.

19-4 AUTHORITY.

a. With respect to all matters within the assistant administrator's sphere of responsibility, the Assistant Administrator for Public Affairs is authorized to:

(1) Take action in the name of the Administrator, except for those matters for which the Administrator has specifically reserved authority or otherwise provided.

(2) Represent the Administrator.

(3) Act on any matter for which specific delegation of authority has been made to the assistant administrator or to any element under the assistant administrator's executive direction.

b. The Assistant Administrator for Public Affairs is delegated authority to issue an administratively final decision to either sustain or overrule initial determinations to withhold records from the public after coordination with the Chief Counsel, FAA, and the General Counsel, Office of the Secretary of Transportation.

19-5 RESERVED.

19-6 OFFICE OF THE ASSISTANT ADMINISTRATOR. The assistant administrator:

a. Serves as principal advisor to the Administrator, Deputy Administrator, and key officials with respect to public affairs aspects of FAA activities.

b. Represents FAA with respect to the formulation or implementation of Governmentwide plans, policies, and programs concerning public affairs activities.

c. Serves as the principal spokesperson of FAA to external sources on public affairs matters.

d. Collaborates with the Office of International Aviation concerning public affairs aspects of international activities and objectives of FAA.

e. Recommends public affairs policies; establishes standards and provides guidance to the regional and center directors on national public affairs activities; and monitors the overall effectiveness of such FAA functions.

f. Provides public affairs policy guidance relating to attendance by FAA personnel at national and interregional meetings and conventions of organizations outside the agency.

g. Provides leadership and direction in the planning, management, execution, and control of office activities.

h. Provides administrative management, budget and fiscal services, and other support functions for the office.

19-7 to 19-9 RESERVED.

19-10 CIVIL AVIATION INFORMATION DISTRIBUTION DIVISION.

a. The division formulates national public affairs goals, objectives, and plans; evaluates the effectiveness of the national public affairs program; controls the planning and production of audio-visual materials; manages the aviation education program; conducts the agency's history program; administers the FAA external awards program; and produces certain general information publications.

b. With respect to the foregoing, the division:

(1) Develops and recommends public affairs goals, objectives, and plans.

(2) Establishes public affairs guidelines, procedures, and standards.

(3) Evaluates effectiveness of national public affairs program.

(4) Serves as coordinator for the Office of Public Affairs with region and center public affairs officers to ensure that information and materials initiated and distributed by the regional and center public affairs officers are in concert with national policies, goals, and objectives.

(5) Provides direction, guidance, and control over the planning, production, availability, and use of audio-visual materials, including exhibits used in national and international expositions.

(6) Provides management oversight of audio-visual facilities and services and coordinates annual reports from regions and centers on audio-visual production and expenses.

(7) Provides policy and professional aviation guidance to the assistant administrator and other top agency officials on aviation education matters and coordinates aviation education program activities with regions and field facilities.

(8) Evaluates and develops aviation education materials for use by teachers and students and by those involved in developing aviation-related curricula in the Nation's school systems; serves as a national clearinghouse of resources for this aviation education material; and manages a computerized national aviation education information resource system for public and private use.

(9) Develops and maintains a national network of contacts in State and local governments, the aviation industry, and the education community to help promote aviation education goals and objectives.

(10) Develops and maintains an historical record and perspective on agency programs and activities through published volumes, taped oral histories, and monographs; and provides agency's submission for DOT's annual report to Congress.

(11) Coordinates awards to recognize individuals and groups outside FAA who have made significant contributions to aviation safety, air commerce, or aviation education.

(12) Produces and updates certain general information handouts, including the publication titled "Federal Aviation Administration" and the "FAA Film Catalog."

(13) Manages the FAA Video Conference Program, develops video conference goals, procedures, plans, program guidelines, and standards; evaluates the program effectiveness; and provides direction, guidance, and control over the planning, production, availability, and use of video conference materials.

19-11 COMMUNITY AND CONSUMER LIAISON DIVISION.

a. This division is the principal element of the office with respect to liaison with consumer groups, local communities, industry, aviation organizations, and citizen aviation groups to foster and promote aviation, and public availability of information. Works with the regional and center public affairs officers and local coordinators in designing programs to organize and promote speaker's bureaus at the national, re-

gional, and local level; to arrange and conduct orientation tours; and to encourage private support of FAA programs and policies.

b. With respect to the foregoing:

(1) Develops and recommends community and consumer liaison activities.

(2) Monitors and analyzes FAA responses to consumer complaints and requests for information.

(3) Represents the assistant administrator in dealing with industry and public groups.

(4) Responds to nontechnical inquiries concerning FAA programs.

(5) Promotes increased understanding of FAA goals, objectives, programs, and plans.

(6) Maintains a public information center; responds to public inquiries and requests for general information and publications.

19-12 PUBLIC AND EMPLOYEE COMMUNICATIONS DIVISION.

a. This division is the principal element of the office with respect to national news media and employee communications programs. It deals with the press. Prepares news releases and related written materials. Develops radio, TV, and photo journalism presentations and arranges press conferences. Conducts national information programs and prepares miscellaneous publications to inform the public about FAA programs and to promote aviation safety. Conducts programs to foster effective employee/management communications. Writes speeches.

b. With respect to the foregoing:

(1) Devises and recommends public affairs programs, plans, and projects that will provide a full range of news and information to meet the requirements of the aviation public, FAA employees, and management.

(2) Serves as a central point of contact with the news media.

(3) Coordinates with program organizations information materials and speeches for propriety and consistency with FAA policies and objectives.

(4) Provides special staff advice and assistance to principal officials on the implementation of the information program.

(5) Initiates public affairs guidelines, directives, and standards.

(6) Writes speeches for the Administrator and key agency officials; and prepares background papers and the Administrator's Issues Book.

(7) Monitors FAA participation in the Freedom of Information Act to assure that information and releasable records are made available on a timely basis.

CHAPTER 24. EXECUTIVE DIRECTOR FOR POLICY, PLANS, AND RESOURCE MANAGEMENT

24–1 MISSION. The Executive Director for Policy, Plans, and Resource Management provides leadership, direction, and guidance relating to policy, international aviation, administrative and information resource management, budget and financial management, human resource management, plans, evaluation and appraisal, procurement, and property management.

24–2 ORGANIZATIONAL STRUCTURE. The organizational structure for the Executive Director for Policy, Plans, and Resource Management in figure 1–1.

24–3 FUNCTIONS. The Executive Director for Policy, Plans, and Resource Management:

a. Provides leadership in the promotion and management of initiatives to foster aviation safety, managerial accountability, recognition, and organizational development and modernization.

b. Establishes objectives and priorities that reflect FAA strategic goals and the Administrator's policy initiatives.

c. Assures the integration and coordination of policy and planning within and across agency functional areas.

d. Evaluates effectiveness of organizational elements and programs.

e. Promotes positive human relations, open communications, and affirmative equal employment opportunity policies.

f. Exercises executive direction over the:

(1) Associate Administrator for Administration.

(2) Associate Administrator for Human Resource Management.

(3) Associate Administrator for Policy, Planning, and International Aviation.

(4) Director, Aeronautical Center.

(5) Regional Administrators.

24–4 AUTHORITY. With respect to all matters within the Executive Director's sphere of responsibility, the Executive Director is authorized to:

a. Take action and issue orders in the name of the Administrator, except for those matters for which the Administrator has specifically reserved authority or otherwise provided.

b. Represent the Administrator.

c. Act on any matter for which specific delegation of authority has been made to the Executive Director or to any element under the Executive Director's executive direction.

CHAPTER 25. ASSOCIATE ADMINISTRATOR FOR ADMINISTRATION

25-1 MISSION. The Associate Administrator for Administration advises and assists the Executive Director for Policy, Plans, and Resource Management and the Administrator in directing, coordinating, controlling, and ensuring the adequacy of FAA plans and programs for administrative and information resource management, budget and financial management, appraisal and evaluation of programs and activities, acquisition, procurement, and property management.

25-2 ORGANIZATIONAL STRUCTURE. The organizational structure for the Associate Administrator for Administration is shown in figure 1-1. The Associate Administrator for Administration exercises executive direction over the:

a. Office of Accounting.

b. Acquisition and Materiel Service.

c. Office of Budget.

d. Office of Management Systems.

25-3 FUNCTIONS. The Associate Administrator for Administration:

a. Provides accounting, financial advisory, and audit liaison services.

b. Develops, recommends policy for, and evaluates FAA-wide accounting systems.

c. Conducts an accounting operations program for the Washington headquarters.

d. Plans, monitors, controls, schedules, and implements the acquisition of materiel, equipment, and services for the National Airspace System and for interagency and international programs.

e. Provides for the procurement and management of real and personal property, transportation and supply support for agency programs.

f. Ensures agency budgetary needs are accurately identified and defined.

g. Ensures funds and other resources available to the agency are effectively utilized.

h. Develops and administers the implementation and operation of FAA organizational plans, management systems and controls, information resources management, management and productivity improvement, and administrative standards and procedures.

i. Provides data processing, graphics, and publishing services to the Washington headquarters.

25-4 AUTHORITY.

a. With respect to all matters within the associate administrator's sphere of responsibility, the Associate Administrator for Administration is authorized to:

(1) Take action and issue orders in the name of the Administrator and the Executive Director for Policy, Plans, and Resource Management, except for those matters for which the Administrator and/or Executive Director has specifically reserved authority or otherwise provided.

(2) Represent the Executive Director for Policy, Plans, and Resource Management.

(3) Act on any matter for which specific delegation of authority has been made to the associate administrator or any element under the associate's jurisdiction.

b. The Associate Administrator for Administration is authorized to compromise, terminate, or suspend collection action on claims not in excess of $20,000 due the agency. Uncollectible claims in excess of $20,000 will be forwarded to the Office of Accounting for referral to the General Accounting Office or the Department of Justice for litigation in accordance with agency instructions and the joint regulations promulgated by the Attorney General and Comptroller General (31 R.R. 13381). The associate administrator's authority, with respect to claims, may be redelegated to the Director of Accounting. This subparagraph does not extend to claims arising out of civil penalty action.

c. The Associate Administrator for Administration is authorized to determine cause of loss or deficiency and to recommend relief from the Comptroller General, in accordance with 31 U.S.C. 3527, for losses or deficiencies of $500 or more for disbursing officers, cashiers, or other accountable officers in their accounts and to grant relief where such losses or deficiencies are less than $500, except where exceptions or charges have been raised by the General Accounting Office. This authority may not be redelegated.

d. The Associate Administrator for Administration is authorized to disclose to consumer reporting agencies information from the accounting system of records that an individual is responsible for a claim

provided that the disclosure is made in compliance with provisions of 31 U.S.C. 3711(f). This authority may be redelegated.

e. The Associate Administrator for Administration is authorized to collect a claim from a person by means of administrative offset in accordance with procedures prescribed by 31 U.S.C. 3716 and collect a claim by means of salary offset for employee debts in accordance with procedures prescribed by 5 U.S.C. 5514 or other applicable laws. This authority may be redelegated.

f. The Associate Administrator for Administration is authorized to enter into contracts with any person or organization, under such terms and conditions as the associate administrator or his or her designee considers appropriate, for collection services to recover indebtedness owed to the United States in accordance with 31 U.S.C. 3718. This authority may be redelegated.

g. The Associate Administrator for Administration is authorized to assess interest, penalty, and administrative cost charges on delinquent claims provided that the assessments are made in conformance with 31 U.S.C. 3717. This authority may be redelegated.

h. The Associate Administrator for Administration is authorized to approve any project plan for systems furniture acquisition estimated to cost $500,000 or more which originates in any office, service, region, or center. This approval is required before any procurement action may be taken by an office, service, region, or center.

25-5 SPECIAL DELEGATIONS.

a. The Associate Administrator for Administration is delegated authority within the associate administrator's sphere of responsibility to:

(1) Purchase, rent, lease, or otherwise obtain property or services; and to enter into agreements for transfer of monies or property, real or personal, or any interest therein, coextensive with the authority granted to the Administrator by statute, regulation, or delegation.

(2) Enter into, administer, modify, and terminate contracts or agreements for the purposes contained in paragraph 25-2a(1).

(3) Redelegate to officials under the associate's executive direction the associate's authority, in whole or in part, and authorize successive delegation; and to cancel or modify any such redelegation or authorization, subject, however, to any applicable limitation of law or regulation.

(4) Certify and submit all mandated budget and accounting reports to the President and to the Congress.

b. Authority delegated or redelegated in paragraph 2502 is subject to the limitation that the approval of the Administrator or the Director, Aviation Standards National Field Office, is required for all aircraft acquisitions as stated in Order 4040.9C, FAA Aircraft Management Program.

25-6 RESERVED.

25-7 DEPUTY ASSOCIATE ADMINISTRATOR FOR APPRAISAL. Under the executive direction of the Associate Administrator for Administration and the Executive Director for Policy, Plans, and Resource Management, the Deputy Associate Administrator for Appraisal: "Appraisal" means a comprehensive investigation, study, and analysis to determine the significance of a real or potential problem area which has been previously identified or to confirm the positive effect of, and identify lessons learned from a major program achievement. "Evaluation" means measurement of performance against established goals, standards, policies, and procedures.

a. Serves as the principal advisor to the Administrator, the Executive Directors, the Associate Administrator for Administration, and other FAA officials on the appraisal and evaluation of programs and activities throughout the agency.

b. Advises the Administrator, the Executive Director, the Associate Administrator for Administration, and other key officials regarding issues and problems which are impairing or may impair the effective and efficient accomplishment of the agency's mission.

c. Initiates, plans, schedules, and conducts independent appraisals of agency programs and activities, issues reports, and recommends appropriate action; carries out such special and independent program reviews as the Administrator may direct and, within available resources, as may be requested by other key FAA officials.

d. Formulates and recommends agency appraisal and evaluation policies and standards, and advises the administrator and other key FAA officials regarding them; ensures that formal followup systems are employed to verify that appraisal and evaluation results are acted upon in a timely manner and that actions taken are responsive to approved recommendations.

e. Maintains contacts with members of the aviation community, including the traveling public, so as to be knowledgeable of their opinions about FAA; applies

this perspective in formulating and executing appraisal plans; assesses "customer" satisfaction with agency services and serves as the FAA's ombudsman for problems and issues not resolved through normal channels.

f. Advises the Administrator and other key agency officials regarding agency performance relative to FAA goals and objectives, programs, plans, policies, standards, and procedures as evidenced through the appraisal process.

g. Ensures the consistency of appraisal and evaluation plans with overall FAA program appraisal policies, standards, plans, and schedules; coordinates and monitors the performance by program officials of the evaluation function throughout the agency pursuant to applicable FAA directives.

h. Conducts periodic reviews of evaluation systems and provides status reports to the Administrator.

25-8 SPECIAL DELEGATION. The authority of the Deputy Associate Administrator for Appraisal extends to all aspects of the appraisal and evaluation functions throughout the agency. Action on recommendations resulting from appraisal and evaluation findings is the responsibility of the Administrator, executive directors, associate administrators, and subordinate line officials.

25-9 SPECIAL RELATIONS. The Deputy Associate Administrator for Appraisal conducts appraisals and evaluations on behalf of the Administrator and the executive director and, within available resources, for other FAA officials. These responsibilities require all agency officials and employees to cooperate fully and completely with the Deputy Associate Administrator for Appraisal or designees to ensure total access to agency facilities, offices, documents, and data.

CHAPTER 26. OFFICE OF ACCOUNTING

FIGURE 26-1. FUNCTIONAL ORGANIZATIONAL CHART

OFFICE OF ACCOUNTING

OFFICE OF THE DIRECTOR
26-6 AAA-1

- Advice and assistance to the Administrator on accounting, and financial matters
- Direction of the office
- Program performance evaluation

FINANCIAL PROGRAMS STAFF
26-8 AAA-60

- Contact and liaison with external elements on audits
- Responses to the General Accounting Office and Office of Inspector General audit reports
- Responses to contract protests
- Independent evaluation of financial data
- Financial advice on procurement and contracting actions

PAYROLL AND ADMINISTRATIVE SYSTEMS DIVISION
26-10 AAA-100

- DOT-wide standards, systems, and procedures for the Consolidated Uniform Payroll System
- FAA-wide policy, standard, systems, and procedures for operation of payroll processing centers
- Functional management review of budget submissions by operating accounting offices
- Administrative management and support for office element

ACCOUNTING OPERATIONS DIVISION
26-11 AAA-200

For the Washington Headquarters and other designated elements:

- Voucher and invoice certification for payment
- Fund control
- Financial reporting
- Property and equipment accounting
- Accounting systems and standards

TRAVEL AND RELOCATION SYSTEMS DIVISION
26-12 AAA-300

- FAA-wide policy, standards, systems, and procedures for fiscal operations including travel, disbursement and collection, voucher examination, imprest funds, and claims
- Evaluation of FAA accounting operations
- DOT-wide standards, systems, and procedures for Contractual Relocation Assistance Services

ACCOUNTING SYSTEMS DIVISION
26-13 AAA-400

- FAA-wide policy, standards, systems, and procedures for:
  - —General, cost, and property accounting
  - —Emergency readiness accounting
  - —Cash management and debt collection
- Liaison with external elements on accounting systems development
- Accounting system compliance with the Federal Managers' Financial Integrity Act

FINANCIAL INFORMATION DIVISION
26-14 AAA-500

- FAA-wide reporting policy, standards, and procedures
- Central financial control accounts and consolidated financial reports
- Financial reporting and reports analysis services
- Accounting codes structure
- Antideficiency Act violations

CHAPTER 26. OFFICE OF ACCOUNTING

26–1 MISSION. Provides accounting, financial advisory, and audit liaison services to the Administrator and other top management and operating officials; develops, recommends policy for, and evaluates FAA-wide accounting systems; administers an audit liaison program and a financial advisory services program; and conducts an accounting operations program for the FAA headquarters.

26–2 FUNCTIONAL ORGANIZATION. The functional organization of the Office of Accounting is shown in figure 26–1.

26–3 FUNCTIONS.

a. Is the principal staff element of FAA with respect to formulation, administration, and evaluation of the FAA-wide accounting program for providing management with a broad range of constructive and protective services including:

(1) Establishment of accounting systems.

(2) Travel and payroll.

(3) Accounting operations.

(4) Financial analysis, control, and centralized reporting.

(5) Furnishing of independent financial advice in the negotiation, award, and administration of contracts, as and when requested by the Director, Acquisition and Materiel Service.

(6) Independent evaluation of the financial aspects of management plans, proposals, and studies having financial implications.

b. With respect to the foregoing:

(1) Develops and recommends FAA accounting policies, plans, and standards and administers such policies when approved.

(2) Provides technical assistance to the region and center organizations.

(3) Evaluates program performance.

c. Maintains FAA central agency financial control accounts.

d. Provides consolidated reports for FAA headquarters management level and to external organizations.

e. Conducts an accounting operations program for the FAA headquarters.

f. Administers the program for prompt and responsive answering of all the General Accounting Office (GAO) and the OST Office of Inspector General (OIG) audit reports on FAA activities, and follows up to ensure promised actions have been taken.

g. Administers a system for the objective review and responsive answering of all protests and inquiries relating to the propriety of the award or administration of FAA contracts, except contract appeal matters.

h. Serves as the central point for contacts between the GAO, the Office of the Secretary of Transportation (OST), and the FAA headquarters on all accounting and auditing matters.

i. Provides membership on source evaluation boards, contract review boards, and contract termination settlement review boards, as and when requested by the Director, Acquisition and Materiel Service.

26–4 SPECIAL DELEGATIONS. The Director of Accounting is delegated the authority to:

a. Compromise, terminate, or suspend collection action on claims of $20,000 or less due to FAA. Uncollectible claims in excess of $20,000 will be referred by the Office of Accounting to the General Accounting Office or Department of Justice for litigation in accordance with FAA instructions and the joint regulations promulgated by the Attorney General and the Comptroller General (31 R.R. 13381). This delegation does not extend to claims arising out of civil penalty actions.

b. Make determinations regarding the existence and amount of indebtedness and the method of collecting repayments from employees. This authority may be redelegated to a key management official not below the level of the Manager, Accounting Operations Division.

c. Waive claims and make refunds of claims for erroneous overpayment of pay and allowances in amounts aggregating not more than $500, without regard to any repayment; and deny requests for waiver of these claims without regard to the aggregate amount of the claims for employees. This delegation excludes all claims subject to General Accounting Office collection or litigation by the Attorney General. This authority may not be redelegated.

d. Certify and submit all mandated accounting reports regardless of ultimate recipient. This authority may be redelegated.

e. Disclose to consumer reporting agencies information from the accounting system of records that an individual is responsible for a claim provided that the disclosure is made in compliance with provisions of 31 U.S.C. 3711(f). This authority may be redelegated.

f. Collect a claim by means of administrative offset in accordance with procedures prescribed by 31 U.S.C. 3716 and collect a claim by means of salary offset for employee debts in accordance with procedures prescribed by 5 U.S.C. 5514 or other applicable laws. This authority may be redelegated.

g. Assess interest, penalty, and administrative cost charges on delinquent claims provided that the assessments are made in conformance with 31 U.S.C. 3717. This authority may be redelegated.

26–5 SPECIAL RELATIONS. The Office of Accounting shall refer all legal questions to the Office of the Chief Counsel. In each instance where a reply to a report, protest, or claim action would normally be prepared by the Office of Accounting, but where the subject matter of the report, protest, or claim is concerned primarily with the legality of an FAA action, the reply will be prepared by the Office of the Chief Counsel and coordinated with the Office of Accounting prior to release.

26–6 OFFICE OF THE DIRECTOR. Under the executive direction of the Associate Administrator for Administration:

a. On matters within the purview of the office:

(1) Provides support in the justification of budget estimates, in the administration of executive decisions, and in the development and maintenance of productive relationships with the public, the aviation community, and other Government agencies.

(2) Provides for the development and coordination, and is accountable to the Administrator for the adequacy of:

(a) Policies, standards, systems, and procedures.

(b) Program plans issued by or on behalf of the Administrator.

b. Directs the activities of the Office of Accounting, provides professional leadership for the FAA field accounting organizations, and ensures effective evaluation of accounting program performance and follows up to secure correction of deficiencies.

c. Represents FAA in all dealings with the General Accounting Office (GAO), Office of Management and Budget (OMB), OST, and other regulatory bodies involving accounting and audit matters.

26–7 RESERVED.

26–8 FINANCIAL PROGRAMS STAFF. The staff:

a. Is the principal element of the Office of Accounting with respect to developing the FAA position on audit findings and contract protests, providing requested independent financial advice on procurement matters, and acting as liaison between FAA and external organizations on audit matters.

b. With respect to the foregoing:

(1) Serves as the formal focal point with GAO, OMB, Treasury, congressional committees, Office of Inspector General (OIG), and other external elements on audit findings, requirements, and developments on FAA operations.

(2) Devises as required and administers a system for handling all GAO and Inspector General audit reports and Congressional and OMB inquiries, ensuring that the appropriate corrective actions are taken as recommended in GAO and Inspector General audit reports, and that FAA commitments to GAO, OMB, and Inspector General are met. Prepares FAA positions and official replies on GAO and Inspector General recommendations that are factual, complete, and responsive.

(3) Develops and administers overall systems for handling all protests and certain inquiries concerning the propriety of the award or administration of FAA contracts; ensures objective determination of the facts; except for legal aspects, evaluates validity of the contentions and develops the FAA position; prepares or coordinates the FAA reply; and follows up to ensure the promised actions are accomplished.

(4) Provides FAA management with independent evaluations of financial data supporting cost versus benefits analyses; proposals involving the acquisition, disposal, or relocation of assets; reported cost reduction savings; and other management studies having financial implications.

c. Provides independent financial counseling and assistance as and when requested by the Director, Acquisition and Materiel Service, with respect to procurement and contracting actions; and provides membership on source evaluation boards, contract

review boards, and contract termination settlement review boards, as and when requested by the Director, Acquisition and Materiel Service.

26-9 RESERVED.

26-10 PAYROLL AND ADMINISTRATIVE SYSTEMS DIVISION. The division:

a. Exercises executive management of the DOT-wide Consolidated Uniform Payroll System (CUPS); oversees the operation of the Payroll Processing Centers; performs the functional review of budgetary requirements of FAA operating accounting offices; and performs administrative management services for the director and all elements of the office.

b. Develops the policies and procedures of the CUPS and for the operating Payroll Processing Centers and:

(1) Formulates functional requirements for the CUPS system changes to improve system operation and implement regulatory or legislative changes to payroll.

(2) Formulates and recommends FAA payroll policy and develops necessary standards and procedures.

(3) Serves as the focal point on payroll matters and maintains working liaison between the office and the Office of the Secretary of Transportation; the modal administrations; and other Government agencies, such as: GAO, Treasury, OMB, Congressional committees, and other external elements.

(4) Assists payroll processing centers and other FAA elements in the resolution of problems, clarification of policy and interpretation of laws and regulations applicable to payroll processing.

c. Performs the budget activities for the office and:

(1) Provides information for planning and budgetary processes related to fiscal systems and programs to assist senior management in the development and effective execution of the budget.

(2) Reviews segments of regional and center submissions to the Office of Budget pertaining to the accounting function and makes recommendations to the Director of Accounting on the submissions.

d. Provides administrative management staff support services to all elements of the office concerning:

(1) Development of budgetary planning guidelines and estimates and monitoring the execution of approved fiscal programs.

(2) Internal organization, methods, and procedures.

(3) Staffing and manpower utilization.

(4) Personnel management and training.

(5) Paperwork management, including directives, reports, forms, and records.

(6) General administrative services, including office supply support.

(7) Management information.

(8) Security and emergency readiness.

26-11 ACCOUNTING OPERATIONS DIVISION. The division:

a. Is the principal element of the Office of Accounting with respect to providing accounting systems and operating accounting services to the FAA headquarters.

b. With respect to the foregoing:

(1) Participates in the development of the FAA accounting and financial reporting systems.

(2) Designs, promulgates, installs, and maintains the FAA accounting system as applicable to the organizations served to provide effective services and accounting control relating to funds, property and other assets, liabilities, costs, and revenues of these organizations. Within the guidelines and specifications of the FAA system, provides for amplification to meet special local needs.

(3) Operates the accounting and financial reporting systems for the organizations served, interpreting FAA accounting and travel policies and regulations, determining entitlement to payment by, and indebtedness to, the United States (including the examination and certification of vouchers), providing accounting services, maintaining controls, and producing timely financial reports and related information to meet FAA requirements and requirements at all levels of the organizational elements that the division serves.

(4) Analyzes and presents accounting data for management attention, and provides historical financial information for organizations served.

(5) Provides, as a part of emergency readiness, emergency accounting support capability for the organizations served.

c. Advises program officials and procurement personnel on proposed contracts, cost, obligations, agreements, and other financial matters to assure ade-

quate recognition of requirements for FAA accounting needs and proper flow of financial documents, including those reflecting custodianship of Government property.

d. Maintains responsibility and fund balances for, and meets the financial reporting requirements of, the Aviation Insurance Loan Guarantee Programs.

26-12 TRAVEL AND RELOCATION SYSTEMS DIVISION. The division:

a. Manages the DOT-wide program for providing-relocating employees with relocation assistance through a third-party contract; develops FAA-wide travel and fiscal systems, procedures, and standards; and evaluates the operation of accounting offices.

b. With respect to the foregoing, the division:

(1) Initiates and coordinates procurement actions necessary to establish a third-party relocation services contract and serves as the contracting officer's technical representative.

(2) Formulates and recommends policies and develops procedures for providing DOT-wide relocation assistance to employees under a third-party contract.

(3) Formulates and recommends policies and develops procedures and standards for fiscal matters including travel, disbursement and collection, voucher examination, imprest funds, and claims processing.

(4) Serves as a focal point on fiscal systems and programs and maintains working liaison with the Office of the Secretary of Transportation and other Government agencies; such as GAO, Treasury, OMB, Congressional committees, and other external elements.

(5) Assists operating accounting offices and other FAA elements in resolving problems, clarifying policy, and interpreting laws and regulations relating to fiscal systems and programs.

(6) Provides advice and assistance to the Director of Accounting and other senior management on fiscal systems and programs.

(7) Formulates, executes, and monitors a system for evaluating accounting offices and designates and coordinates with other elements in the Office of Accounting and regions and centers that are to participate in evaluations.

26-13 ACCOUNTING SYSTEMS DIVISION. The division:

a. Is responsible for FAA-wide accounting and financial systems, procedures, and standards.

b. With respect to the foregoing, the division:

(1) Develops and recommends FAA policy and standards for all FAA accounting systems.

(2) Formulates long-range plans for accounting systems improvements, develops systems design, and assists in its installation.

(3) Develops FAA-wide emergency readiness accounting, payroll, travel, and financial reporting procedures.

(4) Formulates and recommends FAA policy, develops FAA standards and procedures, and provides technical guidance for accounting systems.

(5) Serves as the formal focal point and maintains working liaison with other Government agencies, such as GAO, Treasury, OMB, Congressional committees, Office of the Secretary of Transportation, and other external elements on accounting system procedures, methods, requirements, and developments.

(6) Assists operating accounting offices in resolving problems by clarifying policy and interpreting laws and regulations relating to accounting matters.

c. Develops the FAA position on accounting system matters emanating from such bodies as the Governmentwide Joint Financial Management Improvement Program.

d. Develops and recommends FAA policy and standards for FAA cash management and debt collection.

e. Formulates, executes, and monitors a system for performing reviews required by the Federal Manager's Financial Integrity Act (FMFIA), including:

(1) Compliance with internal control requirements of section 2 of the FMFIA.

(2) Annual certification related to compliance with section 4 of the FMFIA.

26-14 FINANCIAL INFORMATION DIVISION. The division:

a. Is the principal element of the Office of Accounting with respect to FAA wide financial reporting, maintenance of the agency's central financial control accounts, compliance with the Antideficiency Act, and maintenance of basic internal controls of the FAA automated accounting system.

b. With respect to the foregoing:

(1) Formulates and recommends FAA reporting policy, develops FAA reporting standards and procedures, and provides technical guidance for financial reporting.

(2) Formulates plans for reporting system improvements, develops system and reports designs, and assists in their installation.

(3) Formulates and recommends FAA standards and procedures for FAA's administrative control of funds system.

(4) Serves as a focal point and maintains working liaison with the Central Control Agencies, Congressional committees, Office of the Secretary, and other external organizations on financial reporting procedures, methods, requirements, and developments.

(5) Maintains the agency's central financial control accounts reflecting FAA financial resources and status of funds.

(6) Prepares and issues FAA consolidated financial reports for the Central Control Agencies, the Congress, and the Office of the Secretary.

(7) Provides comprehensive, consolidated (FAA-wide) financial reporting and reports analysis services for various levels of FAA management.

(8) Assists operating accounting offices by clarifying policy and interpreting laws and regulations pertaining to financial reports and availability of appropriations.

(9) Provides information for FAA planning and budgetary processes to assist top management in the development and effective execution of the budget.

(10) Develops and maintains appropriation and limitation codes, budget activity codes, object subclassifications, major cost center codes, and selected general ledger account classifications.

(11) Prepares reports on violations of the Antideficiency Act for submission to the President, through the Office of Management and Budget, and to the Congress.

(12) Monitors fund integrity of the agency's automated accounting system through periodic reviews and reconciliations of selected general ledger accounts.

CHAPTER 27. ACQUISITION AND MATERIEL SERVICE

FIGURE 27-1. FUNCTIONAL ORGANIZATIONAL CHART

ACQUISITION AND MATERIEL SERVICE

OFFICE OF THE DIRECTOR

27-6 ALG-1

- Advice and assistance to the Administrator on procurement, materiel management, and other acquisition programs
- Accountable for procurement, materiel management, and other acquisitions
- Manages the service

EXECUTIVE STAFF

27-7 ALG-10

- Budget and fiscal program preparation and review
- Administrative management and support services
- Acquisition and materiel evaluation program
- Personnel administration and paperwork management
- Management information and reporting
- Emergency readiness coordination

POLICY AND PLANS DIVISION

27-10 ALG-100

- Procurement policy, standards, systems, and procedures
- Acquisition planning policy and procedures
- Procurement planning
- Formulation of policy and standards for labor compliance programs
- Procurement training programs
- Contract review and sole source boards

MATERIEL MANAGEMENT DIVISION

27-11 ALG-200

- Supply and property policy systems, standards, and procedures
- Materiel training program
- Supply support systems
- Real and personal property management
- Housing and commissary procedures
- Motor vehicles management
- Building design and space management
- Operational office services for FAA headquarters

CONTRACTS DIVISION

27-12 ALG-300

- Placement and administration of all prime and related contracts in support of national programs
- Procurement and management of transportation services
- Control and management of Government property in possession of contractors

INDUSTRIAL DIVISION

27-13 ALG-400

- Quality assurance policy standards and procedures
- Industrial engineering practices and processes
- Contract performance evaluation and industrial surveys
- Quality assurance and in-plant contract administration programs
- Quality assurance and inspection services

CHAPTER 27. ACQUISITION AND MATERIEL SERVICE

27-1 MISSION. The Acquisition and Materiel Service plans, monitors, controls, schedules, and implements the acquisition of materiel, equipment, and services for the National Airspace System and for interagency and international programs; provides for the acquisition, procurement, and management of real and personal property, transportation and supply support for agency programs; and provides limited administrative support office services for Washington headquarters.

27-2 FUNCTIONAL ORGANIZATION. The functional organization of the Acquisition and Materiel Service is shown in figure 27-1.

27-3 FUNCTIONS. As the principal element of the agency for procurement and logistics management:

a. Develops advanced procurement and logistics support plans.

b. Plans for procurement of supplies and equipment in a timely manner to support FAA programs.

c. Participates in the development of program or project cost estimates furnishing appropriate data based on historical or anticipated experience.

d. Schedules, monitors, and performs the procurement of equipment to meet approved work programs and system plans.

e. Formulates national logistics management policies and standards for the support of all FAA programs.

f. Manages and controls the physical custody and movement of materiel and equipment subject to FAA jurisdiction from acquisition to delivery to the user.

g. Performs contracting and provides for transportation services for the entire FAA headquarters; for all FAA-sponsored research, development, test and evaluation (except as delegated to FAA Technical Center); for all facilities and equipment and aircraft (except as delegated to the Aeronautical Center); and, as assigned, for other elements of DOT.

h. Formulates national policies and standards for the management, utilization, and disposal of the FAA's real and personal property assets.

i. Formulates policy and procedures for procurement and transportation services, and develops proficiency indicators for procurement activities.

j. Establishes programs and procedures to assure equal opportunity in the employment practices of FAA contractors and subcontractors.

k. Plans for and takes appropriate action to insure the continuity of logistics functions during any emergency period.

l. Provides reliability and product control through factory inspection or other appropriate means.

m. Evaluates national logistics program activities.

n. Establishes policies and programs for small business, contract labor standards, and the Federal Government's Minority Business Enterprise (MBE) activities.

o. Provides to Washington headquarters and designated other elements common support services such as personal property and motor fleet services; is the central contact point with OST on telephone, space, and building operations services.

p. Develops requirements for national logistics training.

27-4 SPECIAL DELEGATIONS.

a. The Director, Acquisition and Materiel Service, as head of the contracting activity, is authorized to:

(1) Purchase, rent, lease, or otherwise obtain property or services; and to enter into agreements for transfer of monies or property, real or personal, or any interest therein, coextensive with the authority granted to the executive director by the Administrator and as granted to the Administrator by statute, regulation, or delegation.

(2) Redelegate, subject to applicable limitation of law or regulation, in whole or in part, the director's authority to officials under the director's executive direction; authorize successive redelegations; and cancel or modify any such redelegation or authorization.

(3) Approve the award of all contract and procurement actions. Subject to approvals outlined by the FAA Delegation Implementation Plan dated February 2, 1988, and approved February 10, 1988, and subject to other conditions and limitations contained in this order.

b. The Director, Acquisition and Materiel Service, is authorized to approve any office or service procurement request (regardless of amount) and

project plan for systems furniture acquisition estimated to cost below $500,000. The Director, Acquisition and Materiel Service, is authorized to approve any region or center project plan for systems furniture acquisition estimated to cost between $200,000 and below $500,000.

c. The Director, Acquisition and Materiel Service, is authorized to approve any office or service acquisition of conventional office furniture estimated to cost $50,000 or more. This authority may be redelegated for any office or service acquisition of conventional office furniture estimated to cost below $50,000.

d. The Director, Acquisition and Materiel Service, is subject to certain limitations of authority.

(1) Before the award of any contract or procurement action for the acquisition of aircraft, the approval of the Administrator, the Deputy Adminis trator, or the Director, Aviation Standards National Field Office, shall be obtained as required by Order 4040.9C, FAA Aircraft Management Program.

(2) Award of those contracts over $200,000 for which OST Office of Public Information release is required (SBA Section 8(a) awards and interagency agreements are excluded) shall be awarded subsequent to notification from the Assistant Administrator for Public Affairs (APA).

(3) Approval of the Assistant Secretary for Administration is required by Order 4405.9A, Review of Proposed Contract Awards, as appropriate.

27-5 SPECIAL RELATIONS.

a. ***With the Office of the Chief Counsel (AGC).*** The relationships that exist between Acquisition and Materiel Service and the Office of the Chief Counsel are described in paragraph 16-4.

b. ***With the Program Engineering Service (APS).***

(1) The relationships that exist between the Acquisition and Materiel Service and the Program Engineering Service with respect to intransit materiel are described in paragraph 99-5c(1).

(2) The Acquisition and Materiel Service controls and schedules the acquisition, storage, and distribution of installation project materiel and equipment in accordance with installation project plans and schedules of the Program Engineering Service. The Program Engineering Service establishes dates and specifies the materiel and equipment required through the issuance of procurement requests, project schedules, and project materiel lists. The Program Engineering Service will formulate project plans and procurement requirements in collaboration with ALG so that the resulting schedules are realistic in terms of needed leadtime for procurement production and distribution. The Acquisition and Materiel Service will develop and control schedules governing the procurement, production, and distribution of materiel and equipment which support and conform to the project priorities and schedules established by Program Engineering Service.

(3) The Program Engineering Service should effect coordination with the Acquisition and Materiel Service:

(a) Prior to designing new employee housing.

(b) For a joint validation of all requirements for housing and all administrative space.

c. ***With the Office of Accounting (AAA).*** Independent financial advisory service to the Acquisition and Materiel Service on procurement and contracting matters as described in paragraph 26-08c will be provided as and when requested by the Director, Acquisition and Materiel Service.

d. ***With the Associate Administrator for Advanced Design and Management Control (ADM).*** The Acquisition and Materiel Service provides contract documentation for the purpose of the National Airspace System program management oversight.

27-6 OFFICE OF THE DIRECTOR. Under the executive direction of the Executive Director for Policy, Plans, and Resource Management and the Associate Administrator for Administration, the Director, assisted by the Deputy Director:

a. Advises the Administrator on agencywide acquisition, materiel management, and other related programs. Assists the Administrator and his staff in providing support in the development and justification of budget estimates; in the administration of executive decisions; and in the development and maintenance of productive relationships with the public, the aviation community, and other Government agencies.

b. Provides for the development and coordination of, and is accountable to the Administrator for, the adequacy of: agencywide policies, standards, systems, and procedures; public rules, regulations, orders, and standards, and program plans issues by, or on behalf of, the Administrator on matters within the purview of the service.

c. Provides for effective evaluation of agencywide Acquisition and Materiel program performance and ensures the adequacy of follow-up to secure correction of deficiencies.

d. Provides leadership and direction in the planning, management, and control of service activities.

e. Manages and directs the service, and its resources, in the execution of its mission.

f. Provides liaison interface with industry and associations interested in FAA's Acquisition and Materiel program activities.

27-7 ADMINISTRATIVE SYSTEMS STAFF. The staff is responsible for administrative and financial management of logistics and procurement programs.

a. Provides for staff analyses, studies, reports, plans, and completed staff work pertaining to:

(1) Organization and methods.

(2 Personnel administration, position management, and management and general training (nontechnical), including career development, employee management cooperation, employee utilization, personnel standards and procedures, EEO, recognition and awards, employee conduct and discipline, etc.

(3) Paperwork management (including correspondence) and other central services.

(4) Acquisition and Materiel Service security.

(5) General administrative support.

b. Advises and assists the director and other executive personnel of the service on administrative management actions and problems.

c. Provides a focal point for consultation and coordination between the service and other FAA elements in administrative matters.

d. Provides for continuing review of servicewide administrative/management practices for adherence to service and agency policies and standards.

e. Coordinates servicewide training.

f. Coordinates plans, programs, and procedures within the service in support of emergency operations readiness plans and directives.

g. Develops and integrates management information systems and procedures for the collection, summarization, presentation, and dissemination of program information related to procurement and logistics.

h. Develops and implements servicewide management improvement plans and programs.

i. Provides a focal point for service input or participation in agency level management improvement programs, projects, or studies.

j. Develops a responsive reporting system for the service. In this connection, reviews and analyzes data and statistics, compiles and prepares reports for dissemination within the agency as well as reports required by Congressional sources, other agencies, etc.

k. Provides historical and estimated materiel costs for planning purposes.

l. Develops and coordinates input for the budget Call for Estimates for agencywide Acquisition and Materiel Service organizations.

m. Develops internal methods and procedures for, and consolidates the service's budgets and fiscal program submissions within the guidelines prescribed by the Office of Budget and other higher level budget organizations.

n. Develops the logistics portion of the agency Five-Year Program after consultation with other elements of the service.

o. Reviews, coordinates, and recommends on regional and center budget and fiscal program submissions for logistics programs.

p. Represents the service on logistics budget and program matters through out all stages of their development and execution.

27-8 to 27-9 RESERVED.

27-10 POLICY AND PLANS DIVISION. The principal element of the service for planning, developing policy, and carrying out responsibilities in the following areas:

a. Formulates national procurement program goals and objectives.

b. Develops broad policies governing the conduct and accomplishment of all procurement activities of FAA.

c. Serves as the FAA focal point in all internal and external matters involving procurement policies and related systems requirements.

d. Assesses the overall performance of procurement activities of FAA and effectiveness of policies and plans.

e. Develops and implements acquisition planning policy; issues integrated long- and short-range plans covering the acquisition of subsystems and major

components of the National Airspace System over the entire acquisition cycle from research and development through the operational phase.

f. Represents the service in agency level planning efforts for areas of particular concern and participates, as necessary, in the planning efforts of other offices to assure appropriate anticipation of their requirements for logistics support.

g. Coordinates national advance logistics support and procurement plans as necessary with interested organizations in and outside FAA.

h. Develops, coordinates, and participates in the implementation of Source Selection Plans and Notices of Intent to procure technical equipment; provides direct input to requiring activities under the Major Systems Acquisition (MSA) process; and acts as focal point for the Major Systems Requisition and the Transportation System Acquisition Review Council (TSARC) Program List candidates.

i. Provides continuing surveillance of progress toward accomplishment of FAA acquisition plans and program goals; recommends appropriate action to modify program execution or plans.

j. Formulates policy and standards for contract labor matters.

k. Provides consulting advice to requiring activities on procurement matters.

l. Plans, coordinates, and monitors national procurement training program, requirements, and accomplishments.

m. Develops, implements, monitors, and promotes compliance with FAA policy on agencywide socioeconomic programs relating to acquisition and procurement.

n. Develops agencywide cost and price analysis policy related to contractor proposals.

27-11 MATERIEL MANAGEMENT DIVISION. The division is responsible for materiel and property management. The division:

a. Develops, recommends, and issues agency systems, procedures, and standards, and develops policies for:

(1) Acquisition of real property.

(2) Management, physical accountability, utilization, and disposal of real and personal property.

(3) Supply support for the National Airspace System and the FAA aircraft fleet and international supply support.

(4) Provisioning.

(5) Inventory management.

(6) Cataloging, item identification, and standardization.

(7) Storage, packing, preservation, and distribution of materiel (including shipping).

(8) Management and control of project materiel and equipment in accordance with project plans.

(9) Employee support services (including housing and commissary).

(10) Interagency materiel acquisition and property loans and transfers.

(11) Space management.

(12) Plant engineering and reservation maintenance related to the regions, centers, and Washington headquarters.

(13) Concessions (space and equipment aspects).

(14) Motor fleet management and operator licensing (general purpose and special purpose vehicles).

(15) Training applicable to the supply and property areas.

(16) Employee parking.

b. Monitors and assesses agency materiel management to determine the effectiveness of policy, standards, and systems, as well as the effectiveness of program performance.

c. Serves as central point of contact for FAA with other Federal agencies on materiel management matters.

d. Plans, coordinates, and monitors national materiel management training program requirements and accomplishments.

e. Develops emergency support plans and procedures for materiel management activity.

f. Assists in the development of budget program data and in the analysis of regional and center budget submissions.

g. Serves as focal point with USAF on logistics support of long-range radars; provides assistance to

FAA activities on military logistics matters; and provides military liaison with elements of DOD.

h. For the FAA headquarters:

(1) Manages personal property and accountability and motor fleet activities.

(2) Provides general support services.

(3) Is the central contact point with OST on space and building operations services.

27-12 CONTRACTS DIVISION. The principal element of the service for contracting operations.

a. Develops contracting procedures for FAA headquarters.

b. Reviews FAA headquarters procurement requests and specifications to assure their adequacy for procurement.

c. Performs the FAA headquarters contracting functions.

d. Prepares and submits for higher level approval major proposed contract awards.

e. Administers FAA headquarters contracts after award.

f. Administers for FAA headquarters the various Government programs relating to procurement such as small business, labor surplus areas, equal employment opportunity, and small business minority groups.

g. Provides pricing support and advisory services for FAA contracting activities.

h. Provides advisory service to FAA activities on procurement matters.

i. Maintains the necessary records and statistical data to meet national reporting requirements.

j. Provides transportation documentation for movement of material and personal effects.

k. Serves as focal point in the agency for determining action on unsolicited proposals.

l. Participates in agencywide evaluations of performance of operational procurement activities and effectiveness of policies and plans.

m. Develops emergency support plans and procedures for contracting activities.

n. Maintains accountability records for Government furnished property in hands of contractors for FAA headquarters contracts.

o. Analyzes data on financial position of contractors for FAA headquarters.

27-13 INDUSTRIAL DIVISION. The principal element of the service with respect to formulation and implementation of agency policy, standards, and procedures for the quality assurance program involved in acquisition of NAS systems, equipment and material; including related industrial engineering support.

a. Formulates agency policies, standards, and procedures for quality control and industrial engineering operations.

b. Develops standards and procedures for use in the review and evaluation of the effectiveness of contractors' quality control.

c. Assures that materiel being procured on FAA headquarters contracts conform to contract specifications; and performs this function on contracts of other FAA activities, DOT, and other Government agencies, when requested.

d. Evaluates and monitors contractors' manufacturing, inspection, and testing methods and accepts or rejects contractors' techniques and procedures, based on contract terms.

e. Performs preaward surveys to assess the offeror's capability to produce under the contract requirements.

f. Monitors and evaluates contractors' progress to determine need for action to prevent or minimize delays in delivery; recommends or, as authorized by the contracting officer, initiates corrective actions as appropriate.

g. Considers and takes appropriate action, within delegated authority, on contractor requested waivers and deviations from specifications when they do not affect performance, interface with other equipment installed or planned for the facility site, cost, reliability, or delivery schedule.

h. Proposes selected procurements as candidates for the FAA Quality Control System Certification Program in accordance with established criteria and issues appropriate certificates.

i. Reviews and determines adequacy of contractors' quality control and inspection programs prior to and after contract award, as appropriate.

j. Reviews procurement requests and draft equipment specifications and recommends changes to facilitate procurement, minimize production problems, and

improve quality control provisions. Advises on the reasonableness of proposed procurement schedules.

k. Performs other liaison functions with contractors as required.

l. Conducts industrial engineering and industrial plant surveys to determine adequacy of contractors' production processes.

m. Develops emergency support plans and procedures for industrial activities.

CHAPTER 28. OFFICE OF BUDGET

OFFICE OF BUDGET

OFFICE OF THE DIRECTOR

28-6 ABU-1

- Advice and assistance to the Administrator on budget matters
- Technical guidance to budget counterparts throughout the agency.
- Represents agency on emergency operations budgetary matters.
- Provides membership to intraagency and interagency committees.
- Represents agency in OST, OMB, and Congressional budget matters.
- Plans, directs, coordinates, and evaluates budget programs and activities.
- Directs office

SYSTEMS DIVISION

28-10 ABU-100

- Coordination of preparation and issuance of budgetary documents, and interpretation on internal and external directives
- Preparation of summary recommendations for agency budgetary reviews
- Coordination of office position on proposed legislation and agency issuances crossing organizational lines
- Focal point for OST/OMB/GAO, regions/centers for activities crossing organizational and budgetary function lines
- Development of emergency budget authorizations and procedures
- Plans, organizes, standardizes, and revises the agency budget system and procedures
- Office focal point for the Information Resources Management Plan
- Conducts studies of budget systems and recommends improvements if necessary
- Develop and implement office strategic planning calendar
- Oversees automation techniques and procedures
- Central contact point on procedures and reports with other agency administrative systems
- Liaison between planning and allocation processes
- Responsible for budget directives system

OPERATIONS DIVISION

28-11 ABU-200

- Operations, Operation and Maintenance, Aircraft Loan Guarantee, Airport Improvement Program, Headquarters Administration
  - Liaison with specific agency program offices
  - Review of requirements, recommendations of numbers of positions, employment, fiscal requirements, and end of year and fulltime equivalent control
  - Assistance in budget formulation, presentation, and administration for the Operations appropriation
  - Assistance to offices and services in developing program objectives and guidelines for estimating fiscal and staffing requirements
  - Appropriation fund control
  - Development of standby emergency budget estimates
  - Development of guidance and procedures for multiyear programs
  - Manage Airport Improvement Program liquidating cash

CAPITAL DIVISION

28-12 ABU-300

- Facilities and Equipment, Research, Engineering and Development, Construction, Metropolitan Washington Airports
  - Liaison with specific agency program offices
  - Review of requirements, recommendations of numbers of positions, employment, and fiscal requirements
  - Assistance in budget formulation, presentation, and administration for all Capital programs
  - Assistance to offices and services in developing program objectives and guidelines for estimating fiscal and staffing requirements
  - Appropriation fund control
  - Development of standby emergency budget estimates
  - Development of guidance and procedures for multiyear programs

FIGURE 28-1. FUNCTIONAL ORGANIZATIONAL CHART

CHAPTER 28. OFFICE OF BUDGET

28-1 MISSION. To ensure that agency budgetary needs are accurately identified and defined and that they are effectively presented to the Office of Management and Budget and Congressional committees, and that funds and other resources available to the agency are effectively utilized.

28-2 FUNCTIONAL ORGANIZATION. The functional organization of the Office of Budget is shown in figure 28-1.

28-3 FUNCTIONS. Is the principal staff element of the agency with respect to the:

a. Development and recommendation of overall agency budgetary policies, standards, systems, and procedures pertaining to agency multiyear programming, budget estimates and justifications, allowances, allotments and apportionments, employment ceilings, staffing authorizations and any special budgetary controls, and the administration of such policies, standards, systems, and procedures when approved.

b. Independent analysis of program requirements from the standpoint of priority and resource implications; and the furnishing of advice and assistance to the Administrator and other agency officials on budgetary matters.

c. Maintenance of a continuing register of all in-house and contracted-for analyses related to the agency's Planning, Programming and Budgeting System.

d. Analysis of budgetary effects of proposed legislation of concern to FAA, and serving as the central point of liaison with the Office of the Secretary and the Office of Management and Budget, Congressional committees, and other agencies on all budgetary matters.

e. Development and recommendation of policies and procedures governing the following: the budgetary aspects of agreements by FAA to perform work for others; the substance of rules, regulations, and standards governing fees charged for certifying and copying records; agency travel with respect to per diem and mileage rates; and the application of resources derived from activities under the International Aviation Facilities Act, P.L. 647, 81st Congress, as amended.

f. Review of fees established for any agency activity and furnishing advice to the Administrator as to their adequacy.

g. Recommendation of emergency budget authorities and procedures to ensure effective operation of the agency's budget process in an emergency; development of emergency standby budget estimates; analysis of requirements for FAA emergency programs; and integration and incorporation of funding requirements for readiness functions with overall fund requirements of the agency in accordance with the applicable Office of the Secretary of Transportation and Office of Management and Budget directives and statutory authority.

28-4 SPECIAL DELEGATIONS. The director is authorized to:

a. Issue agency budget systems and procedures; annual Call for Estimates; allowances; allotments and apportionments of agency funds and projects; and staffing authorizations and other response controls and authorizations as may be required.

b. Prescribe the conditions under which adjustments may be made by the heads of organizations holding allowances.

c. Adjust annual budget submissions and allowances, funds authorized for capital and research and development projects, including resources requested through quarterly fiscal reviews to:

(1) Provide balance between programs.

(2) Accommodate unforeseen but necessary cost increases and adjust to changes in program emphasis, priorities, and emergency needs.

(3) Assure that provisions of the Anti-Deficiency Act, Section 3679, Revised Statutes, are not violated.

28-5 SPECIAL RELATIONS. Consistent with policies and procedures contained in agency directives, the head of each office, service, region, and center has the continuing responsibility for exercising planning initiatives and presenting organizational requirements to the Office of Budget to facilitate preparation of the agency's multiyear programs and annual budgets. The Office of Budget is responsible for analyzing office, service, region, and center submissions and for making recommendations for their acceptance. Organizational heads are responsible for developing and transmitting a comprehensive multiyear program for activities under their cognizance and for justifying their program areas before the Administrator. For annual budget estimates and allowances, organizations with a field counterpart function are responsible for

furnishing technical advice and guidance to the Office of Budget and to make recommendations as to the adequacy of field estimates to accomplish assigned agency missions. The Office of Budget shall advise the Office of Government and Industry Affairs of all Congressional developments relating to budget matters.

28-6 OFFICE OF THE DIRECTOR. Under the executive direction of the Associate Administrator for Administration:

a. Plans, directs, coordinates, and evaluates the agency's budgetary programs and activities.

b. Directs the activities of the Office of Budget and provides technical guidance for its counterparts in the offices, services, regions, and centers.

c. Represents the Administrator with all external organizations including OST, OMB, and the Congress on all matters within the jurisdiction of the Office of Budget, and serves as principal staff assistant and advisor to the Administrator on all budgetary matters, including fund authorization and appropriation legislation, policies, programs, and standards.

d. Acts as the agency's central contact point and representative in dealing with Congressional appropriations and budget committees.

e. Provides membership on intra- and interagency financial management improvement committees, technical System Requirement Groups, and committees developing new or revised legislation having a budgetary impact.

f. Directs the agency's budget process and administers emergency programs.

g. Acts as the agency's central contact point for budget matters with the Office of the Secretary of Transportation and the Office of Management and Budget, and Congressional committees and other agencies.

28-7 to 28-9 RESERVED.

28-10 SYSTEMS DIVISION. The Systems Division:

a. Plans, organizes, standardizes, and revises the agency budget system; and is responsible for continuing oversight and coordination of all implementing activity.

b. Conducts studies of budget systems, including those of other Government agencies and industry; assists in developing budget training material and courses relating to the agency's budget systems, including equipment and procedure training.

c. Oversees the development and standardization of automation techniques and procedures to support budget programs and functions.

d. Serves as the focal point within the Office of Budget for the Information Resources Management Plan (IRMP) for projects sponsored by the Office of Budget.

e. Acts as budgetary liaison between the agency's planning and resource allocation processes.

f. Operates a program to evaluate the effectiveness of the agency's budget process.

g. Acts as central point of contact within the Office of Budget for other agency administrative systems requiring changes to procedures or reports necessitated by budget systems.

h. Manages and maintains the budget directives systems.

i. Prepares analyses on the budgetary effects of proposed legislation crossing Office of Budget division responsibilities.

j. Coordinates internal and external regulations, circulars, and other documents relating to budgetary matters crossing Office of Budget division responsibilities to determine the need to revise existing directives or develop new directives for agency use.

k. Represents the Office of Budget on emergency operations budgetary matters. Within the framework of applicable Office of Management and Budget directives and statutory authority, develops emergency budget authorizations and procedures to ensure continued operation of the agency's budget process under emergency conditions. Recommends specific relief from statutory or administrative requirements to permit rapid and effective planning under a national emergency.

l. Acts as the central focal point for regions and centers for activities crossing Office of Budget division responsibilities.

m. Prepares, for information crossing Office of Budget division responsibilities, summary budgetary data for agency management and provides a central coordination function in preparation for submission of budgets to the Administrator, OST, OMB, and Congress.

n. Performs analyzes, staff studies, and cost benefit analyses relating to budgetary matters crossing Office of Budget division responsibilities.

o. Develops and implements the Office of Budget strategic planning calendar.

p. Acts as the focal point within the Office of Budget for Trust Fund Legislation, schedules, revenues, and uncommitted and unobligated balances. Inquiries of a programmatic nature that relate to Facilities and Equipment will be referred to the Capital Division. Inquiries affecting the Airport Improvement Program and Operations Appropriations will be referred to the Operations Division.

28-11 OPERATIONS DIVISION. The Operations Division:

a. For budget activities/appropriations within its purview, provides a central contact point for budget formulation, execution, budget control, and fiscal activities carried out in conjunction with: (1) U.S. Treasury, (2) OST, OMB, CBO, and GAO, and (3) regions and centers.

b. Based on analyses of source data submitted by offices, services, regions, and centers, prepares budget estimates, allowances, allotments and apportionments, cash and outlay management, staffing authorizations, and information and recommendations for agency management, and data for budgetary hearings before the OST, the OMB, and the Congress.

c. Provides continuous liaison between the Office of Budget and other internal and external organizations with respect to assigned programs and budgetary matters.

d. Conducts periodic status reviews of approved program levels and prepares reprogramming recommendations of agency resources.

e. Develops standby emergency budget estimates; reviews and analyzes requirements for emergency operations programs; integrates and incorporates funding requirements for emergency functions within overall agency fund requirements by identifying regular agency budget programs that must incorporate emergency operations funding requirements.

f. Assists in the development of new or amended legislation affecting assigned programs.

g. Performs, within the Office of Budget, analyses, staff studies, and cost assessments of such items as planning documents, program proposals, criteria, and system acquisition documentation, and administrative user fees.

h. Develops procedures and guidelines for the multiyear program under its cognizance; and analyzes recommendations from the standpoint of consistency with agency policies, objectives, and plans, and prepares recommendations for agency management review.

i. Conducts studies and recommends per diem rates for employee training travel and analysis of financial impacts resulting from travel cost changes; and develops and reviews the adequacy of various rates and fees established by the agency to recover the cost of providing material, equipment, and services performed on a reimbursable basis.

j. Maintains budget execution responsibility for the agency's end-of-year employment and FTE controls for all appropriations in coordination with the Capital Division.

k. Prepares, in coordination with appropriate Washington offices, the Annual Apportionment Announcement of Airport Improvement Program Entitlement Funds (including liquidating cash).

l. Provides for the overall planning and coordination of the agency's Five-Year Plan.

28-12 CAPITAL DIVISION. The Capital Division:

a. For budget activities/appropriations within its purview, provides a central contact point for budget formulation, execution, budget control, and fiscal activities carried out in conjunction with: (1) U.S. Treasury, (2) OST, OMB, CBO, and GAO, and (3) regions and centers.

b. Based on analyses of source data submitted by the offices, services, regions, and centers, prepares budget estimates, fiscal programs, allotments and apportionments, cash and outlay management, staffing authorizations, project authorizations, information and recommendations for agency management, and data for budgetary hearings before the OST, the OMB, and the Congress.

c. Provides continuous liaison between the Office of Budget and other internal and external organizations with respect to assigned programs and budgetary matters.

d. Conducts periodic status reviews of approved fiscal programs and prepares reprogramming recommendations of agency resources.

e. Develops standby emergency budget estimates; reviews and analyzes requirements for emergency operations programs; integrates and incorporates funding requirements for emergency functions within overall agency fund requirements by identifying regular agency budget programs that must incorporate emergency operations funding requirements.

f. Assists in the development of new or amended legislation affecting assigned programs.

g. Performs, within the Office of Budget, analyses, staff studies, and cost assessments of such items as planning documents, program proposals, criteria, and system acquisition documentation.

h. Develops procedures and guidelines for the multiyear program under its cognizance; and analyzes recommendations from the standpoint of consistency with agency policies, objectives, plans, and prepares recommendations for agency management review.

CHAPTER 29. OFFICE OF MANAGEMENT SYSTEMS

OFFICE OF MANAGEMENT SYSTEMS

OFFICE OF THE DIRECTOR

29-6 AMS-1

- Advice and assistance to the Administrator on management systems programs
- Guidance to management systems program counterparts throughout the agency
- Accountability for agency management systems programs
- Direction of the office

ADMINISTRATIVE AND EVALUATION STAFF

29-7 AMS-10

- Personnel administration and controls
- Fiscal management
- Administrative services
- National program evaluation

INFORMATION RESOURCES MANAGEMENT DIVISION

29-12 AMS-300

- Data and word processing systems development, modification, and maintenance
- Equipment and software requirements planning, acquisition, and management
- Data system and data base integration
- Headquarters data processing support
- Agency time-sharing management
- Data classification, coding, and indexing standards
- Management of Information Resources Management Plan (IRMP) process

MANAGEMENT STANDARDS AND STATISTICS DIVISION

29-13 AMS-400

- Paperwork management
- Printing and graphics
- Privacy Act
- Aviation statistics and publications
- Management information and statistical services
- Information systems consulting

MANAGEMENT ANALYSIS DIVISION

29-14 AMS-500

- Organization analysis and documentation
- Management studies
- Management consulting
- Staffing standards program
- Directives Management Officer for the Administrator, executive directors, and associate administrators
- Management and productivity improvement

FIGURE 29-1. FUNCTIONAL ORGANIZATIONAL CHART

CHAPTER 29. OFFICE OF MANAGEMENT SYSTEMS

29-1 MISSION. The Office of Management Systems develops and administers the implementation and operation of FAA organizational plans, management systems and controls, information resource management, management and productivity improvement, and administrative management, standards, and procedures; evaluates their adequacy and promotes their improvement in terms of the effectiveness and economy of FAA program performance; and provides data processing, graphics, and publishing services to the Washington headquarters.

29-2 FUNCTIONAL ORGANIZATION. The functional organization of the Office of Management Systems is shown in figure 29-1.

29-3 FUNCTIONS.

a. Is the principal staff element of FAA with respect to:

(1) Organization and procedures.

(2) Management systems.

(3) Staffing standards.

(4) Directives, delegation of authority, and documentation of management determinations.

(5) Statistical services.

(6) FAA management information.

(7) Data processing, other than air traffic operational data processing.

(8) Reporting systems management.

(9) Developing and fostering improved management practices.

(10) Paperwork management.

(11) Publications, graphics, and printing.

(12) Library services.

(13) Information resources management.

(14) Paperwork Reduction Act (PRA).

(15) Management and productivity improvement.

b. Coordinates and ensures the adequacy of plans for the reconstitution of the FAA peacetime organization and plans for the continuity of administrative support services during periods of national emergency.

c. Carries out service level management functions with respect to the above.

d. Provides data processing, graphics, and publishing services to the Washington headquarters.

29-4 RESERVED.

29-5 SPECIAL RELATIONS .

a. *ADP Support.*

(1) *Research and Development Projects.* With respect to data processing in support of research and development projects, the development services are responsible for:

(a) Considering the cost and availability of ADP support facilities with other appropriate factors in the identification of research requirements and the review, approval, and funding of specific research projects.

(b) Providing guidelines on approved projects requiring ADP support so that adequate provisions can be made for ADP resources through established planning and budget processes.

(c) Establishing the operational specifications for computer program development and processing.

(2) *General Purpose ADP Equipment.* Other aspects of ADP management related to acquisition and disposition of general purpose ADP equipment, program planning, and evaluation shall be carried out within the standards and procedures established by the Office of Management Systems.

29-6 OFFICE OF THE DIRECTOR. Under the executive direction of the Associate Administrator for Administration, the office of the director:

a. Advises and assists the Administrator in providing support in the justification budget estimates; in the administration of executive decisions; and in the development and maintenance of productive relationships with the public, the aviation community, and other Government agencies.

b. Provides for the development and coordination and is accountable to the Administrator for the adequacy of FAA management policies, standards, systems, procedures, regulations, orders, and program plans issued by or on behalf of the Administrator.

c. Provides for effective evaluation of program performance and ensures the adequacy of followup to secure correction of deficiencies.

d. Provides leadership and direction in the planning, management, and control of office activities.

29-7 ADMINISTRATIVE AND EVALUATION STAFF. The Administrative and Evaluation Staff is responsible for the administrative management of the Office of Management Systems and for program evaluation and performance analysis. The staff:

a. Develops, administers, and provides staff support services pertaining to:

(1) Budget and financial management.

(2) Organization and staffing.

(3) Personnel administration, utilization, and training.

(4) Space management and other central services.

b. Provides a focal point for consultation and coordination between the Office of Management Systems and other FAA headquarters staff offices on matters of administration.

c. Advises and assists the director and other executive personnel of the office and regional counterparts on administrative management problems and actions within the purview of the office.

d. Prepares the headquarters AMS budget and fiscal programs. Coordinates guidance to regions in accomplishing AMS program goals and evaluates regional budget submissions.

e. Justifies and defends FAA wide management systems, data systems, and a portion of the installation and material program activity through progressive levels of review by FAA, OST, OMB, and Congress.

f. Develops policies, systems, and overall plans for the evaluation and assessments of FAA activities within the purview of the Office of Management Systems.

g. Develops standards, procedures, techniques, and criteria for evaluations and the cyclical rejustification of management and data systems.

h. Tracks and evaluates progress toward meeting approved plans.

i. Conducts, within the functional responsibilities of the Office of Management Systems, comprehensive reviews and evaluations, emphasizing particularly:

(1) The overall program performance.

(2) The adequacy of policies, standards, procedures, and programs.

(3) The efficiency of overall performance in terms of benefits and FAA costs.

j. Reports on reviews, assessments, and evaluations.

k. Administers a followup system to ensure that corrective action is taken on deficiencies disclosed by reviews and evaluations.

l. Collaborates as requested with other FAA organizations in conducting reviews and evaluations.

29-8 to 29-11 RESERVED.

29-12 INFORMATION RESOURCES MANAGEMENT DIVISION. The division:

a. Is responsible for management and oversight of matters related to the agency Information Resources Management Program. This program includes planning, design, development, installation, and management of agency automated management information systems, office automation systems, automatic data/word processing (ADP), and all associated hardware, software, and standards. As the program office for the Information Resources Management Program, the division:

(1) Develops and recommends agency policies, plans, programs, standards, systems, and procedures.

(2) Advises the director, Administrator, and other principal officials.

(3) Guides and assists all agency elements in accomplishing approved programs.

(4) Evaluates the technical adequacy of regional, center, and national program performance in support of the national evaluation program.

(5) Provides overview and guidance on management of agencywide ADP information systems programs and their supporting operations, and monitors program accomplishments and effectiveness.

b. Manages the ADP systems design and programming and provides operational and user support services to the Washington headquarters organizations.

c. Develops and publishes agency policies and procedures required to comply with the Information Resources Management Program and the ADP portion of the Paperwork Reduction Act; and monitors agencywide performance and recommends corrective and/or improvement action.

d. Develops and publishes agency policies and procedures required to support the Information Resources Management Plan (IRMP). Compiles functional organization project plan submissions, coordinates with applicable offices, presents to management for review and approval, and publishes the updated IRMP.

e. Develops, coordinates as appropriate, maintains, and implements an ADP plan to meet the requirements of the IRMP. This includes:

(1) Developing and implementing procedures for users and functional organizations to report on resource utilization and operating requirements.

(2) Reviewing various system documents, such as functional and data requirements, design and programming specifications, etc., which address existing or proposed automated information systems in terms of their relationships to approved agency missions and programs and in terms of impact on ADP resources as provided in the ADP plan.

(3) Reviewing and evaluating, in support of the requirements of the Office of Budget, regional, center, and other organizational budget submissions and plans.

(4) Compiling the above information, presenting to agency management, and recommending actions to the ADP plan.

(5) Translating the ADP plan into budgetary requirements for ADP hardware/software, staffing, and financial resources and preparing the OMB Circular A-11, Preparation and Submission of Budget Estimates, report.

f. Conducts, participates in, or monitors and coordinates projects for acquiring, developing, or modifying ADP systems, equipment, software, and associated services. Such activities include development of plans, concepts, feasibility studies, requirements analysis, systems, programs, and procedures.

g. Recommends approval for, or within delegated authority, approves acquisitions of ADP hardware, software, products, or services through contract or other Government agencies; and maintains an inventory of ADP hardware, software, and applications systems.

h. Provides technical support and guidance in the evaluation, acquisition, management, and operation of agency ADP systems and facilities, including the establishment of training needs, technical documentation and procedures, ADP technical standards, and the agencywide standardization of data elements, formats, and codes.

i. Administers an agencywide program for developing standard data classification and coding structures for common use in agency management information systems; and develops and maintains indexes and inventories of such data elements and their application.

j. Develops and manages the agency program for use of timesharing services and provides the direction on selection and use of such services.

k. Develops and implements procedures and processes for recording and reporting the utilization of ADP resources and for the distribution of appropriate user charges; and provides usage data to users for budget planning and submissions.

l. Serves as the focal point for contact and provides liaison on all matters involving management information system/automatic data processing (MIS/ADP) with external agencies, such as the Office of Management and Budget, Department of Commerce (National Bureau of Standards), General Services Administration, and other cognizant Federal agencies.

29-13 MANAGEMENT STANDARDS AND STATISTICS DIVISION. The division:

a. Is responsible for developing, updating, and maintaining standards and procedures for agency directives, forms, records, reports, mail, correspondence, and other paperwork management programs; the application of modern micrographics and optical disk technology; Privacy Act management; publications management; library management; and printing management. The division is the principal element of the office with respect to aviation statistics, agency management, and operational information and statistics. The division also provides graphics and publishing assistance to the Washington headquarters. This includes:

(1) Developing and recommending agency policies, standards, systems, procedures, and program plans.

(2) Advising the director, the Administrator, and other principal officials.

(3) Guiding and assisting all agency elements in the conduct of approved programs.

(4) Evaluating the technical adequacy of regional and center counterpart program performance in support of the national evaluation program.

b. Maintains central controls and guides other agency elements in the use of: record systems, mechanized and regular file equipment and supplies, reports and forms (including design, storage, and disposal), directives, correspondence, mail, distribution, and publications programs.

c. Publishes reports catalog, directives checklists, official glossary, and other similar reference documents.

d. Reviews and coordinates all public reporting and recordkeeping requirements with the Office of the Secretary of Transportation, the Office of Management and Budget, and other Government agencies under the provisions of the Federal Reports Act of 1942.

e. Provides program guidance, standards, procedures, and approves micrographics and optical disk technology applications.

f. Identifies agency needs for improved graphic display concepts, techniques, and equipment. Provides leadership in planning for the applications in FAA of the most effective communication methods and equipment currently available.

g. Serves as agency liaison with the Office of the Secretary of Transportation, the Joint Committee on Printing, National Archives and Records Service, General Accounting Office, Office of Management and Budget, and other governmental and private organizations concerned with program responsibilities.

h. Manages the FAA Directives System. Provides guidance to directives management officers. Maintains identification control of agencywide directives and the master reference file of FAA and DOT directives.

i. Provides program guidance, standards, and procedures for agency libraries, and arranges for automated library information retrieval services.

j. Provides program direction, standards, and procedures to all FAA elements with respect to the provisions of the Privacy Act. Evaluates the various operational aspects of the program and recommends improvements. Prepares annual reports required by the Privacy Act. Develops training plans for agency personnel concerning Privacy Act activities and objectives.

k. Manages the FAA publications program. Develops standards and procedures designed to promote efficient and economic control over the agency's publishing activities. Conducts studies of the various operational aspects of the program and recommends improvements. Maintains liaison with the Superintendent of Documents on publications which are issued for sale to the general public.

l. For the Washington headquarters:

(1) Plans, controls, and procures printing, distribution, design and illustrating, and still photographic services.

(2) Develops budget estimates and administers central funds established for the production and procurement of headquarters publishing, graphics, library, and mail services.

m. Provides program guidance, standards, and procedures for agency printing operations. Approves printing and reproduction and electronic composition equipment acquisition and disposal.

n. Is the principal element of the office with respect to aviation statistics and agency management and operational information and statistics.

o. Provides leadership and coordination of agency and industry efforts to identify and validate aviation statistical information requirements for agency, Departmental, and other uses.

p. Assures the development, in participation with program and management elements, of numerical measures and indicators of the effectiveness and efficiency of agency program performance and the resulting public benefits achieved.

q. Develops and administers programs and systems for the validation, correlation, analyses, and timely presentation and issuance of top management information and statistics for various purposes showing the aviation environment; status, trends, comparisons, and achievements of agency programs in relation to plans; performance in relation to standards; and outputs in relation to inputs.

r. Develops and operates comprehensive systems and procedures for cataloging and locating agency information and for managing its authentication and release.

s. Conducts special quantitative and qualitative surveys, studies, and analyses, especially those of an interfunctional interest, relating to the aviation environment and agency program performance.

t. Provides professional consultation and advice regarding statistical sampling, statistical analysis, and other statistical techniques and the measurements of program performance and benefits.

29-14 MANAGEMENT ANALYSIS DIVISION. The division:

a. Is the principal element of the office with respect to organizational planning, review, approval, and documentation; management development; management engineering and management systems methodology and applications; management productivity and improvement, and agency staffing standards program.

b. With respect to the foregoing:

(1) Develops and recommends agency policies, standards, systems, procedures, and program plans.

(2) Advises the director, the Administrator, and other principal officials.

(3) Guides and assists all agency elements in the conduct of approved programs.

(4) Evaluates the technical adequacy of regional and center program performance.

c. Conducts special studies to:

(1) Resolve specified management problems.

(2) Identify problems and develop solutions, therefor, as they relate to all phases of agency management and operations.

d. Promotes the development and installation of the systems approach to agency management. This includes developing specific systems of management for use by other elements of the agency and the use of various analytical and managerial techniques for problem solving and decisionmaking.

e. Conducts technical studies and provides assistance to all elements of the agency using industrial management engineering practices, operations research analyses, mathematical techniques, scheduling and control systems such as PERT, Critical Path Method, and other program control and evaluational techniques.

f. Develops work measurement methods and staffing standards for application within the agency; conducts studies to validate existing staffing standards.

g. Develops and administers the agency system for approval and documentation of organization changes, assignments of functional responsibility, delegations of authority, and creation and dissolution of committees.

h. Reviews all organizational proposals requiring approval of the Administrator; and administers an agencywide program for cyclical reviews of organizations and functions.

i. Develops and administers the management and productivity improvement and internal control system programs.

j. Identifies and defines the need for development of managerial skills in the use of management systems, techniques, and practices.

k. Provides executive staff support required by the Administrator and Deputy Administrator for staff meetings, conferences, and national telecons.

CHAPTER 32. ASSOCIATE ADMINISTRATOR FOR HUMAN RESOURCE MANAGEMENT

32-1 MISSION. The Associate Administrator for Human Resource Management advises and assists the Administrator in directing, coordinating, controlling, and ensuring the adequacy of FAA plans and programs for personnel, technical training, human resource planning, evaluation, and development, and labor and employee relations. The Associate Administrator for Human Resource Management provides operating personnel, training, and labor relations services to designated organizational elements.

32-2 ORGANIZATIONAL STRUCTURE. The organizational structure for the Associate Administrator for Human Resource Management is shown in figure 1-1.

32-3 FUNCTIONS. The Associate Administrator for Human Resource Management:

a. Provides for human resource development and the management of human resources by developing, recommending, guiding, evaluating, and administering policies, standards, procedures, and systems.

b. Provides for optimal relationships with employees, employee groups, and labor organizations by developing, recommending, guiding, evaluating, and administering policies, standards, procedures, and systems with respect to employee benefits, adverse actions, grievances and appeals, and conduct and discipline; and administers FAA's relationship with labor organizations, professional societies, and organizations of supervisors and managers.

c. Provides for equal opportunity use of position and human resources by developing, recommending, guiding, evaluating, and administering policies, standards, procedures, and programs for managing positions, acquiring human resources, and utilizing human resource management information systems.

d. Develops policies, programs, standards, systems, and procedures for human resource technical training activities.

32-4 AUTHORITY. With respect to all matters within the associate administrator's sphere of responsibility, the Associate Administrator for Human Resource Management is authorized to:

a. Take action and issue orders in the name of the Administrator and Executive Director for Policy, Plans, and Resource Management, except for those matters for which the Administrator and/or executive director has specifically reserved authority or otherwise provided.

b. Represent the Administrator and the Executive Director for Policy, Plans, and Resource Management.

c. Act on any matter for which specific delegation of authority has been made to the associate administrator or to any element under the associate administrator's executive direction.

32-5 RESERVED.

32-6 EXECUTIVE STAFF. The Executive Staff is responsible for evaluation of the effectiveness of human resource management and technical training programs. The Executive Staff provides administrative management staff support services for the Associate Administrator for Human Resource Management and all organizations within the associate administrator's sphere of responsibility. The staff:

a. Develops and recommends human resource management and technical training evaluation policies, programs, standards, systems, and procedures to meet FAA program requirements, applicable Federal laws, and Office of Personnel Management and DOT regulations.

b. Administers human resource development evaluation programs and policies; advises the Administrator, the Executive Director for Policy, Plans, and Resource Management, the Associate Administrator for Human Resource Management, and other agency officials; and provides technical advice, assistance, and guidance to other FAA organizations.

c. Evaluates human resource management and technical training programs throughout the agency to identify and correct deficiencies, to ensure regional and Washington headquarters programs are administered uniformly within the parameters of the national program, and to effectively integrate these programs and activities with the FAA mission.

d. Provides for the effective evaluation of FAA's human resource management program performance and technical training program performance, and ensures that measures are taken to correct deficiencies.

e. Evaluates the status of FAA relative to the goals of achieving excellence in leadership, in management of its human resources, and in the service orientation

of its human resource management elements. Provides standards and guidance for the evaluation of human relations at national and regional levels. Provides consultation, correlation, and integration of evaluations conducted by the offices involved in human resource management.

f. With respect to administrative management staff support, the staff provides services including:

(1) Budget and financial management.

(2) Organization and staffing.

(3) Personnel administration, training, and utilization.

(4) Paperwork management, including directives, reports, forms, and records.

(5) Project tracking.

(6) General administrative services, including space management and property management.

(7) Travel.

(8) Procurement.

(9) Management information.

(10) Security and emergency readiness.

32-7 SENIOR EXECUTIVE RESOURCE STAFF. The Senior Executive Resource Staff is responsible for the agency's Senior Executive Service (SES) programs. The staff:

a. Manages the agency's SES programs and related recruitment, selection, performance appraisal, executive pay (salary and benefits), and development systems.

b. Manages the agency's SES Candidate Development Program.

c. Is delegated, by the Associate Administrator for Human Resource Management, the authority to:

(1) Waive reimbursement for costs of SES training in accordance with agency policies and directives.

(2) Waive limitations on use of non-Government training in the SES area.

32-8 to 32-9 RESERVED.

32-10 HUMAN RESOURCE MANAGEMENT DIVISION. The Human Resource Management Division serves under the executive direction of the Associate Administrator for Human Resource Management, with appointing authority, and is responsible for providing the full range of human resource management services to the Washington headquarters and the overseas organizations reporting to the Associate Administrator for Policy and International Aviation. The division:

a. Assures compliance with statutory and regulatory requirements and DOT and FAA policies. Assures that human resource management personnel programs such as employment, classification, training, pay administration, evaluation, etc., effectively meet management needs and safeguard employee rights.

b. Implements human resource management policies established by the national headquarters. Identifies the need for and establishes local human resource management programs designed to meet particular needs of the headquarters and field organizations for which such functions and support services are provided.

c. Advises, assists, and represents, within delegated authority, the Associate Administrator for Human Resource Management, the Executive Director for Policy, Plans, and Resource Management, and the Administrator on all matters relating to personnel and training operations, both internally and in communication and liaison with the Office of Personnel Management, recruiting sources, minority groups, other local agencies, industries, special committees, and other external organizations.

d. Provides continuing specialized assistance and advisory services to managers, first-line supervisors, employees, and to the general public in appropriate human resource matters.

e. Administers the headquarters Consolidated Personnel Management Information System (CPMIS). Assures the accuracy and completeness of all data on employees in area of responsibility. Analyzes and extracts management information to assist all headquarters managers in the effective and efficient management of their employees.

f. Develops, implements, and monitors the headquarters human resource management evaluation program.

g. Performs human resource management services related to:

(1) Employment, including: recruitment; special emphasis employment programs (with appropriate input and coordination from the Office of Civil Rights); agencywide appointment of experts and consultants; merit promotion; reemployment, restoration, and return rights; reduction-in-force; medical disqualifications and fitness for duty; headquarters

EEO affirmative action plans (with appropriate coordination from the Office of Civil Rights); approval of procurement of services by contract; salary setting; custodianship of official personnel records and folders; personnel action processing; maintaining employment inventory to assure authorized employment levels are not exceeded; and preparation of periodic reports of employment.

(2) Pay and classification, including: position classification and pay administration policy; advice to management officials on organization and distribution of functions; leave administration; workweeks and hours of duty; competitive level code assignments; and Fair Labor Standards Act exempt and nonexempt determinations.

(3) Employee relations, including: labor relations (negotiations, consultation, labor agreement administration, and third party proceedings); adverse actions, appeals, and grievances; conduct and discipline; conflict of interest; suggestions; incentive awards; performance standards and evaluation; employee benefits and services for retirement, health insurance, life insurance, death benefits, and injury compensation; occupational safety and accident reports; and the Washington headquarters employee assistance program.

(4) Training and career development, including: out-of-agency training programs; arranging human relations, technical, and management training; orientations; management of headquarters training budget; intern programs (including upward mobility); and special briefings.

h. Performs all of the programmatic human relations activities for Washington headquarters organizations such as employee participation group support, training, and workshops; facilitator training and management; human behavior and communications; and team building.

i. Reviews and evaluates all phases of human resource management activities, for which the division is responsible, to determine their overall effectiveness; and, where problems or weaknesses are identified, takes necessary corrective action or recommends action to improve and strengthen any areas of human resource management functions for which responsible.

j. Assures that all human resource management activities and procedural actions are taken without regard to factors irrelevant to the quality of performance or the qualifications required for any position or function. Promotes equal opportunity principles and objectives as part of the basic human resource management responsibility of the division.

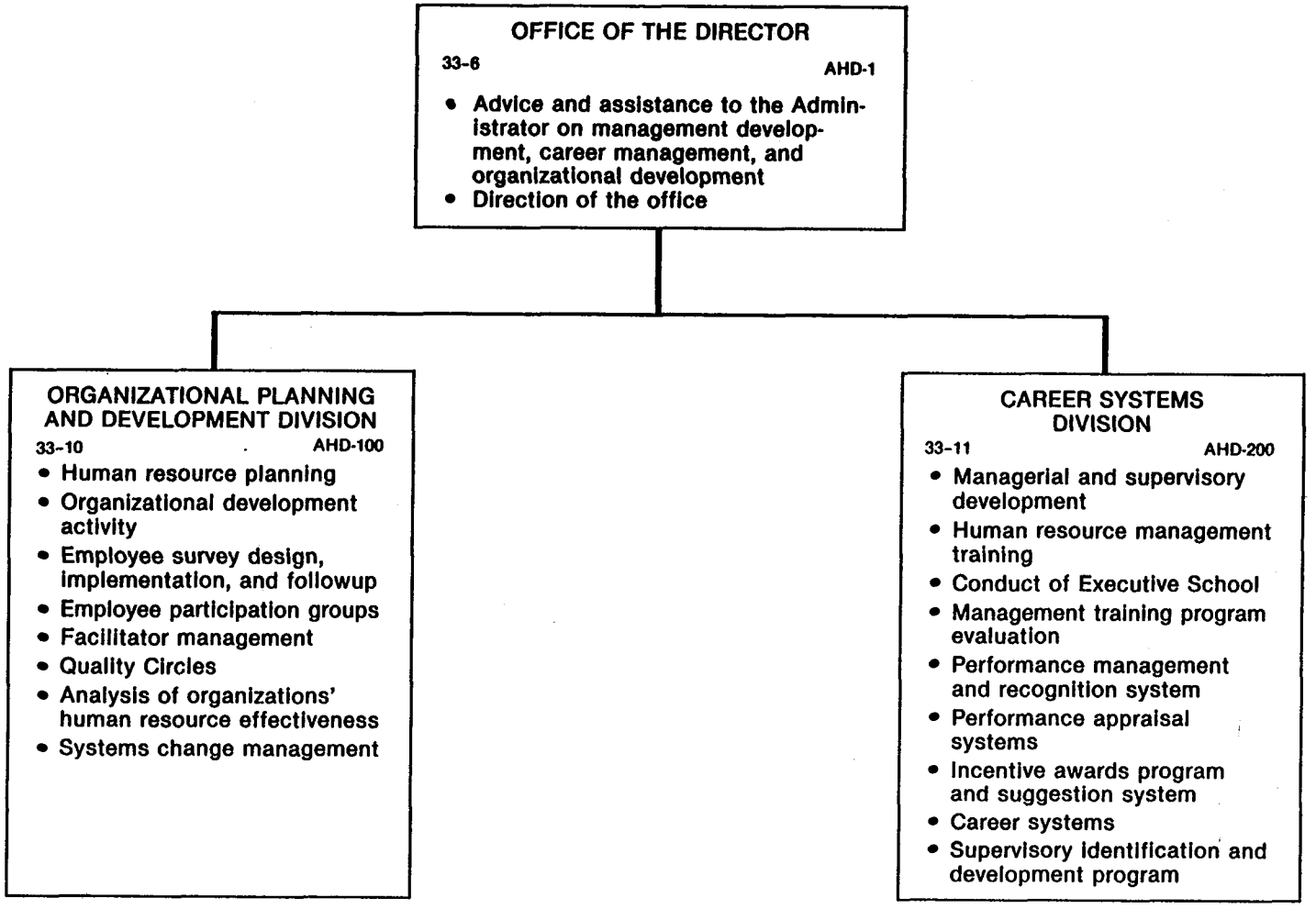
k. Administers the Incentive Awards Program for the Associate Administrator for Human Resource Management.

l. Approves requests for restoration of annual leave where the leave was forfeited because of exigencies of the public business, sickness preventing the use of scheduled leave, or administrative error. This authority applies to all Washington headquarters employees (including employees of tenant organizations at the Aeronautical Center and the FAA Technical Center) except employees who report directly to the Manager, Human Resource Management Division, who must have forfeited annual leave restored by the Associate Administrator for Human Resource Management.

CHAPTER 33. OFFICE OF HUMAN RESOURCE DEVELOPMENT

FIGURE 33-1. FUNCTIONAL ORGANIZATIONAL CHART

OFFICE OF HUMAN RESOURCE DEVELOPMENT



CHAPTER 33. OFFICE OF HUMAN RESOURCE DEVELOPMENT

33-1 MISSION. Serves as the principal FAA organization for achieving human resource development and optimal decisionmaking in the management of human resources through developing, recommending, guiding, evaluating, and administering policies, standards, procedures, and systems for: the development of organizational systems, management practices, managers, and employees; and strategic planning, policy planning and integration, and research.

33-2 FUNCTIONAL ORGANIZATION. The functional organization of the Office of Human Resource Development is shown in figure 33-1.

33-3 FUNCTIONS. The office is responsible for organizational and management development through such activities as employee participation groups; facilitator management; analysis of organizations' human resource effectiveness; system change management; organizational consultant coordination; human relations training; and executive, management, and supervisory development and training. The office is responsible for performance management and performance appraisal systems which involve activities such as performance appraisal, awards, productivity systems, career planning and counseling, exit interviewing, and individual and occupational development. The office is also responsible for human resource forecasting, human resource management research in existing and new program areas, and coordinating human resource planning and development activities with agency long-range technical implementation plans. For these activities the office:

a. Develops and recommends organizational development, management development, and performance management policies, programs, standards, systems, and procedures to meet FAA program requirements, equal employment opportunity goals, applicable Federal laws, and Office of Personnel Management and DOT regulations.

b. Administers the management programs and policies and the human resource planning program and policies; advises the Administrator, the Executive Director for Policy, Plans, and Resource Management, the Associate Administrator for Human Resource Management, and other agency officials; and provides technical advice, assistance, and guidance to other FAA organizations.

c. Develops and recommends human resource planning policies, programs, standards, systems, and procedures to meet FAA program requirements, applicable Federal laws, and Office of Personnel Management and DOT regulations.

d. Represents FAA on matters within the purview of the office with the Office of the Secretary of Transportation and with other agencies as required.

e. Provides for the effective evaluation of individual human resource development areas and ensures that measures are taken to correct deficiencies.

f. Assures the integration of:

(1) Human resource needs in the development of technical strategic plans.

(2) FAA human resource tactical policy planning with strategic plans and with policy development across the offices involved in human resource management.

g. Coordinates FAA human resource related research to ensure that research products meet decisionmaking needs.

33-4 SPECIAL DELEGATIONS. The Director of Human Resource Development is delegated the authority to:

a. Waive reimbursement for costs of nontechnical training in accordance with agency policies and directives.

b. Waive limitations on use of non-Government training in the nontechnical areas.

33-5 RESERVED .

33-6 OFFICE OF THE DIRECTOR. Under the executive direction of the Associate Administrator for Human Resource Management, the office of the director:

a. Advises and assists the Administrator, the Executive Director for Policy, Plans, and Resource Management, the Associate Administrator for Human Resource Management, and other FAA executives in simultaneously achieving optimal organizational effectiveness and employee satisfaction, in the management of the agency's organizational and management development and in career management programs, and in maintaining productive relationships with the agency work force, the Office of the Secretary of Transportation, the public, and other agencies.

b. Assures that FAA organizational and management development and career management programs activities and human resource planning activities meet statutory and regulatory requirements.

c. Manages various special employment programs; i.e., noncareer and military.

d. Provides for the adequacy, administration, and coordination of FAA organizational and management development and career management programs, policies, standards, systems, and procedures.

e. Provides leadership and direction in the planning, management, and control of office activities.

f. Provides for effective evaluation of program performance and ensures that measures are taken to correct deficiencies.

33-7 to 33-9 RESERVED.

33-10 ORGANIZATIONAL PLANNING AND DEVELOPMENT DIVISION. The Organizational Planning and Development Division:

a. Develops policies, programs, standards, systems, and procedures for employee participation groups, facilitator management, quality circles, analysis of organizations' human resource effectiveness, systems change management, and organizational development in the agency.

b. Develops policies, programs, standards, systems, procedures, and activities in human resource management strategic planning, policy planning and integration, and human resource management research.

c. Administers the planning programs and organizational development programs; ensures that they meet applicable Federal laws, OPM and DOT regulations; and provides advice and representation on these programs to FAA top management and other agency officials.

d. Assists and guides the field and Washington headquarters human resource organizations and personnel conducting organizational development programs and change processes; and assists, guides, and coordinates the national and field human resource management and research organizations on planning and research programs and activities. Provides field human resource organizations with goals, priorities, directives, and policy guidelines on the division's program.

e. Provides follow-on for employee survey to assure that programs associated with employee attitude survey results are effectively integrated into organizational development activities.

f. Provides consultant capability to advise and assist management on management of change.

g. Evaluates the division's programs throughout the agency to identify and correct program deficiencies, to ensure regional and Washington headquarters programs are administered uniformly within the parameters of the national programs, and to effectively integrate these programs and activities with the FAA mission.

h. Reviews proposed and existing legislative, regulatory, and legal actions, as well as negotiated agreements, for impact on the policies, plans, and procedures of the division's programs.

i. Develops legislative proposals on the division's programs, with the assistance of the Office of the Chief Counsel.

j. Forecasts and/or gathers information on future needs, states, technical advances, and trends; and assesses their relationships to the FAA mission and to human resource strategic plans.

k. Develops, recommends, and coordinates FAA Human Resource Strategic Plans that are fully integrated with all technical and service plans.

l. Integrates, develops, recommends, coordinates, and, as appropriate, provides tactical goals, priorities, and policy planning guidelines for use by Human Resource Management offices. Assures integration of tactical policy planning with FAA strategic plans and with policy development across the offices in Human Resource Management.

m. Monitors progress of Human Resource Management actions to assure timely identification of need for special coordinating activities.

n. Identifies existing and potential research and development areas with human resource management implications for all diverse categories of FAA employees through the use of special studies and staff projects, development of effective plans for meeting identified needs and development of techniques, materials, and methods applicable to the unique requirements of FAA endeavors. Coordinates and, as appropriate, conducts forecasting and productivity research in support of national human resource management offices.

33-11 CAREER SYSTEMS DIVISION. The Career Systems Division is responsible for developing policies, programs, standards, systems, and procedures in the following human resource management areas: performance management and recognition system; supervisory and managerial probation period;

performance appraisal systems (excluding SES employees); awards; suggestion system (technical and nontechnical); career pathing, planning, identification, and selection systems; management and supervisory development; human relations and general training. The division:

a. Administers the career management and training and development programs for which the division is responsible, ensures they meet applicable Federal laws, Office of Personnel Management and DOT regulations, and provides advice and representation on these programs to FAA top management and other agency officials.

b. Assists and guides the field human resource organizations on career management and management training and development programs and activities. Provides overall program direction to the FAA Center for Management Development.

c. Provides advice and consultation to FAA top management officials on career management and management training and development functions and activities.

d. Represents FAA on management and supervisory development and human resource management, and human relations training matters within the Department, with other Government agencies, and non Government organizations.

e. Evaluates the division's programs and results throughout the agency to identify and correct program deficiencies, to ensure regional and Washington headquarters programs are administered uniformly within the parameters of the national programs and to effectively integrate these programs and activities with the FAA mission.

f. Arranges for the FAA Executive School and other executive training as appropriate.

g. Determines quantitative training requirements and identifies sources and workloads for FAA management and supervisory development and human resource management, and human relations training. Programs annual workloads for the FAA Center for Management Development.

h. Reviews proposed and existing legislative, regulatory, and legal actions, as well as negotiated agreements, for impact on the policies, plans, and procedures of the division's programs.

i. Develops legislative proposals on the division's programs with the assistance of the Office of the Chief Counsel.

j. Coordinates and approves the management and general training portion of:

(1) Annual call for training requirements.

(2) The FAA Training Course Catalog.

CHAPTER 34. OFFICE OF LABOR AND EMPLOYEE RELATIONS

FIGURE 34-1. FUNCTIONAL ORGANIZATIONAL CHART

OFFICE OF LABOR AND EMPLOYEE RELATIONS

OFFICE OF THE DIRECTOR

34-6 ALR-1

- Advice and assistance to the Administrator on labor relations and employee relations matters
- Direction of the office

UNION/MANAGEMENT RELATIONS DIVISION

34-10 ALR-100

- Labor agreement negotiation, administration, and grievances
- Unfair labor practives
- Union management relations
- Labor management relations field liaison
- Coordination with OST, OPM, and other appropriate agencies

EMPLOYEE RELATIONS DIVISION

34-11 ALR-200

- Employee benefits and services
- Employee assistance program
- Agency safety program
- Professional societies and management groups
- Adverse actions, agency grievances, and appeals
- Conduct and discipline

CHAPTER 34. OFFICE OF LABOR AND EMPLOYEE RELATIONS

34–1 MISSION. The Office of Labor and Employees Relations serves as the principal FAA organization for achieving optimal relationships with employees, employee groups, and labor organizations through developing, recommending, guiding, evaluating, and administering policies, standards, procedures, and systems with respect to employee benefits, adverse actions, grievances and appeals, and conduct and discipline; and those with respect to FAA's relationship with labor organizations, professional societies, and organizations of supervisors and managers.

34–2 FUNCTIONAL ORGANIZATION. The functional organization of the Office of Labor and Employee Relations is shown in figure 34–1.

34–3 FUNCTIONS. The office is responsible for labor and employee relations programs to include adverse actions, grievances, appeals, conduct and discipline, labor agreement negotiations and administration, unfair labor practices, union-management relations, employee relations, employee benefits, health and life insurance, retirement, workers' compensation, unemployment compensation, agency safety program management, employee assistance programs, and FAA's relationships with labor organizations; professional societies; social, welfare, and recreation groups; associations of supervisors and managers; veterans' groups; etc. The office:

a. Develops and recommends labor and employee relations policies, programs, standards, and procedures to meet FAA program requirements within applicable Federal laws, and Office of Personnel Management and DOT regulations.

b. Administers labor and employee relations policies; advises the Administrator, the Executive Director for Policy, Plans, and Resource Management, the Associate Administrator for Human Resource Management, and other FAA officials; and provides technical advice, assistance, and guidance to other FAA organizations.

c. Represents FAA on matters within the purview of the office with the Office of the Secretary of Transportation and with other Government agencies, labor unions, and other organizations and societies as required.

d. Provides for the effective evaluation of individual programs of the labor and employee relations areas and ensures that measures are taken to correct deficiencies.

34–4 SPECIAL DELEGATION. The Director of Labor and Employee Relations is delegated authority to approve for the Administrator, following coordination with the Office of the Chief Counsel, negotiated or renegotiated union agreements.

34–5 RESERVED.

34–6 OFFICE OF THE DIRECTOR. Under the executive direction of the Associate Administrator for Human Resource Management, the office of the director:

a. Advises and assists the Administrator, the Associate Administrator for Human Resource Management, and other FAA executives in the administration of executive decisions and in developing and maintaining productive relationships with labor organizations, professional societies, employees, and other Government agencies.

b. Accounts for the adequacy of FAA labor and employee relations policies, programs, standards, systems, and procedures.

c. Assures that FAA labor and employee relations activities meet statutory and regulatory requirements.

d. Provides for effective evaluation of program performance and ensures that adequate measures are taken to correct deficiencies.

e. Provides leadership and direction in the planning, management, and control of office activities.

f. Provides liaison between the office and the Office of the Chief Counsel on the legal aspects of all phases of the labor and employee relations functions.

34–7 to 34–9 RESERVED.

34–10 UNION/MANAGEMENT RELATIONS DIVISION. The division:

a. Is responsible for union/management relations.

b. With respect to the foregoing, the division:

(1) Develops and recommends policies and programs.

(2) Formulates standards, systems, and procedures for national application.

(3) Provides advice and guidance to FAA top management and to all FAA organizational elements.

(4) Coordinates with the Office of the Secretary of Transportation, the Office of Personnel Management, and other appropriate agencies.

c. Represents the agency in negotiations and discussions with national officials of labor organizations; oversees local negotiations to assure consistency with national bargaining positions and has overall responsibility for the administration of national collective bargaining agreements.

d. Assures that labor organizations' views on FAA personnel policies and plans, when appropriate or required, are solicited and made available to FAA management officials.

e. Consults with the Office of the Chief Counsel on legal aspects of negotiated and renegotiated agreements and to resolve questions of interpretation of applicable laws and regulations.

34–11 EMPLOYEE RELATIONS DIVISION. The Employee Relations Division is responsible for developing policies, programs, standards, systems, and procedures for the following human resource management activities: employee benefits and services, employee assistance program, the agency's internal safety program, professional society and management group relationships, adverse actions, grievances and appeals, conduct and discipline, and special studies. The division:

a. Administers the employee relations programs, ensures they meet applicable Federal laws, Office of Personnel Management and DOT regulations, and provides advice and representation on these programs to FAA top management and other agency officials. Provides technical advice, assistance, and guidance to FAA organizational elements.

b. Evaluates the division's programs throughout the agency to identify and correct program deficiencies, to ensure regional and Washington headquarters programs are administered uniformly within the national program standards, and effectively integrates these programs and activities with the FAA mission.

c. Coordinates with the Office of the Secretary of Transportation, the Office of Personnel Management, and other appropriate agencies.

d. Develops legislative proposals on the division's programs, with the assistance of the Office of the Chief Counsel.

e. Consults with the Office of the Chief Counsel on legal aspects of adverse actions, grievances, and appeals.

CHAPTER 35. OFFICE OF PERSONNEL

FIGURE 35-1. FUNCTIONAL ORGANIZATIONAL CHART

OFFICE OF PERSONNEL

OFFICE OF THE DIRECTOR

35-6 APN-1

- Advice and assistance to the Administrator on staffing, position, pay, and human resource management information systems
- Direction of the office

HUMAN RESOURCE MANAGEMENT AUTOMATION DIVISION

35-10 APN-100

- Consolidated Personnel Management Information System (CPMIS) management and operation
- CPMIS support to DOT
- Human resource information management planning and information reporting
- Development and implementation of strategic automation initiatives

STAFFING POLICY DIVISION

35-11 APN-200

- Employment
- Demonstration projects
- Occupational qualifications
- Placement (initial and internal)
- Recruitment
- Special emphasis
- Staffing adjustments

POSITION AND PAY POLICY DIVISION

35-12 APN-300

- Pay / allowances and differentials
- Absence and leave / work-weeks and hours of duty
- Classification and classification training
- HR position management
- Classification surveys and program reviews
- Classification and pay demonstration projects

CHAPTER 35. OFFICE OF PERSONNEL

35-1 MISSION. The Office of Personnel serves as the principal FAA organization for achieving optimal and equal opportunity use of position and human resources through developing, recommending, guiding, evaluating, and administering policies, standards, procedures, and programs for managing positions, acquiring human resources, and utilizing human resource management information systems.

35-2 FUNCTIONAL ORGANIZATION. The functional organization of the Office of Personnel is shown in figure 35-1.

35-3 FUNCTIONS. The office is responsible for human resource position management and staffing to include position classification, position management and projection of full time equivalent (FTE) utilization, and staffing allocations as related to human resource administration, pay (excluding executive and merit pay), allowances and differentials, the Federal Equal Opportunity Recruitment Program, delegated examining, recruitment, placement, external and internal selection systems, and grade and pay retention; and human resource management information systems to include the planning, development, and administration of these systems.

a. Develops and recommends personnel policies, programs, standards, systems, and procedures to meet FAA program requirements, applicable Federal laws, and Office of Personnel Management and DOT regulations.

b. Administers personnel programs and policies; advises the Administrator, the Executive Director for Policy, Plans, and Resource Management, the Associate Administrator for Human Resource Management, and other agency officials; and provides technical advice, assistance, and guidance to other FAA organizations.

c. Represents FAA on matters within the purview of the office with the Office of the Secretary of Transportation and with other agencies as required.

d. Provides for the effective evaluation of the individual personnel programs and ensures that measures are taken to correct deficiencies.

e. Develops and recommends policy and guidance for the agency's affirmative employment programs for minorities, women, the handicapped, veterans, and other special emphasis groups.

f. Plans, develops, and administers human resource management information systems and provides personnel information management systems support to other elements of the Department of Transportation.

35-4 SPECIAL DELEGATIONS. The Director of Personnel is delegated authority to:

a. Classify positions on employee appeals, establish grades and series for standardized positions or groups of positions, and correct program deficiencies identified as a result of reviews conducted by this office, the Department of Transportation, or the Office of Personnel Management.

b. Reassign employees between employing jurisdiction in accordance with Federal Aviation Administration reassignment and relocation policy.

c. Decide on Air Traffic Controller Second Career Program requests for reconsideration, convene Boards of Review, and designate Department of Transportation representatives for Boards of Review.

d. Redelegate any delegated authority if not prohibited by law, regulation, or the Administrator's policy.

e. Exercise the authority delegated by the Office of Personnel Management to the Department of Transportation and FAA to competitively examine applicants for the positions of Aviation Safety Inspector, GS-1825-9/11/12, and issue certificates of eligibles for the positions of Air Traffic Control Specialist, GS-2152-5/7. This function will be performed by the Special Examining Division (SED) at the Mike Monroney Aeronautical Center. The division will operate in accordance with procedures provided by the Office of Personnel Management and the Office of Human Resource Development, which also has the authority for evaluating this function. The SED will also competitively examine and issue certificates of eligibles for occupations covered by the Airway Science Announcement. The examining authority was provided as part of the OPM approved Airway Science Demonstration Project, dated July 15, 1983. Occupations covered are: Air Traffic Control Specialist, GS-2152-7; Aviation Safety Inspector (General Aviation Operations and General Aviation Airworthiness specializations only), GS-1825-7; Computer Systems Programmer/Computer Systems Analyst, GS-334-7; and Electronics Technician, GS-856-7.

35-5 RESERVED.

35-6 OFFICE OF THE DIRECTOR. Under the executive direction of the Associate Administrator for

Human Resource Management, the office of the director:

a. Advises and assists the Administrator, the Executive Director for Policy, Plans, and Resource Management. The Associate Administrator for Human Resource Management, and other FAA executives in providing support for the justification of budget estimates, in the administration of executive decisions, and in maintaining productive relationships with the agency work force, the Department, the public, and other agencies.

b. Assures that human resource position management, classification, workweeks and hours of duty, absence and leave, pay, staffing, recruitment, special emphasis, staffing adjustments, and information systems meet statutory and regulatory requirements.

c. Provides for the adequacy, administration, and coordination of human resource position management, classification, workweeks and hours of duty, absence and leave, pay, staffing, recruitment, special emphasis, staffing adjustments, and human resource management information systems.

d. Provides leadership and direction in the planning, management, and control of office activities.

e. Provides for effective agencywide evaluation of program performance and ensures deficiencies are identified and corrected, as appropriate; and ensures that the Washington headquarters, regions, and centers administer these programs uniformly within the parameters of the national programs and that these programs are effectively integrated with the FAA mission.

35-7 to 35-9 RESERVED.

35-10 HUMAN RESOURCE MANAGEMENT AUTOMATION DIVISION. The Human Resource Management Automation Division is responsible for developing policies, programs, standards, systems, procedures, and/or activities in human resource management information systems, and the Consolidated Personnel Management Information System. The division:

a. Administers the information systems programs, ensures they meet applicable Federal laws, Office of Personnel Management and DOT regulations, and provides advice and representation on these programs to FAA top management and other agency officials.

b. Assists and guides the national and field human resource management organizations on information system programs and activities. Provides field human resource organizations with goals, priorities, directives, and policy guidelines on the division's programs.

c. Evaluates the division's programs throughout the agency to identify and correct program deficiencies, to ensure regional and Washington headquarters programs are administered uniformly within the parameters of the national programs, and to effectively integrate these programs and activities with the FAA mission.

d. Reviews proposed and existing legislative, regulatory, and legal actions, as well as negotiated agreements, for impact on the policies, plans, procedures, and activities of the division's programs.

e. Develops legislative proposals on the division's programs, with the assistance of the Office of the Chief Counsel.

f. Develops systems to support the needs of other FAA elements requiring human resource information.

g. Serves as the principal source of official human resource information for FAA, DOT, OMB, OPM, and Congressional needs.

h. Coordinates human resource information planning for FAA.

i. Coordinates with the Office of the Secretary of Transportation in the management and operation of the CPMIS for the Department of Transportation.

j. Supports the regions' and DOT needs in their use of the CPMIS.

35-11 STAFFING POLICY DIVISION. The Staffing Policy Division is responsible for developing policies, programs, standards, systems, and procedures for the following human resource staffing activities: employment, Federal Equal Opportunity Recruitment Program (FEORP), uniform guidelines, cooperative education programs (undergraduate and graduate), external and internal selection systems, upward mobility, part-time employment, volunteer service, recruitment, special emphasis, staffing adjustments, occupational qualifications, placement (initial and internal), demonstration projects, and predevelopmental programs for electronic technicians, air traffic control specialists, and aviation safety inspectors. The division:

a. Administers staffing programs, ensures they meet applicable Federal laws, Office of Personnel Management and DOT regulations, and provides advice and representation on these programs to FAA top management and other agency officials.

b. Assists and guides the field human resource organizations on staffing programs and activities. Provides field human resource organizations with goals, priorities, directives, and policy guidelines on the division's programs.

c. Evaluates the division's programs throughout the agency to identify and correct program deficiencies to ensure regional and Washington headquarters programs are administered uniformly within the parameters of the national programs and to effectively integrate these programs with the FAA mission.

d. Reviews proposed and existing legislative, regulatory, and legal actions, as well as negotiated agreements, for impact on the policies, plans, and procedures of the division's programs.

e. Develops legislative proposals on the division's programs, with the assistance of the Office of the Chief Counsel.

f. Controls the quota for predevelopmental positions and the temporary position pool for special emphasis and training and career development programs.

35-12 POSITION AND PAY POLICY DIVISION. The Position and Pay Policy Division has lead responsibility for the agency programs of human resource position management, workweeks and hours of duty, absence and leave, pay administration, pay under the General Schedule, pay under the Federal Wage System, pay allowances and differentials, Revitalization Pay Act, position classification appeals, classification standards and guides, classification reviews and positions having agencywide impact on classification consistency, classification training programs, SES classification, grade and pay retention, cross-regional surveys and occupational studies, classification and compensation program evaluations, and the airway facilities demonstration project. The division:

a. Manages the division's programs and ensures they satisfy the requirements of applicable Federal laws, and the Office of Personnel Management and the Department of Transportation regulations. Provides advice and agencywide representation on these programs to top FAA management and other agency officials.

b. Establishes agencywide goals, priorities, directives, and policy guidelines on the division's programs. Assists and guides the field human resource organizations on these programs and activities.

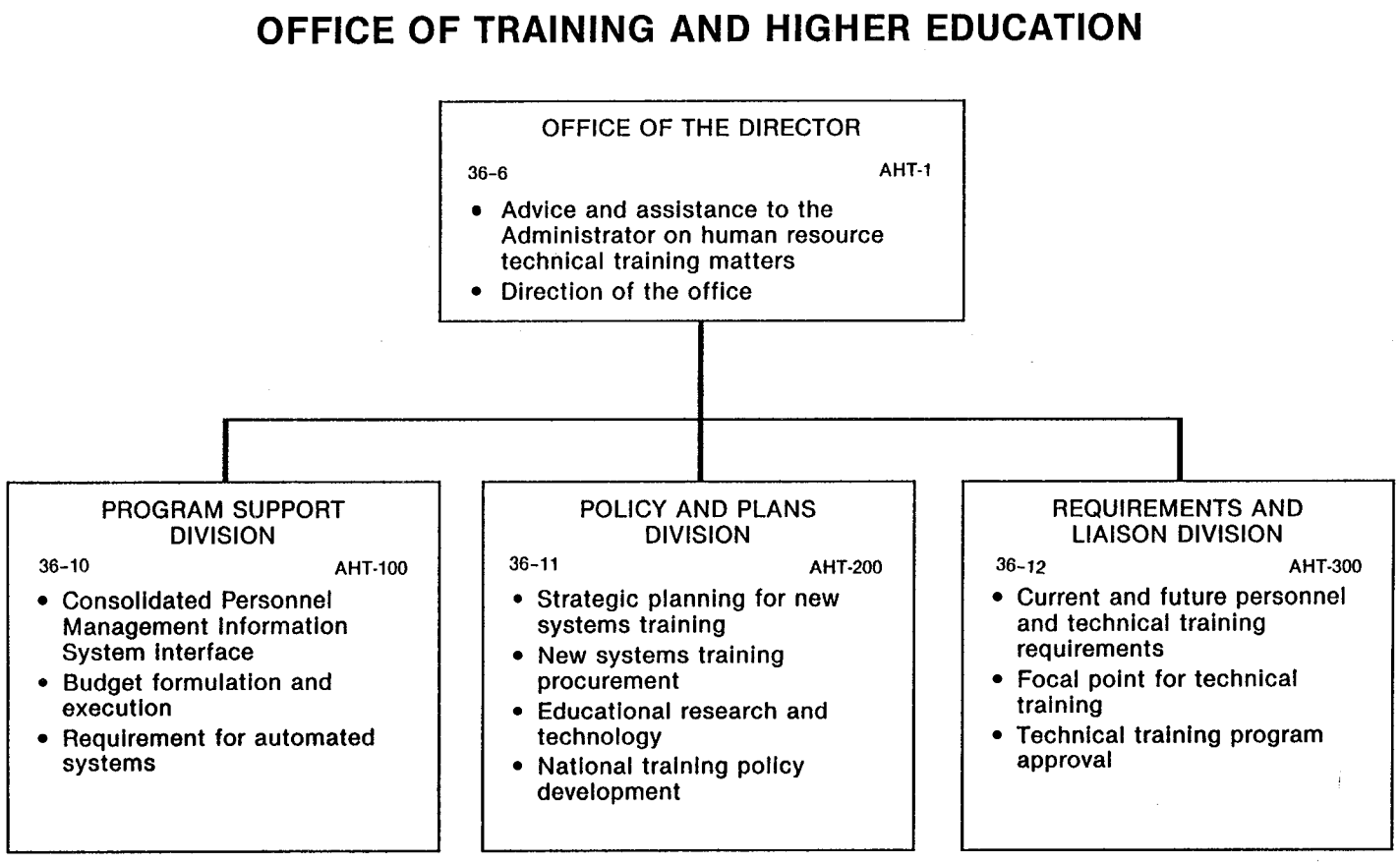
c. Evaluates the division's programs throughout the agency and identifies and corrects deficiencies. Ensures that regional, center, and Washington headquarters programs are administered consistently within the parameters of the national programs and are effectively integrated in support of the FAA mission.

d. Reviews proposed and existing legislative, regulatory, and legal actions, and negotiated agreements for impact on the division's programs and modifies the division's programs accordingly. Reviews and approves management positions on negotiated agreements affecting the division's programs.

e. Develops, with the assistance of the Office of the Chief Counsel, legislative proposals on the division's programs.

CHAPTER 36. OFFICE OF TRAINING AND HIGHER EDUCATION

FIGURE 36-1. FUNCTIONAL ORGANIZATIONAL CHART



CHAPTER 36. OFFICE OF TRAINING AND HIGHER EDUCATION

36-1 MISSION. The Office of Training and Higher Education serves as the principal FAA organization responsible for developing policies, programs, standards, systems, and procedures for the following human resource technical training activities; new equipment training, attrition training, training needs assessment, instructional technology, curriculum design, and research and planning as may be required to ensure technological currency and agency technical training programs.

36-2 FUNCTIONAL ORGANIZATION. The functional organization of the Office of Training and Higher Education is shown in figure 36-1.

36-3 FUNCTIONS. The office is responsible for technical training to include new equipment training, training needs assessment, ongoing technical training, individual and occupational development, and instructional technology and curriculum design. The office:

a. Develops and recommends technical training policies, programs, standards, systems, and procedures to meet FAA program requirements, applicable Federal laws, and Office of Personnel Management and DOT regulations.

b. Administers technical training programs and policies; advises the Administrator, the Executive Director for Policy, Plans, and Resource Management, the Associate Administrator for Human Resource Management, and other agency officials; and provides technical advice, assistance, and guidance to other FAA organizations.

c. Represents FAA on matters within the purview of the office with the Office of the Secretary of Transportation and with other agencies as required.

d. Provides for the effective evaluation of the individual technical training programs and ensures that measures are taken to correct deficiencies.

e. Provides up-to-date training methodology and state-of-the-art training technology to produce the highest possible quality training programs.

f. Develops, operates, and maintains a state-of-the-art Management Information System for managing training program.

36-4 and 36-5 RESERVED.

36-6 OFFICE OF THE DIRECTOR. Under the executive direction of the Associate Administrator for Human Resource Management, the office of the director:

a. Advises and assists the Administrator, Executive Director for Policy, Plans, and Resource Management, the Associate Administrator for Human Resource Management, and other FAA executives in providing support for the justification of budget estimates, in the administration of executive decisions, and in maintaining productive relationships with the agency work force, the Department, the public, and other agencies.

b. Assures that technical training meets statutory and regulatory requirements.

c. Provides for the adequacy, administration, and coordination of technical training programs, standards, systems, and procedures.

d. Responsible for keeping FAA training on the cutting edge of training technology.

e. Responsible for integrating FAA and internal university and corporate innovations and developments to provide the highest possible quality training experience for all FAA employees.

f. Provides leadership and direction in the planning, management, and control of office activities.

36-7 to 36-9 RESERVED.

36-10 PROGRAM SUPPORT DIVISION. The Program Support Division provides staff support services for the Office of Training and Higher Education and all organizations within the office's sphere of responsibility. This includes:

a. Budget and financial management of the agency's centralized training budget.

(1) Coordinate the formulation of calendar year and budget year estimates and the 5 year estimates with the operating services, the FAA Academy, and FAA Center for Management Development (CMD).

(2) Monitor, reprogramming as needed, and review expenditures in the execution phase of the centralized training budget.

(3) Integrate FAA Academy and CMD budget estimates into the centralized training budget estimates.

b. Organization and staffing.

c. Paperwork management, including directives, reports, forms, and records.

d. Project tracking.

e. Developing policies, programs, standards, systems, procedures, and/or activities in technical training information systems. The division:

(1) Administers all training management information systems programs, ensures they meet applicable Federal laws, Office of Personnel Management and DOT regulations, and provides advice and representation on these programs to FAA top management and other agency officials.

(2) Assists and guides the national and field human resource development organizations on training management information system programs and activities. Provides field human resource development organizations with goals, priorities, directives, and policy guidelines on programs.

(3) Develops systems to support the needs of other FAA elements requiring technical training information.

(4) Coordinates technical training information planning for FAA.

(5) Administers the training subsystem of the Consolidated Personnel Management Information System.

36-11 POLICY AND PLANS DIVISION. The Policy and Plans Division is responsible for developing policies, programs, standards, systems, and procedures for technical training activities. The Division:

a. Reviews proposed and existing legislative, regulatory, and legal actions, negotiated agreements, and professional research for impact on the policies, plans, and procedures of the division's programs.

b. Develops legislative proposals on the division's programs, with the assistance of the Office of the Chief Counsel.

c. Develops and recommends technical training planning policies, programs, standards, systems, and procedures to meet FAA program requirements, applicable Federal laws, and Office of Personnel Management and DOT regulations.

d. Administers technical training planning programs and policies; advises the Administrator, the Executive Director for Policy, Plans, and Resource Management, the Associate Administrator for Human Resource Management, and other agency officials; and provides technical advice, assistance, and guidance to other FAA organizations.

e. Represents FAA on technical training policy and/or plans within FAA, the Department, other Government agencies, and non governmental organizations.

f. Assures the integration of:

(1) Technical training needs in the development of technical strategic plans.

(2) FAA technical training tactical policy plans with strategic plans and with policy development across the offices involved in human resource development.

g. Coordinates FAA technical training related research to ensure that research products meet decision-making needs.

h. Provides for technical training research in existing and new program areas, ensuring that job and task analysis information to support training is made available.

i. Assures implementation for new equipment and systems as program manager for technical training and develops, recommends, and coordinates technical training strategic plans to fully integrate with all technical and operational plans.

j. Integrates, develops, recommends, coordinates, and as appropriate, provides tactical goals, priorities, and policy guidelines for use by regional, center, and headquarters human resource management organizations.

k. Evaluates technical training programs throughout the agency to identify and correct deficiencies, to ensure regional and Washington headquarters programs are administered uniformly within the parameters of the national program, and to effectively integrate these programs and activities with the FAA mission.

l. Coordinates technical training planning and development activities with agency long range technical implementation plans and other human resource management programs.

36-12 REQUIREMENTS AND LIAISON DIVISION. The Requirements and Liaison Division is responsible for serving as the central contact and focal point for coordinating agency technical training activities. The division:

a. Serves as the central focal and contact point for technical training for operating elements of the agency.

b. Represents FAA on technical training matters within the FAA, the Department, other Governmental agencies, and non-governmental organizations.

c. Gathers information on future technical training needs, technical advances, and trends; and assesses their relationships to the FAA mission and to human resource strategic plans.

d. Monitors progress of technical training activities to assure timely identification of need for special coordinating activities.

e. Identifies requirements for new and/or revised courses to the training institutions responsible for the development and delivery of technical training.

f. Approves courses, course-related instructional materials, and curricula and obtains technical review by appropriate operating elements of the agency.

g. Serves as the central contact point for coordination of other human resource management programs with the technical training program.

h. Coordinates and approves the technical training portion of:

(1) Annual call for training requirements.

(2) The FAA Training Course Catalog.

(3) Proposed annual student and non-student program.

CHAPTER 40. ASSOCIATE ADMINISTRATOR FOR POLICY, PLANNING, AND INTERNATIONAL AVIATION

40-1 MISSION. The Associate Administrator for Policy, Planning, and International Aviation advises and assists the Executive Director for Policy, Plans, and Resource Management and the Administrator in directing, coordinating, controlling, and ensuring the adequacy of national and international aviation system policies, goals, and priorities.

40-2 ORGANIZATIONAL STRUCTURE. The organizational structure for the Associate Administrator for Policy, Planning, and International Aviation is shown in figure 1-1. The Associate Administrator for Policy, Planning, and International Aviation exercises executive direction over the following elements of FAA:

a. Office of Aviation Policy and Plans.

b. Office of Environment.

c. Office of International Aviation.

d. Europe, Africa, and Middle East Office.

40-3 FUNCTIONS. The Associate Administrator for Policy, Planning, and International Aviation;

a. Develops and recommends national aviation policy relating to environmental and regulatory matters.

b. Develops and recommends long-range system-wide master plans and aviation system concepts.

c. Coordinates and integrates the FAA strategic planning efforts.

d. Develops, coordinates, recommends, and promulgates statements of FAA policy, goals, and priorities (both short- and long-range) and related achievement indicators.

e. Ensures the continuous coordination of such policies, goals, and overall plans with the Office of the Secretary of Transportation.

f. Provides the focal point for aviation public and Government participation in policy development and planning processes.

g. Identifies future demands for aviation services, forecasting aviation technology, and future operational environments.

h. Reviews and analyzes proposed FAA actions which significantly have an impact on the national aviation system to identify the social, economic, or other consequences which are associated with FAA regulatory actions and other actions and to ensure consideration of all feasible alternative FAA policies and plans.

i. Ensures continuous and effective liaison with foreign governments and the adequacy of programs and operating policies of the Europe, Africa, and Middle East Office within its assigned geographic jurisdiction.

40-4 AUTHORITY. With respect to all matters within the associate administrator's sphere of responsibility, the Associate Administrator for Policy, Planning, and International Aviation is authorized to:

a. Take action and issue orders in the name of the Administrator and the Executive Director for Policy, Plans, and Resource Management, except for those matters for which the Administrator and/or executive director has specifically reserved authority or otherwise provided.

b. Represent the Executive Director for Policy, Plans, and Resource Management.

c. Act on any matter for which specific delegation of authority has been made to the associate administrator or to any element under the associate administrator's executive direction.

d. Approve employee claims for foreign allowance.

40-5 RESERVED.

40-6 SPECIAL RELATIONS.

a. The Associate Administrator for Policy, Planning, and International Aviation is responsible for coordinating, but not dictating, agency policy and planning development so that operations and development activities are directed toward common goals and in accordance with approved priorities. All operational and development programs and activities are to be consistent with approved FAA policies, goals, and priorities. Program and operational policy activities initiated from within the offices and services under other executive directors/associate administrators which will alter existing FAA policy, plans, and/or priorities shall be coordinated prior to their promulgation with the Associate Administrator for Policy, Planning, and International Aviation through the associate administrator concerned; such activities shall be included within official FAA planning documents

prepared under the cognizance of the Associate Administrator for Policy, Planning, and International Aviation.

b. The Associate Administrator for Policy, Planning, and International Aviation is responsible for directing and conducting the FAA's continuing consultative planning process with the users of the National Aviation System, consumers of FAA provided services, and the aviation public; and for ensuring that their views and needs are considered in the formulation of ongoing FAA policy, goals, and priorities. Each executive director and associate administrator is responsible for timely and effective participation in the process of all matters under the associate's jurisdiction, and for subsequent and continuing integration of user views and needs into the program content, as determined to be appropriate.

c. The Associate Administrator for Policy, Planning, and International Aviation is responsible for a continuing assessment on behalf of the Administrator and the Executive Director for Policy, Plans, and Resource Management to ensure that planned systems, facilities, and services are responsive, insofar as possible, to expressed needs of users and demands forecast, and take into account cost versus benefit analyses and the willingness and capability of users to pay.

40-7 PROGRAM MANAGEMENT STAFF. The staff supports the Associate Administrator for Policy, Planning, and International Aviation, the Office of Aviation Policy and Plans, the Office of Environment, the Office of International Aviation, and the Europe, Africa, and Middle East Office in the:

a. Development and administration of systems and procedures to facilitate the management and control of the program.

b. Appraisal of the quality and effectiveness of FAA policy development and planning; and the review and assessment of compliance with, and the adequacy of, stated objectives, programs, policies, and standards; and the accomplishment of goals and objectives.

c. Provision of administrative management support and leadership for the associate administrator and offices reporting to the associate administrator in:

(1) Personnel management and training.

(2) Budget and financial management (direct and reimbursable).

(3) Maintenance of project control records.

(4) Paperwork management.

(5) Security.

(6) General administrative service coordination.

(7) Emergency operations.

(8) Travel and transportation.

(9) Liaison with the Department of State on NSDD 38 approvals.

(10) Aviation insurance investments.

(11) API automated MIS system.

d. Provision of program guidance and coordination for regional planning staffs for calls for estimates, career planning, organization, and communications, including Washington and regional conferences.

e. Formulation of management and administrative policies and procedures affecting international programs and agreements of the agency.

f. Liaison and coordination with other U.S. and foreign agencies and international organizations and the clearance and authorization with respect to foregoing functions when required.

CHAPTER 41. OFFICE OF AVIATION POLICY AND PLANS

FIGURE 41-1. FUNCTIONAL ORGANIZATIONAL CHART

OFFICE OF AVIATION POLICY AND PLANS

OFFICE OF THE DIRECTOR

41-6 APO-1

- Advice and assistance to the Administrator in the formulation and documentation of aviation policy, system plans, goals, and priorities
- Direction of the office

PLANNING ANALYSIS DIVISION

41-10 APO-100

- Aviation activity and technology forecasts
- Social, economic, and environmental trend analyses
- Future system and requirements analyses
- Long-range needs/resources analyses
- Formulation of system plans
- Impact analysis of proposed variations from current system/policy
- Guidance on and integration of agencywide planning actions
- Program monitoring and analysis
- Strategic decisionmaking process

SYSTEMS AND POLICY ANALYSIS DIVISION

41-11 APO-200

- Documentation and promulgation of policy
- System financing requirements and cost allocation analyses
- Transition planning
- Planning standards and criteria
- Legislative needs analyses
- Economic factors impact analyses
- Special issue studies and analyses
- Aircraft Loan Guarantee Program
- Aviation Insurance Program
- Cost analysis
- Regulatory analysis

CHAPTER 41. OFFICE OF AVIATION POLICY AND PLANS

41-1 MISSION. The Office of Aviation Policy and Plans performs and monitors demand forecasts of aviation; integrates technological aviation forecasts; assesses the impact of future social, economic, transportation, and technological events on aviation industry characteristics, trends, and demands; performs a continuous assessment of the current Federal aviation system and identifies needed future system changes; formulates and implements a continuous strategic planning and strategic management process; and performs economic analysis of proposed regulations. Formulates, recommends, and promulgates FAA policy, system plans, goals, and priorities in conjunction with other agency elements; develops agency costing policy; develops and coordinates agency plans and integrates FAA wide planning actions to assure consistency with FAA policy, goals, and priorities; assesses policy implications of proposed major modifications to the system; and provides legislative advice and assistance. Performs systems requirements analyses; conducts cost evaluations of system acquisition management programs; conducts transition planning efforts; develops and provides planning standards and facility establishment criteria; and develops and provides planning guidelines governing regional inputs. Conducts studies and analyses of policy and program issues to determine the impact and consequences of alternative planning standards and facility establishment criteria; prepares documentation of policies to guide FAA system and engineering and development planning and to inform users and the general public of FAA policies and programs. Administers the Aircraft Loan Guarantee Program, including preparation of economic and financial analysis. Administers the Aviation Insurance Program. Fosters the development of an effective air transportation system; provides leadership, direction, and coordination of FAA activities related to air transportation system development; and maintains liaison with the Office of the Secretary of Transportation, other operating administrations, Government and public agencies, and industry. Provides for aviation public/user/Government participation in formulation of aviation policies, plans, goals, and priorities.

41-2 FUNCTIONAL ORGANIZATION. The functional organization of the Office of Aviation Policy and Plans is shown in figure 41-1.

41-3 FUNCTIONS. Is the principal staff element of FAA with respect to:

a. Formulation and implementation of a continuous strategic planning and decisionmaking process.

b. Preparation and publication of official agency forecasts of aviation activities including international forecasts.

c. Development of alternative strategies and concepts for the long range national aviation system.

d. Study and assessment of the impact upon future aviation growth that may result from anticipated future social and economic trends and/or aviation technology advancements.

e. Analysis and development of alternative approaches to deal with apparent gaps between current and future needed systems.

f. Conduct of demand/capacity analysis and identification of the impact of system constraints on FAA policy, goals, and priorities.

g. Development and/or promulgation of FAA policy, planning standards, facility establishment criteria, and, where appropriate, systems requirements.

h. Development of methodologies and data bases for the conduct of economic analyses of proposed regulations, facility establishment criteria, and other analyses.

i. Conduct of special issue studies and analyses of major actions having an impact on the current system or on currently approved aviation policy, goals, and priorities.

j. Arrangements for, consultation with, and coordination of a systematic interchange between Government and industry relative to the development of aviation plans and policies.

k. Coordination of aviation policy with intermodal transportation planning policy as promulgated by the Office of the Secretary of Transportation.

l. Formulation of recommendations for policy positions on transportation issues affecting aviation.

m. Administration of the Aircraft Loan Guarantee Program.

n. Administration of the Aviation Insurance Program.

o. Analytical support to the system requirements statements, transition plans, and acquisition papers, as assigned.

p. Assessment of current and future aviation industry structure, profitability, market growth, and other key indicators and their relationship to FAA policy.

q. Establishment and periodic update of system acquisition management program cost estimation policy, procedures, and uniform costing parameters, such as inflation rates, interest rates, and length of equipment life, consistent with Office of Management and Budget guidelines.

r Approval and/or development of costing models for the agency use with system acquisition management programs.

s. Evaluation of the cost estimates made by the program manager and apprising, in turn, the program manager, cognizant associate administrator, program review official, and ASARC of any differences that cannot be resolved at the preceding level.

t. Advising appropriate officials on program cost changes and program cost disputes.

u. Evaluation of cost estimates of the constituent parts of potential system acquisition management programs in their early planning stages.

41-4 SPECIAL DELEGATIONS. The Director of Aviation Policy and Plans is delegated authority to exercise the powers under Title XIII of the Federal Aviation Act, except the Administrator retains the authority to issue final rules and regulations under Section 1307a, and the Associate Administrator for Administration prescribes procedures for the budget program and accounting system for the Aviation Insurance Program.

41-5 SPECIAL RELATIONS.

a. National aviation system policy and strategic guidance is determined only by the Administrator The Office of Aviation Policy and Plans is the primary coordinating and reviewing element of FAA in support of the policy establishment and the strategic guidance process. The head of each office, service, region, and center has the responsibility for proposing FAA policy, goals, and priorities based on current operating experience and knowledge.

b. Aviation system planning is a composite of comprehensive FAA planning actions which define and summarize the future requirements of the National Aviation System and set forth the planned actions to meet those requirements. It is formulated primarily by offices, services, regions, and centers based on guidance provided by the Office of Aviation Policy and Plans and reflecting practical operating needs and feasible action proposals; and the head of each office, service, region, or other major field facility is responsible for developing and defending the resulting multiyear program for activities under the official's cognizance. The planning process requires a continuing interface between the Office of Aviation Policy and Plans and the regions, and other offices and services.

c. The Office of Budget, working with offices and services through the executive directors and associate administrators, is the primary staff office responsible for allocation of current-year resources, preparation of budget-year estimates and its supporting documentation, and a submission of the Spring Preview including preparation of the supporting program and financial plan. In the execution of this function, the Office of Budget is responsible for assuring adherence with approved FAA policies, planning, and facility criteria and other approved agency guidance.

d. The Office of Aviation Policy and Plans is the sole source of official FAA aviation forecasts. All other FAA elements will rely on and utilize the official economic, environmental, and aeronautical forecasts issued by the Office of Aviation Policy and Plans. The Office of Aviation Policy and Plans will arrange to develop and issue special or recurring forecasts requested by other elements of FAA or by industry.

e. The Office of Aviation Policy and Plans provides Executive Secretariat support to the FAA Executive Directors in carrying out their strategic planning and strategic management functions.

f. Offices and services that maintain liaison with other governmental bodies, industry, and the military on matters within their functional responsibilities should coordinate such actions with the Office of Aviation Policy and Plans whenever significant developments result which impact on the National Aviation System.

g. Any action taken or contemplated by an office or service which has a direct and significant impact on approved aviation policy, strategic guidance, or system plans must be approved by the Administrator The Office of Aviation Policy and Plans will remain cognizant of all such variances, analyze them, and advise the Associate Administrator for Policy, Planning, and International Aviation, the Executive Director for Policy, Plans, and Resource Management, and, where appropriate, the Administrator of any changes required in policies and plans.

h. In the intermodal transportation planning area, the Office of Aviation Policy and Plans maintains consistency with guidelines established by the Office

of Airport Planning and Programming for intermodal transportation planning relating to the airport programs.

i. The Office of Aviation Policy and Plans jointly participates with the Office of the Chief Counsel, the Associate Administrator for Regulation and Certification, and the Associate Administrator for Aviation Standards in advising the Administrator on primary major regulatory actions, alternatives to be analyzed, and expected schedules, and works closely with those offices in conducting economic analyses of agreed regulatory initiatives.

j. In execution of the Aircraft Loan Guarantee Program, the Office of Aviation Policy and Plans works closely with the Office of the Chief Counsel to ensure the legality, soundness, and consistency with agency standards of outstanding loans.

k. The Office of Aviation Policy and Plans works closely with the Associate Administrator for Advance Design and Management Control and the Associate Administrator for NAS Development in the assessment of the technological aspects of the future National Airspace System.

l. In the area of cost analysis, the Office of Aviation Policy and Plans will coordinate with the Acquisition and Materiel Service, the system acquisition program manager (PM), and the offices sponsoring system acquisition programs, which perform such analysis independently as follows: the Acquisition and Materiel Service has contract costing and pricing responsibility; the program manager has primary responsibility for preparing program cost estimates; and the sponsoring offices develop preliminary planning estimates of the costs of potential system acquisition management programs.

m. The Office of Aviation Policy and Plans, at the request of the Office of International Aviation, performs economic analyses of proposed international programs.

n. The Office of Aviation Policy and Plans works with the International Civil Aviation Organization (ICAO) in developing international aviation forecasts for use in planning for future international aviation facility requirements. ICAO Member States rely on these forecasts for developing airspace and air route control.

o. Offices and services are responsible for the overall substance of rulemaking projects within their purview. The Office of Aviation Policy and Plans will provide support to the office of primary interest by performing regulatory evaluations and providing the results to the Office of Rulemaking and offices of primary interest.

41-6 OFFICE OF THE DIRECTOR. Under the direction of the Associate Administrator for Policy, Planning, and International Aviation, advises and assists the Administrator on matters within the purview of the Office of Aviation Policy and Plans. The office of the director:

a. Ensures analytical support for national aviation policy matters and the establishment of FAA policy, goals, and priorities.

b. Provides support for agency actions concerning aviation requirements, multiyear plans, and planning standards.

41-7 to 41-9 RESERVED.

41-10 PLANNING ANALYSIS DIVISION.

a. The division is responsible for identifying future aviation trends; assessing long-range aviation system needs; conducting analysis of aviation system requirements; formulating system plans and initiating, controlling, monitoring, and integrating the FAA-wide strategic decisionmaking process; and ensuring the consistency of FAA planning actions with approved policy, goals, priorities, criteria, and guidelines.

b. With respect to the foregoing, the division:

(1) Develops official FAA forecasts of domestic and international aviation activity demands on the system.

(2) Prepares periodic reports detailing the current status and financial viability of the aviation industry.

(3) Develops and manages the FAA strategic planning and strategic management process and serves as the Executive Secretariat to the Executive Director for Policy, Plans, and Resource Management in the strategic planning process.

(4) Develops, supports, and where appropriate, documents the results of the agency decisionmaking process.

(5) Provides guidance for FAA-wide planning actions related to the National Aviation System.

(6) Reviews proposed legislative, regulatory, and development programs for compatibility with the development plan for the National Aviation System.

(7) Develops, recommends, coordinates, documents, and as appropriate, distributes goals and priorities and planning standards for utilization in FAA-wide planning actions.

(8) Monitors progress of FAA actions leading to the implementation of aviation system plans to assure timely identification of any need for undertaking appropriate policy analyses.

(9) Reviews and analyzes, when assigned, the impact of proposed program deviations or variances from current aviation system plans and provides such findings as input to the FAA's decisionmaking process.

(10) Develops data bases for the conduct of economic analyses of proposed regulations, facility establishment criteria, and other analyses.

(11) Provides staff support for legislative activities regarding operations, F&E, E&D, and airport requirements.

(12) Analyzes agency long-range resource requirements and provides planning guidance for personnel and fiscal resources needs for operations, F&E, E&D, and airports.

(13) Prepares the annual report to the Congress on the National Aviation System.

(14) Develops and analyzes capacity/delay statistics and assesses the impact of various policy options on system capacity and performance.

41-11 SYSTEMS AND POLICY ANALYSIS DIVISION.

a. The division is responsible for detailed analyses concerning system acquisition cost, transition planning, and facility establishment criteria; FAA policies, goals, and priorities; issues/problems in response to directed actions from OMB, OST, or agency review authorities; the economic impact of proposed regulations; and the impact of economic factors on FAA policy, plans, goals, and priorities.

b. With respect to the foregoing, the division:

(1) Performs economic impact analyses of existing and proposed regulations and legislation on system users and FAA.

(2) Reviews proposed legislative, regulatory, and development programs for compatibility with FAA policy.

(3) Develops, analyzes, recommends, coordinates, documents, and as appropriate, distributes current statements of FAA policies, transition plans, as assigned for major system acquisitions, planning criteria, facility establishment criteria, and planning standards for utilization in FAA-wide planning actions.

(4) Conducts analyses of system financing requirements and cost allocation among users and recommends legislative proposals for user taxes.

(5) Provides cost and other analyses for the system acquisition management process.

(6) Assesses the current and future industry structure, profitability, market growth, and other key indicators and their relationships to FAA policy.

(7) Conducts economic analyses, as requested, of proposed international programs.

c. The division administers the Aircraft Loan Guarantee Program, including the performance of related economic and financial analysis.

d. The division administers the Aviation Insurance Program, including the performance of related economic and financial analysis.

CHAPTER 42. OFFICE OF ENVIRONMENT

FIGURE 42-1. FUNCTIONAL ORGANIZATIONAL CHART

OFFICE OF ENVIRONMENT

OFFICE OF THE DIRECTOR

42-6 AEE-1

- Advice and assistance to the Administrator in aviation related environmental affairs
- Direction of the office
- Coordination of domestic and international aviation environmental standards

TECHNOLOGY DIVISION

42-10 AEE-100

- Noise and emissions technology evaluation
- Standardization of monitoring, evaluation, and measuring techniques
- Technical support of regulatory development
- Technical guidance for environmental impact statements

ENVIRONMENTAL POLICY AND REGULATORY DIVISION

42-11 AEE-300

- Development and coordination of agency environmental policies
- Promulgation of environmental standards and regulations
- Policy guidance for airport compatible land use programs
- Environmental liaison with communities, state, other agencies, and system users

CHAPTER 42. OFFICE OF ENVIRONMENT

42-1 MISSION. The Office of Environment develops, recommends, and coordinates national aviation policy relating to environmental matters and agency responsibilities. Provides instructions, guidance, and technical assistance for FAA compliance with applicable environmental statutes and regulations prescribing Federal environmental protection and conservation policies. Formulates and implements technical programs leading to reduced aircraft noise and exhaust emissions and to improved environmental conditions around airports. Develops, recommends, and promulgates regulations and standards, as appropriate to meet statutory requirements or Departmental and agency policy. Conducts analyses and studies of aircraft and airport operations and development programs which could lead to the reduction of any adverse impact on the environment while maintaining the efficiency and capacity of the National Airspace System; coordinates with other Federal agencies in developing aviation-related environmental policies, goals, and priorities; and provides the agency focal point for coordinating and fostering community, State, local, and general public participation in the resolution of aviation-related environmental matters.

42-2 FUNCTIONAL ORGANIZATION. The functional organization of the Office of Environment is shown in figure 42-1.

42-3 FUNCTIONS. The office is responsible for:

a. Developing and recommending national aviation policies and strategies in environmental matters.

b. Coordinating and managing FAA-wide actions and activities in support of national environmental statutes policies, goals, priorities, processes, and other requirements.

c. Formulating requirements for research and development programs to advance the state-of-the-art in environmental quality and to support FAA's program in these fields; coordinating these requirements and resulting plans with NASA, HUD, HEW, DOC, DOD, DOS, EPA, NSF, and other interested agencies.

d. Developing and coordinating aircraft noise and engine emission national standards for application as aircraft certification criteria and implementing the engine emission national standards.

e. Evaluating and assessing all proposed new and amended national standards for aircraft noise, air quality, and other environmental parameters affecting publicly owned airports and surrounding communities.

f. Evaluating alternative aircraft operating procedures, including those proposed as part of airport planning and development or of long-range programs to reduce adverse impacts upon the environment.

g. Coordinating agency environmental programs within the Department, with EPA, DOD, NASA, CEQ, and other involved Federal agencies.

h. Supporting and encouraging community, State, local, and general public involvement and participation in the resolution of aviation environmental protection conservation matters.

i. Representing in domestic and international activities and committees concerned with environmental protection matters or the development of national or international standards relating to the measurement or regulation of aircraft noise or engine emissions.

j. Conducting special issue studies and analyses relating to aviation-related environmental protection matters.

k. Developing methodologies and data bases for the conduct of environmental assessments of aviation noise and emission impacts.

l. Serving as the agency focal point for agency pollution control plans and for chemical and hazardous wastes, radiation hazards, and other forms of air, water, or soil pollution.

42-4 RESERVED.

42-5 SPECIAL RELATIONS.

a. ***With the Associate Administrator for Air Traffic and the Flight Standards Service.*** The Office of Environment uses the expertise of, and closely coordinates all activities relating to the development and implementation of operational procedures for noise abatement and energy conservation with, the Associate Administrator for Air Traffic and the Flight Standards Service, which also participate in the conduct of noise abatement flight tests and sonic boom flight programs. The Office of Environment also provides technical support to Flight Standards Service with respect to the implementation of noise, sonic boom, engine emission, and other aviation-related environmental regulations.

b. *With the Office of Airport Planning and Programming.* The Office of Environment develops policy, issues procedural guidance, and provides technical assistance to the Office of Airport Planning and Programming in environmental protection matters; including, but not necessarily limited to, the preparation and processing of Environmental Impact Statements and other environmental documents pertaining to airport development actions, noise and air quality measurement technology, and land use planning of areas adjacent to airports.

c. *With the Office of International Aviation.* The Office of Environment coordinates with the Office of International Aviation on environmental matters concerning international civil aviation. The Office of International Aviation continuously monitors international environment matters and in a timely fashion alerts the Office of Environment as to their likely implications.

d. *With the Office of Aviation Policy and Plans.* The Office of Environ ment coordinates proposed requirements for economic studies, analyses, and aviation forecasts and proposed environmental conservation planning requirements in support of its programs with the Office of Aviation Policy and Plans.

e. *With the Office of the Chief Counsel.* The Office of Environment consults and coordinates with the Office of the Chief Counsel in the interpretation of environmental legislation and orders. The Office of Environment is responsible for ensuring the technical adequacy of Environmental Impact Statements prepared and processed by the agency; the Office of the Chief Counsel is responsible for determining their legal sufficiency under law.

f. *With All Elements.* The Office of Environment enlists the participation and assistance of offices, services, and regions, to the greatest extent practicable, in carrying out the mission of the office. The Office of Environment provides technical support, as required, to other elements of FAA needing to fulfill their environmental analysis responsibilities. This support is generally in the measurement, evaluation, and interpretation of environmental impacts of current and proposed activities.

42–6 OFFICE OF THE DIRECTOR. The Office of the Director:

a. Advises and assists the Associate Administrator for Policy, Planning, and International Aviation on matters under the purview of the Office of Environment in the justification of budget estimates, the administration of executive decisions, and the maintenance of productive relationships with the public, the aviation community, and other Government agencies.

b. Under the direction of the Associate Administrator for Policy, Planning, and International Aviation, advises and assists the Administrator on environmental issues, policies, and agency responsibilities.

c. Provides for the development and coordination and is accountable to the associate administrator for the adequacy of:

(1) FAA environmental standards and regulations.

(2) Environmental policies, plans, guidance, procedures, and practices.

(3) Planning of FAA activities for improvement of environmental quality in all facets of the agency's operations.

d. Provides for effective evaluation of program performance and ensures the adequacy of follow-up to assure correction of deficiencies.

e. Assures that all elements of the Office of Environment participate constructively in FAA equal employment opportunity plans and programs.

f. Provides leadership and direction in the planning, management, and control of office activities.

42–7 to 42–9 RESERVED.

42–10 TECHNOLOGY DIVISION.

a. The Technology Division is responsible for the measurement and prediction of aviation noise and sonic boom, atmospheric pollution from aircraft, and chemical and toxic wastes from agency facilities; for conducting operational noise and emissions monitoring; for measurement and technical evaluation of new and proposed aircraft or engine types, operational procedures, and aircraft layouts; and for providing an agency focal point for technical and engineering studies into the environmental effects of aviation.

b. With respect to the foregoing, the division:

(1) Formulates and pursues technical programs to advance the state of the art in aviation noise abatement and air quality, ensuring the development of research and special studies in support of agency and statutory goals.

(2) Provides the technical, engineering, economic, and analytical bases for implementing standards for aviation environmental protection, including the development of state of the art aircraft noise and emission evaluations.

(3) Reviews established and recommended aircraft environmental standards for technological practicability and safety.

(4) Develops and recommends technical methods for the measurements, correction, and analysis of aircraft noise and emissions from individual aircraft and from cumulative impacts in or around airports.

(5) Studies, evaluates, and reports on the use of aircraft operating techniques as means for alleviating adverse noise or emissions impacts.

(6) Develops specifications and guidance for the application of airport noise and air quality monitoring systems and recommends techniques for interface with airport communities and public officials.

(7) Conducts studies and analyses in specialized areas which require the application of acoustics and noise control technology and their relation to community response.

(8) Maintains technical liaison with industry, scientific groups, NASA, EPA, and other agencies to ensure responsiveness to and compatibility with other ongoing aircraft noise research efforts.

(9) Represents the FAA in domestic and international activities concerned with measurement of aviation environmental impacts.

(10) Conducts studies to monitor and measure aircraft emissions and their impact on air quality and other aspects of the environment.

(11) Develops, maintains, and updates airport and aircraft air quality evaluation methods to evaluate the conformity of airport development projects with State and Federal laws. Provides guidance in the application of such evaluation methods to specific airport scenarios.

(12) Conducts studies concerning the aircraft cabin environment, including radiation and ozone hazards, and provides the FAA focal point for all such measurement activities.

(13) Provides technical support in the development of agency orders and guidance in the storage and disposal of chemical and toxic waste from FAA facilities and operation.

(14) Provides technical support of the agency response to unusual environmental problems, such as radioactive or volcanic ash clouds, aircraft effluents, and fuel dumping.

(15) Monitors and evaluates programs of other Federal agencies concerning high altitude pollution to assure that aviation interests are adequately considered in connection with proposed solutions to control pollution in the stratosphere due to emissions.

42-11 RESERVED.

42-12 ENVIRONMENTAL POLICY AND REGULATORY DIVISION.

a. The Environmental Policy and Regulatory Division is responsible for providing policy recommendations and advice on environmental matters within the purview of the office; for the development of aviation environmental noise and emissions standards; for formulating long range objectives and priorities for research and development in aviation environmental areas, including aircraft noise and sonic boom and atmospheric pollution; and for providing a focal point for environmental planning and issues affecting aviation.

b. With respect to the foregoing, the division:

(1) Develops and recommends environmental policies, goals, and priorities.

(2) Develops, recommends, and promulgates regulations establishing national aircraft noise standards.

(3) Develops, recommends, and promulgates regulatory actions to assure that aircraft engine emissions comply with established standards; prepares regulations to ensure compliance with all standards established by the EPA to control air pollution in the stratosphere and to safeguard the environment.

(4) Identifies needs and recommends programs and special studies to advance state of the art in aviation environmental protection.

(5) Represents FAA in domestic activities concerned with setting standards for limiting and controlling aviation environmental impacts.

(6) Acts as focal point in evaluations of airport proprietor use restrictions and land use planning for environmental purposes.

(7) Develops and coordinates agency orders and advisory notices consistent with the national objectives expressed in the National Environmental Policy Act.

(8) Coordinates the efforts of all FAA organizations to ensure effective and timely missions accomplishment, including policy preparation and recommendation.

CHAPTER 43. OFFICE OF INTERNATIONAL AVIATION

OFFICE OF INTERNATIONAL AVIATION

OFFICE OF THE DIRECTOR

43-6 AIA-1

- Advice and assistance to the Administrator and other key officials on international activities
- Accountable for agency international programs
- Reviews and processes agency international travel requests
- Direction of the office

INTERNATIONAL PLANNING AND ANALYSIS DIVISION

43-10 AIA-100

- Development of international policy, plans, and programs
- Agency representation in the International Civil Aviation Organization and other international organizations
- Provision of secretariat services for the Interagency Group on International Aviation
- Formulation and coordination of FAA international aviation strategic plan
- FAA/Industry liaison on international aviation matters
- Strategic plan analysis and development

INTERNATIONAL ASSISTANCE DIVISION

43-11 AIA-200

- Management of FAA foreign assistance activities
- Management of foreign trainee activities
- Collection, evaluation, and dissemination of international aviation information
- Program evaluation for FAA international assistance

FIGURE 43-1. FUNCTIONAL ORGANIZATIONAL CHART

CHAPTER 43. OFFICE OF INTERNATIONAL AVIATION

43-1 MISSION. The Office of International Aviation achieves U.S. and agency objectives in international aviation through:

a. Formulation and coordination of policy, plans, programs, and related matters affecting the international activities of the agency.

b. Provision of guidance and support to all agency elements having international responsibilities.

c. Management and coordination of agency international programs conducted by FAA domestic organizations outside headquarters.

d. Overall evaluation of agency programs and activities in meeting such objectives.

e. Administration of aviation assistance programs conducted by the agency.

f. Formulation and coordination of cooperative efforts with other U.S. Government departments and agencies and the U.S. aviation industry on international aviation efforts.

43-2 FUNCTIONAL ORGANIZATION. The functional organization of the Office of International Aviation is as shown in figure 43-1.

43-3 FUNCTIONS.

a. Serves as the focal point for guidance and coordination of the international activities of the agency, maintaining liaison with other agencies and organizations, foreign and domestic.

b. Develops and coordinates policy, plans, and programs to achieve U.S. and agency objectives in international aviation.

c. Gives guidance and advice to the Administrator and other officials of the agency on policy, political, and economic matters which may affect U.S. international aviation objectives and policies and on specific international developments which may affect the international aviation concerns of the agency.

d. Maintains liaison with the Department of State, U.S. civil air attaches, and other aviation reporting officers abroad; provides or arranges for aviation advice and assistance to them.

e. Serves as the agency's focal point in relations with international organizations affecting aviation; provides or arranges for agency participation in international meetings of such organizations; and is responsible for the development and coordination of agency views on positions for such meetings through IGIA or otherwise.

f. Provides secretariat services for the Interagency Group on International Aviation (IGIA).

g. Manages the agency's foreign assistance programs, including those conducted in cooperation with other agencies of Government, other governments, and international organizations.

h. Serves as a point of contact for the U.S. aviation industry with respect to agency policies and programs affecting international civil aviation.

i. Inspects and evaluates the overall conduct of agency international aviation activities and advises the heads of major FAA components regarding international programs, accomplishments, and problems.

j. Sets priorities and provides guidance to international program staffs in FAA domestic organizations having broad international responsibilities.

k. As required, provides specialized administrative support necessary for the international activities of the agency and advises and assists other FAA components in carrying out specific administrative aspects of the international activities assigned to them.

l. Negotiates agreements and arrangements concerning the international aviation activities of the agency.

m. Coordinates activities, as appropriate, with FAA components having primary responsibility for domestic policy and program development.

43-4 SPECIAL DELEGATIONS. Within the policies established by the Administrator, the Director of International Aviation is authorized to:

a. Develop, coordinate, and issue specific criteria and procedures applicable to the conduct of the agency's relations with foreign entities and provide for the review and evaluation of their application.

b. Negotiate, and sign on behalf of the agency, agreements with other agencies, foreign governments, or international organizations pertaining to international aviation matters. Bilateral Airworthiness Agreements must be signed by Department of State.

c. Represent the Administrator, Deputy Administrator, Executive Director for Policy, Plans, and Resource Management, and the Associate Administrator for Policy, Planning, and International Aviation in

relationships with officials of foreign nations in the United States and abroad.

d. Process requests for official foreign travel of all agency personnel, except for travel by the Administrator and Deputy Administrator; approve International Civil Aviation Organization-related foreign travel; and review the trip reports required of foreign travelers.

e. Waive the recovery of FAA costs on agreements with other agencies, foreign governments, and international organizations when the agreements pertain to international aviation matters, after coordination with the Office of Budget and other affected agency elements.

43-5 SPECIAL RELATIONS.

a. The office shall see to it that policy, technical positions, and guidance on all matters coming before those international meetings at which the director represents the United States, including those involving the Committee on European Airspace Coordination (CEAC), the Civil Aviation Policy Committee (CAPC), Eurocontrol, and the Organization for European Cooperation and Development (OECD), and the United States Administrator for Aeronautics, Berlin, are developed and transmitted to the Europe, Africa, and Middle East Office.

b. The Secretariat of the IGIA shall perform intraagency and interagency coordination of international aviation matters within the purview of the IGIA, in accordance with the IGIA agreement and procedures.

c. The office provides information and guidance to agency elements on international aviation issues, policies, and positions and works closely with all agency elements on international aviation assistance requests.

43-6 OFFICE OF THE DIRECTOR.

a. Under the direction of the Associate Administrator for Policy, Planning, and International Aviation, provides assistance to the Administrator, Deputy Administrator, Executive Director for Policy, Plans, and Resource Management, and other key officials of the agency on matters pertaining to international aviation activities.

b. Represents the Administrator, Deputy Administrator, Executive Director for Policy, Plans, and Resource Management, and the Associate Administrator for Policy, Planning, and International Aviation on all matters within the jurisdiction of the Office of International Aviation.

c. Establishes and maintains liaison and communication in the United States and abroad with other agency elements and with elements of U.S. and foreign governments and industries concerned with the international responsibilities of the agency.

d. Reviews agency programs and activities in the international area, in cooperation with other agency elements when called for, to evaluate their contribution to international objectives of the agency.

e. Provides leadership and direction in the planning, management, and control of office activities.

43-7 to 43-9 RESERVED.

43-10 INTERNATIONAL PLANNING AND ANALYSIS DIVISION. The International Planning and Analysis Division:

a. Develops basic international aviation objectives of the agency, and develops and recommends policies, programs, and plans designed to achieve those objectives.

b. Provides information, advice, and guidance to all elements of FAA and other U.S. agencies regarding international aviation matters which may affect their responsibilities or which may affect U.S. international aviation objectives, particularly those having political or national security implications.

c. Arranges for the agency representation in international aviation organizations, foreign government aviation activities, and related meetings.

d. Provides for and maintains a Secretariat and performs all secretariat services for the Interagency Group on International Aviation (IGIA).

e. Develops and coordinates all international aviation aspects of U.S. programs relating to the activities of the North Atlantic Systems Planning Group and the European Air Navigation Planning Group, and develops, coordinates, and implements U.S. activities related to the nine ICAO Regional Air Navigation Plans.

f. Provides the alternate to the U.S. Air Navigation Commissioner to ICAO.

g. Conducts studies and analyses and recommends policies or U.S. positions related to the international aviation system.

h. Develops and analyzes information needed to fulfill FAA responsibilities described in 49 CFR Part 91.3 specifying the Department's role under the International Air Transportation Fair Competitive Practices Act.

i. Promotes exports of U.S. aeronautical products and services by providing advice and assistance to other Federal agencies primarily responsible for promotion of aeronautical trade, industry associations, and individual industry representatives.

j. Performs special studies and projects in the field of international civil aviation affairs.

k. Works with other U.S. Government departments and agencies and with U.S. aviation industry firms on cooperative international efforts related to aviation safety, air traffic control, air navigation, and training assistance.

l. Leads agency efforts on formulation and coordination of the FAA international aviation strategic plan.

m. Supports and conducts bilateral negotiations with foreign countries.

n. Formulates and coordinates agency policies governing ICAO matters and develops criteria for determining FAA participation in ICAO and other international meetings.

o. Conducts regular evaluations of FAA international programs.

43-11 INTERNATIONAL ASSISTANCE DIVISION. The International Assistance Division plans, controls, and manages the provision of aviation assistance to foreign governments by the agency. The division:

a. Develops, coordinates, and recommends policy, plans, and programs, and issues appropriate directives and instructions to accomplish Government and agency objectives through foreign assistance activities.

b. Represents the agency in direct negotiations with other Federal agencies or foreign governments in the execution or modification of agreements for the provision of aviation assistance by the agency and executes such agreements as authorized.

c. Plans and manages the agency's foreign national training activities.

d. Selects, indoctrinates, arranges training, and supervises agency personnel employed in the foreign assistance program.

e. Conducts or arranges for the conduct of special foreign surveys and studies and reviews, evaluates, and coordinates agency recommendations on these and other studies.

f. Provides special staff support and coordination on foreign assistance matters with counterpart authorities of other agencies of Government, other governments, and international organizations.

g. Evaluates agency performance of foreign assistance programs.

h. Provides program management for foreign assistance projects.

i. Utilizes matrix management in administering foreign assistance programs.

j. Collects, evaluates, and disseminates international aviation information and establishes and maintains the agency's international aviation information system.

k. Provides a program tracking system for FAA international programs.

l. Manages FAA foreign visitors program.

m. Manages international outreach programs.

CHAPTER 44. EUROPE, AFRICA, AND MIDDLE EAST OFFICE

44–1 MISSION. The Europe, Africa, and Middle East Office (AEU) discharges the responsibilities of the Federal Aviation Administration within the assigned areas of Europe, Africa, and the Middle East, including the Azores, Iceland, the Soviet Union, and all countries on the continent west of Pakistan. The office works in coordination and conjunction with elements of U.S. diplomatic missions with a view to:

a. Encourage and foster the development of civil aeronautics and air commerce.

b. Provide for the safety and efficiency of U. S. aviation.

44–2 FUNCTIONAL ORGANIZATION. The complete functional organization of the Europe, Africa, and Middle East Office is contained in Order 1100.5C.

44–3 FUNCTIONS. Subject to policy guidance received from the Washington headquarters, all technical programs and nontechnical activities with foreign nationals and foreign governments conducted by the director, the director's organization, or straightline organizations will be carried on with the full knowledge and in accordance with the advice or approval of the ambassadors or deputy chiefs of missions of United States Representative's Office, North Atlantic Treaty Organization, and United States Missions to the European Economic Commission, and other diplomatic missions in the area. Under these arrangements, the organization, within its assigned area of responsibility:

a. Represents FAA in agency relationships with civil and military officials of the U.S. Government, with United States aviation officials, with regional officials of the International Civil Aviation Organization (ICAO), and International Air Transport Association (IATA), Eurocontrol, Committee for European Airspace Coordination, Civil Aviation Policy Committee, Organization for European Cooperation and Development, and other international organizations in Europe, Africa, and the Middle East.

b. As specifically designated, provides representation on standing international committees in the aviation field, reporting to and receiving guidance and resource support from interested Washington agencies.

c. Exchanges, with foreign governments, information pertaining to civil aeronautics.

d. Plans and executes the international programs of the agency, in the assigned geographic area, relating to research, development, technical assistance projects, and promotion of FAA safety standards and procedures; and special projects as assigned.

e. In conjunction with civil air attaches, commercial attaches, and other mission elements, where appropriate, promotes the development of civil aviation and of U.S. interests relating to civil aviation.

f. Promotes the common system of air traffic control and navigation for both civil and military aircraft.

g. Provides representation for FAA at regional meetings of the International Civil Aviation Organization and other international organizations in respect to regional aviation matters, as directed by the Associate Administrator for Policy, Planning, and International Aviation.

h. Fosters civil aviation assistance in accordance with agency policy and coordinates agency activities in the area with such assistance.

i. Provides coordination for technical assistance as requested by FAA headquarters.

j. Participates, as requested by the Director of International Aviation (AIA), in the negotiation and implementation of reimbursable agreements with foreign governments, parties, or international organizations.

k. Provides inputs to FAA managers on the civil aviation security programs of the agency designed to prevent hijackings, sabotage, and other criminal acts against aviation and to facilitate the exchange and assessment of security threat data.

l. Appraises overall mission accomplishment in Europe, Africa, and the Middle East. Ensures that executive directors and associates are notified of the governmental reaction to U.S. plans and programs, as well as possible barriers to achieving desired program objectives.

m. Identifies, coordinates, facilitates, and advocates positions on local issues that cross program lines. Provides leadership to ensure that operational plans and programs are fully coordinated.

n. Coordinates, in advance, routine and nonroutine travel to Europe, Africa, and the Middle East, excluding routine travel by employees of the Aviation Standards National Field Office in performance of their assigned functions. Coordination of travel is particularly important in the international arena. Before any FAA operating official visits a foreign

country in these areas, AEU-1 must receive advance notification of planned trip. In addition, AIA-1 should be notified. The notification will allow AEU-1 to contact the appropriate government officials in time to brief the FAA operating official who will be visiting the foreign country. In rare instances of operational emergency, travel may be conducted without prior approval. In such cases, AEU-1/AIA-1 shall be notified at the earliest practicable dates.

o. Participates in policy, planning, and budget formulation.

p. Interfaces with industry, the public, and various governmental bodies in Europe, Africa, and the Middle East.

q. Participates in selection of key functional managers in AEU including concurrence on final selections.

r. Participates in rating key functional managers in AEU including defining mandatory critical job elements.

s. Represents FAA with U.S. Embassies in Europe, Africa, and the Middle East. This includes responsibility for securing Embassy approval of FAA staffing and for providing administrative support.

t. Manages Civil Aviation Assistance Groups (CAAG's) in its geographic area.

u. Provides, as approved by the appropriate executive director, advice and staff assistance to the managers of the Flight Standards, Air Traffic, and Civil Aviation Security staffs.

CHAPTER 45. MIKE MONRONEY AERONAUTICAL CENTER

45-1 GENERAL DESCRIPTION. The Mike Monroney Aeronautical Center is a major organizational complex in Oklahoma City, Oklahoma, headed by a director who reports to the Executive Director for Policy, Plans, and Resource Management.

45-2 MISSION. The Aeronautical Center conducts centralized training and central warehousing and supply, and provides certain automatic data processing (ADP) services for national and local programs.

45-3 FUNCTIONAL ORGANIZATION. The complete functional organization of the Aeronautical Center is shown in Order 1100.5C.

45-4 FUNCTIONS. The Aeronautical Center:

a. Operates the FAA Academy which provides training for FAA employees and other governmental and nongovernmental employees.

b. Provides for the management and distribution of FAA material and for the operation and maintenance of the centralized materiel system.

c. Provides central data processing operations, systems, and programming services for assigned national and local ADP programs.

CHAPTER 46. REGIONAL ADMINISTRATOR

46–1 REGIONAL ADMINISTRATOR. The regional administrator is the principal representative of the Administrator in an FAA region, operating through the Executive Director for Policy, Plans and Resource Management. The regional administrator serves as the primary agency spokesperson within the assigned geographical area. The regional administrator is responsible for maintaining oversight and for appraising overall mission accomplishment within the region. The regional administrator will exercise executive direction over the administrative staffs within its respective areas. These include logistics, accounting (where appropriate), management systems, public affairs, communications control, international aviation, civil rights, and human resource management. The regional administrator participates in general policy, planning, and budget formulation and is responsible for the budgets of those areas over which executive direction is exercised. The regional administrator provides executive direction for local multi program issues which require a central focal point, including operational emergency activities. Additional responsibilities include interfacing with industry, the public, and various governmental bodies at the regional level; and participating in the selection and rating of key functional managers in the region. The appraisal, planning, and emergency operations functions are assigned to the office of the regional administrator. The regional administrator actively supports all agency programs and special initiatives and provides assistance as appropriate.

46–2 MISSION AND FUNCTIONS. The mission and functions of the regions are contained in Order 1100.5C.

CHAPTER 50. EXECUTIVE DIRECTOR FOR REGULATORY STANDARDS AND COMPLIANCE

50-1 MISSION. The Executive Director for Regulatory Standards and Compliance provides leadership, direction, and guidance relating to flight standards, aircraft certification, aircraft programs, aviation medicine, aviation security, aircraft accident investigations, airman and aircraft registry, and rulemaking.

50-2 ORGANIZATIONAL STRUCTURE. The organizational structure for the Executive Director for Regulatory Standards and Compliance is shown in figure 1-1.

50-3 FUNCTIONS. The Executive Director for Regulatory Standards and Compliance:

a. Provides leadership in the promotion and management of initiatives to foster aviation safety, managerial accountability, recognition, and organizational development and modernization.

b. Establishes objectives and priorities that reflect FAA strategic goals and the Administrator's policy initiatives.

c. Assures the integration and coordination of policy and planning within and across agency functional areas.

d. Evaluates effectiveness of organizational elements and programs.

e. Promotes positive human relations, open communications, and affirmative equal employment opportunity policies.

f. Exercises executive direction over the:

(1) Associate Administrator for Aviation Standards.

(2) Associate Administrator for Regulation and Certification.

(3) Office of Program and Resource Management.

50-4 AUTHORITY. With respect to all matters within the executive director's sphere of responsibility, the executive director is authorized to:

a. Take action and issue orders in the name of the Administrator, except for those matters for which the Administrator has specifically reserved authority or otherwise provided.

b. Represent the Administrator.

c. Act on any matter for which specific delegation of authority has been made to the executive director or to any element under the executive director's executive direction.

50-5 SPECIAL DELEGATION. The executive director is authorized to designate associate administrators as reporting officials for the regional program divisions for which they are the responsible Washington official. This authority may be redelegated to office and service directors but no lower.

50-6 SPECIAL RELATIONS. The Executive Director for Regulatory Standards and Compliance will maintain a close working relationship with the Executive Director for Policy, Plans, and Resource Management, the Executive Director for System Operations, and the Executive Director for System Development in establishing the policy and broad technical, operational, and managerial concepts necessary to govern the development and accomplishment of FAA programs.

CHAPTER 51. ASSOCIATE ADMINISTRATOR FOR AVIATION STANDARDS

51-1 MISSION. The Associate Administrator for Aviation Standards advises and assists the Executive Director for Regulatory Standards and Compliance and the Administrator in directing, coordinating, controlling, and ensuring the adequacy of programs for safety of flight, aviation medicine, civil aviation security, accident investigation, and flight inspection.

51-2 ORGANIZATIONAL STRUCTURE. The organizational structure for the Associate Administrator for Aviation Standards is shown in figure 1-1. The Associate Administrator for Aviation Standards exercises executive direction over the following elements of FAA.

a. Office of Accident Investigation.

b. Office of Aviation Medicine.

c. Office of Civil Aviation Security.

d. Aviation Standards National Field Office.

51-3 FUNCTIONS. The Associate Administrator for Aviation Standards:

a. Promotes safety of flight.

b. Oversees the management of the airman and aircraft registry.

c. Develops flight procedures.

d. Provides for the operation and maintenance of FAA aircraft.

e. Conducts investigations in support of the FAA mission, internal security, and prevention of aircraft hijacking, aviation sabotage, and related criminal acts against air transportation.

f. Investigates aircraft accidents and incidents.

g. Oversees the policy execution and administrative management aspects of the airman medical certification, medical research, aeromedical education, medical accident investigation, airman medical standards, and occupational health programs.

51-4 AUTHORITY. With respect to all matters within the associate administrator's sphere of responsibility, the Associate Administrator for Aviation Standards is authorized to:

a. Take action and issue orders in the name of the Administrator and Executive Director for Regulatory Standards and Compliance, except for those matters which the Administrator and/or executive director has specifically reserved or otherwise provided.

b. Represent the Administrator as directed by the executive director.

c. Act on any matter for which specific delegation of authority has been made to the associate administrator or to any element under the associate's executive direction.

51-5 RESERVED.

51-6 SPECIAL RELATIONS. The Associate Administrator for Policy, Planning, and International Aviation is responsible for coordinating agency policy and planning development so that operations and development activities are directed toward common goals and in accordance with approved priorities. All aviation standards programs and activities are to be consistent with approved agency policies, goals, and priorities. Program and operational policy activities initiated from within the offices under the Associate Administrator for Aviation Standards which will alter existing agency policy, plans, and/or priorities shall be coordinated prior to their promulgation with the Associate Administrator for Policy, Planning, and International Aviation through the Associate Administrator for Aviation Standards; such activities shall be included within official agency planning documents prepared under the cognizance of the Associate Administrator for Policy, Planning, and International Aviation.

CHAPTER 52. OFFICE OF ACCIDENT INVESTIGATION

OFFICE OF ACCIDENT INVESTIGATION

OFFICE OF THE DIRECTOR

52-6 AAI-1

- Conducts accident and incident investigations
- Analyzes accident/incident data and trends
- Identifies deficiencies in the NAS
- Coordinates all FAA/NTSB work relationships

ACCIDENT INVESTIGATION DIVISION

52-11 AAI-100

- Develops FAA accident/incident investigation policy
- Conducts independent FAA accident/incident investigations
- Identifies safety issues to appropriate FAA offices for additional study and analysis
- Supports NTSB accident and incident investigations
- Develops and manages reporting programs for accidents and incidents
- Provides agency spokesperson at all NTSB accident and inquiry hearings
- Investigates selected near midair collisions, operational errors, pilot deviations, and runway incursions
- Manages and promotes FAA regional accident coordination program
- Serves as liaison for accident investigation issues between FAA and U.S. military organizations, foreign governments, and industry
- FAA focal point for all FAA/NTSB requests for information and support
- Develops curriculum and conducts accident investigation training for aviation safety inspectors at the Transportation Safety Institute

RECOMMENDATION AND QUALITY ASSURANCE DIVISION

52-12 AAI-200

- Manages program for development, coordination, and quality assurance of FAA positions/responses to NTSB safety recommendations
- Manages program for development, coordination, and quality assurance of FAA responses to FAA safety recommendations
- Manages NTSB/FAA safety recommendation data bases
- Coordinates NTSB safety recommedation information exchange with OST
- Conducts national accident investigation quality assurance program
- Operates FAA accident/incident duty room with automated information systems for industry users
- Monitors and reports corrective action for safety deficiencies found during accident/incident investigations, analyses, and studies
- Conducts analyses and special studies of accident/incident trends and data

FIGURE 52-1. FUNCTIONAL ORGANIZATIONAL CHART

CHAPTER 52. OFFICE OF ACCIDENT INVESTIGATION

52-1 MISSION. The Office of Accident Investigation promotes safety and safety consciousness in air commerce while conducting investigations of accidents and incidents, evaluates the efficacy of selected programs on safety matters, analyzes trends, and conducts special analyses on accident/incident related safety issues, identifies relevant safety issues and recommends corrective issues.

52-2 FUNCTIONAL ORGANIZATION. The functional organization of the Office of Accident Investigation is shown in figure 52-1.

52-3 FUNCTIONS.

a. The Office of Accident Investigation is responsible for:

(1) Accident and incident investigation.

(2) Special accident/incident investigations and analyses.

(3) Analyses of accident/incident trends.

(4) Managing NTSB and FAA safety recommendation programs.

(5) Establishing FAA accident and incident investigation policy.

b. With respect to the foregoing:

(1) Identifies accident/incident investigation related safety issues which require further analysis and recommends corrective actions.

(2) Develops, coordinates, and recommends national accident/incident investigation policies.

(3) Develops and implements specific programs goals and areas of emphasis to guide field program planning and performance.

(4) Evaluates the adequacy of existing regulations, policies, procedures, practices, and field program performance in meeting FAA safety goals.

(5) Develops and implements programs and practices to ensure the professional competency and development of employees engaged in accident investigation and reporting.

(6) Identifies, through accident/incident investigation and analysis, identifies the need for, and recommends research and development programs.

52-4 SPECIAL DELEGATION. The Director of Accident Investigation is delegated the authority to represent the Administrator in all matters involving the National Transportation Safety Board. The director may redelegate this authority. The Administrator signs responses to recommendations of the NTSB, and the Chief Counsel represents the Administrator in enforcement and legal proceedings before the NTSB.

52-5 SPECIAL RELATIONS. The Director of Accident Investigation serves as the principal advisor to the Administrator on accident/incident investigation and in all matters involving the National Transportation Safety Board, and accident/incident investigation matters related to military, foreign governments, and industry. As requested, associate administrators, regional administrators and center directors, and heads of offices and services will furnish support, expertise, and data to the Office of Accident Investigation to carry out assigned functions of the office in accordance with its priorities and available resources.

52-6 OFFICE OF THE DIRECTOR. The office of the director:

a. Serves as focal point for the Administrator in coordination with public, private, domestic, military, and international counterpart elements, and representatives of accident/incident investigation interests on those matters under the direct purview of the office.

b. Provides leadership and direction in the planning, management, and control of office activities.

c. Provides for effective evaluation of program performance and assesses the adequacy of followup to secure correction of deficiencies.

d. Advises and assists in providing justification of budget estimates and in the administration of executive decisions.

e. As related to accident and incident investigation findings and analyses, reviews and assesses safety programs, operational policies, and activities, and makes recommendations.

f. Apprises the associate administrators, regions, centers, and other FAA organizational elements on safety issues and programs related to accident and incident investigation findings and analyses.

g. Coordinates with the Office of the Chief Counsel in participation in NTSB hearings.

52-7 to 52-10 RESERVED.

52-11 ACCIDENT INVESTIGATION DIVISION. The division:

a. Provides the FAA Investigator-In-Charge in NTSB accident and incident investigations, and provides for specialized technical support to NTSB working groups, as necessary, by arranging for the assignment of headquarters or field specialists.

b. Conducts independent FAA accident investigations, as required, in major air carrier accident or incident; significant commuter service, air taxi, or general aviation accidents or incidents which reflect a lack of safety consciousness or efficacy; and those which are catastrophic or involve safety problems of a recurring nature.

c. Conducts investigations of selected NMAC's, operational errors, pilot deviations, and runway incursions.

d. Serves, on behalf of the director, as the primary FAA organizational element for interaction with the NTSB.

e. Identifies safety issues which arise from accident or incident investigations, and recommends corrective actions to reduce the likelihood of the recurrence of accidents and incidents and to enhance safety in air commerce.

f. Reports to the director and other appropriate FAA officials the facts, conditions, and circumstances of accidents or incidents investigated, the apparent cause or causes, and the relationships of those findings to FAA safety programs, or regulations, and responsibilities.

g. Serves as FAA spokesperson at all NTSB accident and inquiry hearings.

h. Assesses techniques and methods of accident and incident investigations; prescribes accident and incident investigation practices, procedures, and policies; and provides support and curriculum guidance to the Accident Investigation School of the DOT Transportation Safety Institute.

i. Develops and manages accident and incident reporting programs and furnishes accident and incident information to other FAA organizational elements.

j. Develops and monitors a system for dissemination within the FAA of factual information identified as a result of significant accident or incident investigations.

k. Serves as the accident and incident investigation focal point for liaison with other U.S. departments and agencies, U.S. military establishments, foreign governments, the aviation industry, and other FAA organizational elements.

l. Conducts, at the request of the director, other special aviation safety investigations.

m. Maintains a duty roster of the 24-hour AAI accident/incident officer for coordination and notification purposes.

52-12 RECOMMENDATION AND QUALITY ASSURANCE DIVISION. The division:

a. Manages, on behalf of the director, a system for FAA responses to NTSB safety recommendations.

b. Coordinates with the Department of Transportation on NTSB safety recommendations status and the automation of the NTSB safety recommendation.

c. Manages, on behalf of the director, a system for FAA responses to FAA safety recommendations.

d. Integrates AIDS/SDR and other operational data bases into accident/incident analysis functions in support of specific investigations or trend analysis.

e. Conducts analyses and analytical programs of air carrier and general aviation accident and incident data to identify trends and safety deficiencies.

f. Operates the FAA Accident/Incident Duty Room including management of the automated information dissemination program and the daily accident/incident briefing program.

g. Coordinates the Quarterly Corrective Action Report Program.

h. Manages the Accident Investigation Quality Assurance Program and provides data, information, and recommendations resulting from the program.

i. Provides analysis and research support for litigation for Office of the Chief Counsel.

CHAPTER 53. OFFICE OF AVIATION MEDICINE

FIGURE 53-1. FUNCTIONAL ORGANIZATIONAL CHART

OFFICE OF AVIATION MEDICINE

FEDERAL AIR SURGEON
53-6 AAM-1
- Advice and assistance to the Administrator on medical matters
- Accountability for agency aviation medicine program
- Direction of the office
- Line authority over regional medical divisions

DEPUTY FEDERAL AIR SURGEON
53-7 AAM-2
- Assumes the duties in absence of the Federal Air Surgeon
- Oversees the operation of the Plans, Evaluation, and Management Support Division, Medical Specialties Division, and regional medical divisions

CIVIL AEROMEDICAL INSTITUTE
53-8 AAM-3
- Conducts medical research projects
- Oversees the operation of Aeromedical Certification Division, Aeromedical Education Division, Human Resources Research Division, and Occupational Health Division

PLANS, EVALUATION, AND MANAGEMENT SUPPORT DIVISION
53-10 AAM-100
- Field guidance for accomplishment of program goals
- Evaluation of aviation medical program activities
- General management support to the office
- Budget
- Planning

MEDICAL SPECIALTIES DIVISION
53-11 AAM-200
- Aviation industry drug program
- Medical rulemaking
- Research
- Psychiatry
- Medical certification
- Accident investigation
- Occupational health

AEROMEDICAL CERTIFICATION DIVISION
53-12 AAM-300
- Medical standards for airmen and air traffic control specialist
- Medical certification and appeals system
- Medical rulemaking actions
- Monitors aviation medical examiner performance

AEROMEDICAL EDUCATION DIVISION
53-13 AAM-400
- Aviation medical examiner training
- Aeromedical library
- Seminars and training for pilots
- Aircraft accident training
- Centralized medical education program for airmen

HUMAN RESOURCES RESEARCH DIVISION
53-14 AAM-500
- Selection and training validation
- Agency work force optimization
- Human factors in flight safety
- Performance in automated aviation environments
- Human skill requirements and certification
- Aviation stressors and human performance

AEROMEDICAL RESEARCH DIVISION
53-15 AAM-600
- Medical standards
- Accident prevention
- Cabin safety factors
- Effects of drugs and toxic chemicals
- Aircraft accident survivability

OCCUPATIONAL HEALTH DIVISION
53-16 AAM-700
- Flight crew occupational health program
- Employee occupational health program
- Medical standards for agency air traffic controllers
- Medical services in agency facilities
- Medical and industrial hygiene services

CHAPTER 53. OFFICE OF AVIATION MEDICINE

53-1 MISSION. To apply aviation medical knowledge and research technology to the safety and promotion of civil aviation.

53-2 FUNCTIONAL ORGANIZATION. The functional organization of the Office of Aviation Medicine is shown in figure 53-1.

53-3 FUNCTIONS.

a. Is the principal staff element of FAA with respect to:

(1) Medical certification/qualification of airmen and other persons associated with safety in flight.

(2) Designated aviation medical examiner system.

(3) Occupational health programs of the agency.

(4) Aviation medical research.

(5) Aeromedical factors in civil aircraft accident investigations.

(6) Biometric and biostatistical data for use in human factors evaluations.

(7) Aeromedical education.

(8) Agency health promotion activities.

b. With respect to the foregoing:

(1) Develops and recommends national policies for issuance by the Administrator.

(2) Develops and prescribes technical standards, systems, and procedures consistent with national policies.

(3) Prescribes national medical program goals and priorities for field guidance and execution.

(4) Maintains liaison with other governmental agencies and private, professional, and technical organizations to ensure maximum support of the national civil aviation medical effort.

(5) Evaluates the adequacy of policies, rules, regulations, procedures, and medical program execution in meeting agency goals and priorities.

c. Coordinates with the National Transportation Safety Board and Office of Accident Investigation in providing professional medical services for the investigation of civil aircraft accidents.

d. Coordinates with the Office of International Aviation on medical certification to ensure conformance with international medical standards and policies.

e. Serves as the agency medical expert, providing professional and technical advice and assistance to the Administrator and other officials and participates in all intra-agency deliberations which concern medical determinations.

f. Determines the medical qualifications of FAA employees in positions with medical qualifications standards, as well as applicants for these positions, and issues or denies medical clearances for employment or continued employment.

g. Exercises line authority over regional aviation medical divisions.

53-4 SPECIAL DELEGATIONS. The Federal Air Surgeon is delegated the following authority to:

a. Determine the medical qualifications of applicants for airman medical certificates and to issue certificates to qualified applicants, bearing such limitations as may be required in the interest of safety.

b. Deny medical certificates to applicants who fail to provide requested additional medical information or to authorize release of such information.

c. Require medical reexamination or other investigation of the medical qualifications of holders of airman certificates, as provided in section 609 of the Federal Aviation Act of 1958.

d. Designate, or to terminate the designation of, aviation medical examiners, under the authority provided in section 314(a) of the Federal Aviation Act of 1958.

e. Reconsider, reverse, change, or modify the medical certificate actions of designated aviation medical examiners under the provisions of section 314(b) of the Federal Aviation Act of 1958.

f. Deny applications for airman medical certificates.

g. Issue instructions on technical procedures required to ensure compliance with medical standards, rules, regulations, and agency orders for application by all agency medical officers, scientists, and professional persons engaged in FAA aviation medical activities.

h. Issue notices of proposed rulemaking and hold public hearings in rulemaking proceedings pertaining to the establishment of medical rules and regulations.

i. Grant, deny, or terminate special issuance of airman medical certificates to applicants who do not meet standards prescribed in Part 67 of the Federal Aviation Regulations.

j. Review and approve all aeromedical research projects or tasks.

53-5 SPECIAL RELATIONS.

a. Aeromedical research projects may be recommended by any FAA element and shall be approved by, and performed under the program guidance of, the Federal Air Surgeon.

b. The Federal Air Surgeon shall work closely with the Associate Administrator for Regulation and Certification on matters of medical standards for airman and airman medical certification and records; and with the Associate Administrator for Air Traffic regarding medical standards for agency air traffic control specialists.

53-6 THE FEDERAL AIR SURGEON. In matters related to Aviation Medicine:

a. Provides professional advice and assistance to the Executive Director for Regulatory Standards and Compliance and the Administrator in the development and implementation of executive decisions, in the formulation and presentation of budget and program plans, and in the development and maintenance of productive relationships with the public, the aviation community, and other Government agencies.

b. Develops, coordinates, executes and is accountable to the Associate Administrator for Aviation Standards for the adequacy of: agency policies, standards, systems, and procedures; public rules, regulations, and standards; and program plans issued by or on behalf of the Administrator.

c. Provides for effective evaluation of program performance and ensures the adequacy of followup to secure correction of deficiencies.

d. Manages and evaluates the effectiveness of the agency's aviation industry drug abatement program, and the agency's substance abuse control program as it pertains to periodic medical and preemployment examinations.

e. Assures that all elements of the Offices of Aviation Medicine participate constructively in the FAA Equal Employment Opportunity Action Plan and in equal employment opportunity planning for the future.

f. Provides leadership and direction in the planning, management, and control of office activities.

g. Medical decisions of the Federal Air Surgeon are subject to review only by the Administrator.

53-7 DEPUTY FEDERAL AIR SURGEON. In absence of the Federal Air Surgeon, the Deputy Federal Air Surgeon assumes the duties and responsibilities of the Federal Air Surgeon. In addition, the Deputy Federal Air Surgeon oversees the daily operations of the Medical Specialties Division and the Plans, Evaluation, and Management Support Division, and the Regional Medical Divisions.

53-8 DIRECTOR, CIVIL AEROMEDICAL INSTITUTE (CAMI). The Director, Civil Aeromedical Institute (CAMI) overseas the daily operation of the Aeromedical Certification Division, the Education Division, the Human Resources Research Division, the Aeromedical Research Division, and the Occupational Health Division, all located at the Mike Monroney Aeronautical Center, Oklahoma City. The Director, CAMI will not assume the duties and responsibilities of the Federal Air Surgeon unless specifically designated. The director conducts medical research projects applicable to the FAA's mission; develops, maintains, and administers a system for the medical examination and certification of U.S. civil airmen; develops, maintains, and administers aviation medical education programs to meet the needs of the agency, and provides research services related to the validation of Academy air traffic training and related programs. Specifically in the Occupational Health area, the director:

a. Provides emergency medical advice and industrial hygiene services for all agency personnel.

b. Provides consultation advice and emergency treatment for on-the-job illness or injury for personnel located at the Aeronautical Center; and provides medical services required to support the Aeronautical Center emergency operations program.

c. Provides a full range of industrial hygiene services for Aeronautical Center employees and tenants including other personnel at the facility on temporary duty.

d. Provides research services related to the processing and grading of air traffic training material.

53-9 RESERVED.

53-10 PLANS, EVALUATION, AND MANAGEMENT SUPPORT DIVISION.

a. This division is the principal element of the office with respect to all aspects of management operations and evaluation of the national medical program activities.

b. With respect to the foregoing, the division:

(1) Develops, coordinates, publishes, and distributes field guidance to accomplish the Office of Aviation Medicine program goals.

(2) Recommends policy, and develops plans, systems, and procedures for evaluation of the national medical activities; administers the evaluation system to review the operational adequacy of policies, standards, and procedures, and to determine the effectiveness of the Office of Aviation Medicine advice and guidance to field activities; and makes recommendations and coordinates or undertakes action to correct deficiencies.

(3) Develops, recommends, and administers policies and procedures for the Office of Aviation Medicine in areas of:

(a) Program planning, including emergency readiness for all elements of the office.

(b) All budget matters and financial management.

(c) Management information.

(d) Organization and staffing.

(e) Human resource management, training, utilization, and security matters pertaining to the office.

(f) Management analysis and personnel management operations.

(g) Automation.

53-11 MEDICAL SPECIALITIES DIVISION.

a. This division administers the agency's aviation industry drug program, and the agency's substance abuse control program as it pertains to periodic medical and preemployment examinations, provides professional advice and technical knowledge to the Federal Air Surgeon, other AAM divisions, and other agency elements with respect to medical rulemaking, research, psychiatry, medical certification, accident investigation, and occupational health.

b. With respect to the foregoing, the division:

(1) Develops, recommends, administers, and evaluates policies, standards, and procedures for all FAA health awareness activities.

(2) Operates a medical treatment facility in Washington which provides for the treatment of emergency on-the-job injuries and illnesses.

(3) Develops and recommends rules and regulations regarding agency medical programs.

(4) Reviews, evaluates, and makes recommendations regarding medical programs.

(5) Serves as focal point for all international aviation medicine activities and ensures compliance with international agreements.

(6) Develops regulations and enforces the agency's aviation industry drug abatement program, and operates the agency's substance abuse control program as it pertains to periodic medical and preemployment examinations.

(7) Coordinates national medical accident investigation activities.

(8) Monitors post rehabilitation status of employees in safety related positions.

(9) Provides professional advice and technical support to the Federal Air Surgeon.

53-12 AEROMEDICAL CERTIFICATION DIVISION.

a. This division administers the national program for airmen medical certification and implements the principles of aviation medicine that will be applied to all aspects of the National Airspace System.

b. With respect to the foregoing, this division:

(1) Develops, recommends, administers, and evaluates standards, and procedures for all FAA medical certification activities and associated recordkeeping systems; provides professional and technical guidance to all elements of the agency engaged in such certification and recordkeeping activities.

(2) Manages a national repository of airmen medical records and a system for processing medical applications and issuing or denying medical certification.

(3) Administers the review systems for the professional evaluation and adjudication of applications for medical certification.

(4) Makes recommendations to the Federal Air Surgeon on the disposition of referred airman medical

qualification cases, and operates a system for processing special issuance cases.

(5) Develops and recommends medical specifications for aircraft certification activities.

(6) Provides the substantive medical input, or assures the adequacy of technical medical substance, for all agency regulations, rules, policies, standards, and procedures.

(7) Evaluates the effectiveness of national, international, and field administration of medical certification and related aeromedical activities.

(8) Develops and recommends minimum medical standards for airmen for certain (non FAA) air traffic control personnel and for others concerned with flight activities.

(9) Develops and furnishes biostatistical data from airman medical records.

(10) Recommends and develops rules and regulations necessary to administer the airman certification program.

(11) Establishes and maintains operating standards and procedures to ensure an effective and efficient airman certification automated processing system.

(12) Monitors AME performance and provides statistical data to the Aeromedical Education Division to ensure quality assurance for efficient management of the AME program.

53-13 AEROMEDICAL EDUCATION DIVISION.

a. The Aeromedical Education Division develops, maintains, and administers aviation medical education programs to meet the needs of the agency.

b. With respect to the foregoing, the division:

(1) Administers a centralized program for the selection, designation, training, and management of physicians appointed to conduct aviation medical examinations of civil airmen throughout the United States and abroad.

(2) Provides medical illustrations in support of medical education and scientific research.

(3) Conducts research, standards development, and medical education activities.

(4) Disseminates medical education information through reports, booklets, films, and lectures to FAA components and the aviation public upon approval by the Federal Air Surgeon.

(5) Serves as the centralized national resource for aeromedical and scientific data and consultation for all of the aviation community.

(6) Maintains the aeromedical library.

(7) Plans, develops, and conducts or arranges professional seminars and training for FAA pilots, inspectors, and medical personnel in aviation physiology, global survival, medical aspects of aircraft accident investigations, and aviation and occupational medicine.

(8) Plans, develops, and administers national centralized medical education programs for airmen, including medical exhibits in support of aviation safety and the national high altitude indoctrination program under the FAA/USAF/USN/NASA agreements, in support of the National Accident Prevention Program. The results of research programs are incorporated where appropriate.

(9) Conducts a residency program in occupational/aviation medicine.

53-14 HUMAN RESOURCES RESEARCH DIVISION.

a. This division conducts an integrated program of field and laboratory research in behavioral, personnel, organizational, and human factors aspects of aviation work environments. Research includes, but is not limited to, agency work force optimization; reliability analyses of human performance; performance effects of advanced automation systems; and the psychophysiological aspects of work proficiency and safety in aviation.

b. With respect to these responsibilities, this division:

(1) Conducts research on the psychological dimensions of the fit between individuals and their work environment to optimize job satisfaction, well being, and performance.

(2) Executes human factors research concerned with the influence of stressors (e.g., workload and workshifts) on team and individual performance to maximize work proficiency and safety in flight and ground environments.

(3) Analyzes the role of biographical, psychological, situational, and organizational factors in supervisory and managerial recruitment, selection, and training systems.

(4) Studies human resources/human factors issues associated with the current and future National Air-

space System (e.g., pilot controller communication, cockpit resource management, performance errors).

(5) Evaluates selection and training programs for aviation personnel (e.g., controllers and flight crews) via longitudinal data bases of selection test scores, psychological measures, and training and field performance to ensure the validity and effectiveness of selection, training, and certification.

(6) Conducts human factors research to evaluate operational performance, human skill requirements, and safety implications of advanced automation concepts.

(7) Develops dynamic and valid job task analyses from which skill requirements and performance measures are derived for air traffic control, other agency occupations, and pilots.

c. Provides expert advice and assistance to the Federal Air Surgeon and to such agency elements as the Associate Administrator for Air Traffic, the Associate Administrator for Human Resource Management, and other user elements.

53-15 AEROMEDICAL RESEARCH DIVISION.

a. The Aeromedical Research Division evaluates human performance in aviation and air traffic controller environments, both simulated and actual, by applying multidisciplinary medical, physiological and biochemical studies; conducts protection and survival research; initiates both in house and contractual research related to improving performance; and participates in select on site visits to investigate and analyze major problem areas.

b. With respect to the foregoing:

(1) Plans and executes in flight studies to determine the effects of civil aviation environment, flight procedures, and equipment upon the human body.

(2) Conducts research into the clinical and biomedical capabilities and limitations relating to the effectiveness and reliability of personnel in the National Airspace System.

(3) Investigates the effects of drugs, toxic chemicals, and certain practices peculiar to civil aviation on the human body, its tissues, and normal functions.

(4) Studies survivability factors relating to aircraft accidents, including on the scene investigations, as required by the Federal Air Surgeon.

(5) Monitors aircraft cabin safety problems and conducts research into on board equipment and procedures to identify potential safety and efficiency improvements.

(6) Investigates selected general aviation and air carrier accidents and searches for biomedical and clinical causes of the accidents, including evidence of disease and chemical abuse; analyzes the accident data for selected aviation populations; and studies accident survival.

(7) Maintains experimental animal facilities to perform laboratory tests in support of assigned research projects.

(8) Serves as the agency central repository for reports and data concerning the medical and human engineering design aspects of specific accidents that are investigated.

53-16 OCCUPATIONAL HEALTH DIVISION.

a. This division administers the agency Occupational Health Program for commercial aviation industry and agency employees pursuant to PL 91-596, the Occupational Safety and Health Act; and agency employees pursuant to Executive Order 12196, Occupational Safety and Health Programs for Federal Employees, and OMB Circular A-72, PL 79-658, 5 USC 790-1, and FPM Supplement 792-1, Occupational Health Services for Federal Civilian Employees; and provides professional advice and technical knowledge to the Federal Air Surgeon and other agency elements with respect to physical health conditions.

b. With respect to the foregoing:

(1) Develops, recommends, administers, and evaluates policies, standards, regulations, and procedures for all FAA occupational health activities and for the agency's Occupational Health Program for commercial aviation industry employees.

(2) Manages the agency Air Traffic Control Specialist Health Program, including the Air Traffic Controller Health Information System.

(3) Develops and recommends minimum medical standards for agency air traffic control specialists to the Office of Personnel Management.

(4) Develops, conducts, and coordinates with the Medical Specialties Division projects involving clinical factors in aviation safety.

(5) Provides technical guidance and reviews results of medical evaluations performed on Office of Workman's Compensation Program cases and makes recommendations to the Federal Air Surgeon.

(6) Provides professional and technical guidance and evaluation for all elements of the agency engaged in occupational health activities.

(7) Provides emergency medical advice and industrial hygiene services for personnel located at the Aeronautical Center.

(8) Provides consultation advice and emergency treatment for on the job illness or injury for personnel located at the Aeronautical Center; and provides medical services required to support the Aeronautical Center emergency operations program.

(9) Conducts a hearing conservation program for selected groups of Aeronautical Center employees.

CHAPTER 54. OFFICE OF CIVIL AVIATION SECURITY

FIGURE 54-1. FUNCTIONAL ORGANIZATIONAL CHART

OFFICE OF CIVIL AVIATION SECURITY

OFFICE OF THE DIRECTOR
54-6 ACS-1

- Advice and assistance to the Administrator on civil aviation and internal security programs
- Accountability for agency investigations and security programs
- Represents FAA in meetings with other agencies on security matters
- Direction of the office and field

CIVIL AVIATION SECURITY DIVISION
54-10 ACS-100

- Aviation incident management
- Domestic and foreign air carrier, corporate and general aviation and airport security policies, standards, systems, procedures, and program plans
- Prevention of crimes against domestic and international aviation
- Coordination of international aviation security matters
- Assessment of the threat of criminal actions against aviation from domestic and international sources
- International airport assessment program
- Safe air transportation of hazardous materials

SPECIAL PROGRAMS DIVISION
54-11 ACS-200

- Federal Air Marshal Program
- Prevention of crimes against domestic international aviation
- Liaison with domestic interagency, intergovernmental, and foreign aviation security committees and law enforcement agencies
- Aviation explosives security and K-9 programs
- Atmospheric/radiological contamination incidents program
- Research and development
- Technical assistance
- Support of the Department of State Anti-Terrorism Assistance Program

INVESTIGATIONS AND SECURITY DIVISION
54-12 ACS-300

- Investigation in support of FAA mission
- Physical security policies and standards
- Identification media programs
- Personnel and industrial security programs
- Technical and communication security programs
- Automatic information security
- Information security program
- Support to law enforcement agencies
- FAA drug interdiction program
- Liaison with interagency and intergovernmental law enforcement agencies on personal crime matters

INTELLIGENCE DIVISION
54-13 ACS-400

- Intelligence activities with other Government agencies
- Assessment of the threat of criminal actions against domestic and international aviation and FAA facilities
- International interagency and intergovernmental aviation security committees and working groups on intelligence matters
- Liaison with other Government agencies having special security interests
- FAA support of El Paso Intelligence Center

CHAPTER 54. OFFICE OF CIVIL AVIATION SECURITY

54–1 MISSION. The Office of Civil Aviation Security develops and assures effective implementation of policies, regulations, programs, and procedures: to promote the security of civil aviation, including the prevention of acts of air piracy, aviation sabotage, and related criminal acts; to assist law enforcement in the program for interdiction of dangerous drugs and narcotics into the United States; to respond to atmospheric/radiological contamination incidents; to promote the security of agency operations, personnel, facilities, property, and communications; and to conduct investigations supporting the FAA mission.

54–2 FUNCTIONAL ORGANIZATION. The functional organization of the Office of Civil Aviation Security is shown in figure 54–1.

54–3 FUNCTIONS. Within the assigned mission, the office:

a. Is responsible for:

(1) Domestic and foreign air carrier and airport security.

(2) FAA drug interdiction support program.

(3) Counter-terrorism program, including technical (subject matter) direction of related training activities.

(4) Assessment of the effectiveness of the security measures maintained at those foreign airports being served by air carriers.

(5) Advice to the Administrator and the Secretary relative to remedial actions deemed necessary based on review of foreign airport/air carrier security assessments.

(6) FAA's internal security programs to include personnel, technical countermeasures, information, physical, industrial, identification media, communication, and automated information security (AIS).

(7) Corporate and general aviation security.

(8) Law enforcement support of drug/narcotic interdiction, to include FAA support of the El Paso Intelligence Center (EPIC).

(9) Hazardous materials programs.

(10) Atmospheric/radiological contamination incident monitoring and reporting.

(11) Federal Air Marshal (FAM) Program.

(12) Collection, analysis, and dissemination of information and intelligence relative to the threat of criminal acts against aviation and FAA facilities.

(13) Management of aviation security incidents, including law enforcement activity during hijackings.

(14) Investigation of aviation security incidents, certain alleged criminal violations of aeronautical statutes, and certain operations/activities of aircraft, airmen, and employees and other investigations in support of the agency.

(15) Leadership, liaison, and coordination with other Government agencies, domestic and international organizations, and foreign governments concerning aviation security.

(16) Determination of explosive detection technology program requirements, monitoring, and maintaining oversight of research initiatives.

(17) Aviation security training and technical assistance.

(18) Management and implementation of Civil Aviation Security Information System (CASIS).

(19) Management and implementation of the aviation explosives security and K–9 programs.

(20) Preparation of the Semiannual Report to Congress on the Effectiveness of the Civil Aviation Security Program.

b. With respect to the foregoing and in consonance with pertinent national and Departmental policy and directives, the office:

(1) Develops and recommends regulations, rules, program requirements, and minimum standards.

(2) Develops and recommends national policies for issuance by the Administrator.

(3) Maintains close coordination with EPIC and participates in EPIC Advisory Board activities.

(4) Develops and issues technical guidance, procedures, practices, and program plans consistent with national policies.

(5) Develops and recommends specific program goals and areas of emphasis to guide field program planning and performance.

(6) Evaluates the adequacy of existing regulations, policies, program requirements, procedures,

practices, and field program performance in meeting broad FAA goals as well as specific program goals.

(7) Recommends budget levels for formulation of decision packages on national programs and recommends allocation for appropriated resources based on review of the regional responses to the Call for Estimates and quarterly review information.

(8) Supports a program of research and development in explosives detection devices.

(9) Develops and recommends programs and practices to ensure the professional competency and development of employees.

(10) Determines the need for and recommends both internal and external research and development projects and establishes the relative priority of those projects recommended.

(11) Represents, as directed, the Secretary and/or the Administrator on designated domestic and international interagency/intergovernmental aviation security committees.

(12) Develops intelligence analyses and studies pertaining to terrorist and criminal threat to civil aviation and FAA facilities.

(13) Executes direct line authority over regional Civil Aviation Security Divisions, the Civil Aviation Security Division of the Mike Monroney Aeronautical Center, the Security staff of the Europe, Africa, and Middle East Office, and the Security Staff at the FAA Technical Center.

54–4 SPECIAL DELEGATIONS. The Director of Civil Aviation Security is delegated the authority to:

a. Grant or deny exemptions from rules and regulations and petitions for reconsideration of required security program amendments. This authority may not be redelegated.

b. Issue, amend, withdraw, or extend notices of proposed rulemaking. This authority may not be redelegated.

c. Pursuant to the International Security and Development Cooperation Act of 1985, authorize Federal Air Marshals, in connection with the performance of their air transportation security duties, to carry firearms and to make arrests without warrant for any offense against the United States committed in their presence, or for any felony cognizable under the laws of the United States if they have reasonable grounds to believe that the person to be arrested has committed a felony. This authority may not be redelegated.

d. Perform investigations, receive evidence, examine witnesses, and administer oaths of affirmations at any place within the jurisdiction of the United States pursuant to the Federal Aviation Act of 1958, Sections 301, 313(a) through 313(c) and 1002(b). This authority may be redelegated.

e. Direct line authority over regional, center, and international Civil Aviation Security elements.

f. Approve airport and air carrier security programs. This authority may be redelegated.

54–5 SPECIAL RELATIONS.

a. ***Regulations.*** The Office of Civil Aviation Security is responsible for the substantive content of rules within its purview, as distinguished from the responsibility of the Office of the Chief Counsel for legal adequacy.

b. ***Behavioral Sciences Activities.*** The Federal Air Surgeon will assist the Office of Civil Aviation Security in the development of preventive and incident response techniques based on human factors considerations.

c. ***International Activities.*** The Office of Civil Aviation Security will coordinate, as appropriate, with the Office of International Aviation in the establishment and implementation of international civil aviation security policies and programs.

d. ***Investigations and Security.***

(1) The Office of Civil Aviation Security will coordinate with the Associate Administrator for Administration and the Associate Administrator for Human Resource Management, as appropriate, on investigations and security matters.

(2) The Office of Civil Aviation Security is the focal point for coordination with the DOT Office of Inspector General on investigative matters within the jurisdiction of that office.

e. ***Law Enforcement Support.***

(1) The Director of Civil Aviation Security serves as a member of the EPIC Advisory Board.

(2) The Office of Civil Aviation Security's Law Enforcement Assistance Unit at the Mike Monroney Aeronautical Center provides specialized support to the Drug Enforcement Administration, the Internal Revenue Service, and the U.S. Customs Service.

f. ***Research and Development Support.*** The Associate Administrator for Advanced Design and Management Control and the Federal Air Surgeon shall provide re-

search and development support in response to the requirements determined and recommended by the Office of Civil Aviation Security.

54–6 OFFICE OF THE DIRECTOR. The Office of the Director:

a. Advises and assists the Associate Administrator for Aviation Standards in providing support in the justification of budget estimates, in the administration of executive decisions, and in the development and maintenance of productive relationships with the public, the aviation community, and other Government agencies.

b. Provides for the development and coordination, and execution of, and is accountable to the Associate Administrator for Aviation Standards for the adequacy of FAA:

(1) Policies, standards, systems, and procedures.

(2) Public rules, regulations, and standards.

(3) Program plans issued by or on behalf of the Administrator.

c. Manages aviation security incidents including exercise of the Administrator's authority for the direction of law enforcement activity during the course of aircraft hijackings.

d. Provides for effective data analysis effort and evaluation of program performance and ensures the adequacy of followup to secure correction of deficiencies.

e. Directs FAA Aviation Command Center activities during aviation security emergencies.

f. Represents the agency with interagency/intergovernmental committees and working groups, and international organizations in furtherance of aviation security objectives and consults with other Executive Branch agencies regarding the threat directed against aviation.

g. Assures that all elements of the Office of Civil Aviation Security participate constructively in the FAA Equal Employment Opportunity and Human Relations Action Plans and in equal employment opportunity and human relations planning for the future.

h. Provides leadership and direction in the planning, management, and control of office activities and the Civil Aviation Security Information System (CASIS).

i. Manages the Privacy Act system of records related to civil aviation security and serves as the focal point for handling requests for civil aviation security information under the Freedom of Information Act.

j. Serves as the focal point on all administrative, management, training, and budget matters. Assures technical adequacy of FAA civil aviation security training courses conducted for employees and for Federal, State, and local authorities, and in conjunction with training for foreign jurisdictions sponsored by the Office of International Aviation.

k. Certifies sensitive automated information systems.

l. Provides leadership in the management and direction of the FAA's drug interdiction program.

m. Prepares the Semiannual Report to Congress on the Effectiveness Civil Aviation Security Program.

54–7 to 54–9 RESERVED.

54–10 CIVIL AVIATION SECURITY DIVISION.

a. The Civil Aviation Security Division is responsible for domestic and international programs involving airport and air carrier security; foreign airport assessments; participation in Aviation Hijack Command Center operations; indirect air carrier and air cargo security; the safe air transportation of hazardous materials; technical expertise in the formulation and planning of aviation security training including antihijack and crisis management training, security advice and assistance to general aviation, and technical assistance to the Department of State in its implementation of the Anti-Terrorism Assistance Program.

b. With respect to the foregoing, the division:

(1) Develops and recommends national policies, standards, procedures, and program plans.

(2) Advises the director, Associate Administrator for Aviation Standards, and other principal officials of the FAA and the Office of the Secretary and serves as a central point of contact on matters appropriate to the national level.

(3) Participates in evaluation of program implementation to include the collection, retrieval, and analysis of data from CASIS and other sources reflecting field activities for the purpose of measuring the effectiveness of the field execution of domestic and international programs.

(4) Guides and assists the regions and centers in the conduct of approved domestic and international programs.

(5) Establishes and maintains domestic and international data bases programs for the collection, evaluation, and dissemination of data; manages screening activities and incident summary data reporting systems; and prepares appropriate statistical reports on the effectiveness of the international and domestic Civil Aviation Security Programs.

(6) Coordinates with the Intelligence Division in the maintenance of a continuing assessment of the threat of criminal and terrorist actions against aviation from domestic and international sources.

(7) Establishes and maintains a system of liaison with domestic and international law enforcement, intelligence, and aviation security organizations.

c. Serves as the lead division in helping the office director ensure, in collaboration with the Special Programs and Intelligence Divisions, the organization and preparedness of the FAA Command Center and participates in center operations during hijackings and other aviation security emergencies.

d. In conjunction with the Intelligence Division and the Federal Bureau of Investigation, coordinates and conducts interviews with selected flight crewmembers, hijackers, and others involved in domestic hijackings and related crimes to develop information to evaluate and enhance security safeguards and conducts post-hijack critiques with those of the aviation industry, Federal, State, and local agencies directly involved.

e. Serves as the lead division on aviation security training. Provides technical expertise concerning domestic aircrew security training and training programs designed to ensure the professional competency of FAA, airport, and law enforcement personnel on domestic aviation security procedures.

f. Evaluates domestic air carrier/airport security systems.

g. Determines the need for and recommends research and development projects.

h. Acts as the focal point within the office for technical adequacy and for monitoring and coordinating with the Office of Airport Planning and Programming on eligibility of airport security requirements under the Airport Improvement Program.

i. Plans and directs the implementation of the Civil Aviation Security Airport Inspection Program and oversight and reporting on the implementation of the recommendations of the Secretary's Aviation Safety Review Task Force.

j. Develops and recommends policy and provides guidance to corporate, general aviation, and other nonregulated aviation elements with respect to domestic aviation security measures. Develops and provides aviation security training and technical assistance to domestic security entities, as appropriate.

k. Schedules and directs, in coordination with the regions, international airport assessments; monitors the conduct of assessments; evaluates the results; and develops recommended courses of action to the Secretary of Transportation.

l. Analyzes the results of assessments of international air carries/airport security systems and develops recommendations for remedial actions including those required by P.L. 99-83 to be taken by the Secretary of Transportation in collaboration with the Secretary of State.

m. Serves as the focal point for the hazardous materials program and advises the Research and Special Program Administration's Office of Hazardous Materials Transportation on air transportation of such materials. Provides oversight and direction of air carrier/airport hazardous materials programs.

54-11 SPECIAL PROGRAMS DIVISION.

a. The Special Programs Division is responsible for programs involving: aviation explosives security as relates to indirect air carriers/airports and to indirect air carrier and air cargo security; atmospheric/radiological contamination incidents; security research and development to include weapons and explosives handling of detection system requirements; Federal Air Marshal activities regardless of where these activities may occur geographically and support of technical training programs including the U.S. Department of State Anti-Terrorism Assistance Program.

b. With respect to the foregoing, the division:

(1) Develops, recommends, and manages the implementation of national policies, standards, systems, procedures, and program plans.

(2) Advises the director, Associate Administrator for Aviation Standards, and other principal officials of FAA and the Office of the Secretary of Transportation and serves as a central point of contact on matters appropriate to the aviation community.

(3) Participates in evaluation of program implementation to include the collection, retrieval, and analysis of data from CASIS and other sources reflecting field activities for the purpose of measuring the effectiveness of the field execution of domestic and international programs.

(4) Guides and assists the regions in the conduct of approved domestic programs.

(5) Establishes and maintains programs for the collection, evaluation, and dissemination of data; and as appropriate, prepares statistical reports.

(6) Evaluates and recommends action with respect to aviation security policies, standards, and procedures of domestic and foreign entities as they relate to FAA security policies.

(7) Supports the Intelligence Division in the maintenance of a continuing assessment of the threat of criminal and terrorist actions against aviation from domestic and international sources.

(8) Establishes and maintains a system of liaison with international and domestic aviation security organizations and coordinates FAA's participation in the domestic and international efforts to combat illegal operations and activities involving registered aircraft and airmen.

(9) Manages and directs Federal Air Marshal activities, including training, scheduling, and evaluating the FAM teams in terms of mission accomplishment, in both domestic and international assignments.

c. Assists, in collaboration with the Civil Aviation Security Division, the office director in ensuring the organization and preparedness of the FAA Aviation Command Center and participates in Center operations during hijackings and other security emergencies.

d. Serves as the focal point for the aviation explosives security program and provides technical advice and assistance to the National Transportation Safety Board; the international aviation community and domestic air carriers and airport authorities.

e. Provides, in collaboration with the Civil Aviation Security Division, technical expertise concerning domestic and international aircrew security training and training programs designed to ensure the professional competency of FAA, airport, and international law enforcement personnel on international aviation security procedures, and technical adequacy of training programs designed to ensure the professional competency of FAA, airport, and law enforcement personnel on aviation security procedures.

f. Manages the FAM training program to include determining its scope and technical adequacy.

g. Manages, directs, and evaluates the K-9 Explosives Detection Team Program.

h. Determines the need for and recommends research and development projects for the division.

i. Provides, in collaboration with the Office of International Aviation, technical advice and assistance in the development of the U.S. Department of State Anti-Terrorism Assistance Program and technical assistance and training.

j. Represents the Secretary, the Administrator, and the director on designated interagency committees and working groups.

k. Coordinates foreign technical assistance programs in civil aviation security.

54-12 INVESTIGATIONS AND SECURITY DIVISION.

a. The Investigations and Security Division is responsible for the security of FAA operations, resources, and facilities to include the physical, technical countermeasures, communications, automatic information security, information, identification media, personnel, and industrial security programs; the FAA's interdiction program, the conduct of investigations in support of the agency's mission, and the coordination of the FAA's support to law enforcement agencies.

b. With respect to the foregoing, the division:

(1) Develops, recommends, and manages the implementation of national policies, standards, procedures, and program plans.

(2) Advises the director, Associate Administrator for Aviation Standards, and other principal officials and serves as a central point of contact on matters appropriate to the national level.

(3) Participates in evaluation of program implementation to include the collection, retrieval, and analysis of data from Civil Aviation Security Information System (CASIS) and other sources reflecting field activities for the purpose of measuring the effectiveness of field execution of security programs. Utilizes the Consolidated Personnel Management Information System (CPMIS) and the Civil Aviation Security Information System in program analysis, oversight, and implementation.

(4) Guides and assists the regions and centers in the conduct of approved programs.

(5) Conducts countermeasures and specialized communications security inspections of cryptographic and other sensitive areas in accordance with National Security Agency directives.

(6) Determines need for and recommends internal security research and development projects.

(7) Conducts risk analysis and special studies and develops recommendations for the required security certification of sensitive applications of automatic information systems.

(8) Serves as the security member on the joint-use radar planning group.

(9) Conducts vulnerability studies of FAA resources.

(10) With respect to investigations, the division:

(a) Coordinates the conduct and, as appropriate, directs investigations of alleged criminal violations of Federal Statutes under FAA jurisdiction and, upon request, investigations of alleged violations of the Federal Aviation Regulations that relate to airmen, air carriers, and other FAA certified individuals.

(b) Coordinates and acts as the FAA focal point for investigations conducted by the Department of Transportation's Office of Inspector General (OIG) and other agencies and monitors followup and/or corrective action.

(c) Maintains a national CASIS data base and indices with respect to these investigations.

(11) Provides civil aviation security support to law enforcement agencies and, specifically, to the Enforcement Coordinating Group of the National Drug Policy Board, and serves as the agency focal point on all matters pertaining to interdiction of illegal drug traffic through its special Drug Interdiction Support Unit.

(12) Directs and implements these programs on behalf of the headquarters to include coordination with OST for headquarters physical security matters and inputs appropriate data into the CASIS and the CPMIS.

54–13 INTELLIGENCE DIVISION.

a. The Intelligence Division is responsible for management of the information collection effort; evaluation, analysis, collation, and dissemination of aviation security information and intelligence; coordination of domestic and international aviation security; intelligence activities with other Government agencies, assessment of the threat of criminal actions against domestic and international aviation and FAA facilities; and the conduct of analyses leading to development of trends impacting civil aviation security systems and direction of the FAA's participation in the El Paso Intelligence Center (EPIC).

b. With respect to the foregoing, the division:

(1) Advises the director, Associate Administrator for Aviation Standards, and other principal officials of the FAA and OST on aviation security intelligence and serves as a central point of contact on related matters.

(2) Collects, evaluates, and disseminates aviation security information and intelligence.

(3) Represents the office with international organizations in the furtherance of aviation security intelligence matters.

(4) Develops and maintains liaison at a high level with law enforcement, intelligence, and security organizations, both domestic and foreign, with respect to internal and aviation security matters.

(5) Conducts studies and analyses of civil aviation security data, develops threat assessments and identifies related trends, and disseminates threat information to the Administrator, the Secretary, appropriate elements of the air transportation industry, and other Government agencies. Makes data entry and retrieval from the Civil Aviation Security Information System (CASIS).

(6) Represents, as directed, the Secretary and/or the Administrator on designated domestic and international interagency/intergovernmental aviation security committees and working groups.

(7) Monitors and evaluates a worldwide effort for collection of data affecting the office mission involving illegal criminal actions.

(8) Coordinates special aviation security/law enforcement requirements with the aviation industry and other Government agencies including coordination and notifications relating to foreign armed protective escorts.

(9) Directs the activities of the FAA's Civil Aviation Security personnel assigned to EPIC.

c. As determined necessary, participates in aviation security incident management and in interviews with selected flight crewmembers, hijackers, and post-hijack critiques with those industry, and Federal agencies directly involved.

CHAPTER 58. ASSOCIATE ADMINISTRATOR FOR REGULATION AND CERTIFICATION

58-1 MISSION. The Associate Administrator for Regulation and Certification advises and assists the Executive Director for Regulatory Standards and Compliance and the Administrator in directing, coordinating, controlling, and ensuring the adequacy of the substantive aspects of FAA rulemaking actions relating to the safety of flight, aircraft certification and manufacturing; certification of airmen, air carriers, air agencies, and aircraft; and plans and programs covering competence of airmen, air agencies, and air carriers.

58-2 ORGANIZATIONAL STRUCTURE. The organizational structure for the Associate Administrator for Regulation and Certification is shown in figure 1-1. The Associate Administrator for Regulation and Certification exercises executive direction over the:

a. Aircraft Certification Service.

b. Flight Standards Service.

c. Office of Rulemaking.

58-3 FUNCTIONS. The Associate Administrator for Regulation and Certification:

a. Prescribes standards governing the design, production quality assurance, and airworthiness certification (or approval) of aeronautical products.

b. Administers an aircraft certification program.

c. Establishes certification standards for air carriers, commercial operators, air agencies, and airmen (except air traffic control tower operators).

d. Directs the certification, inspection, and surveillance activities to assure the adequacy of flight procedures, operating methods, airmen qualification and proficiency, aircraft maintenance, and the maintenance aspects of continued airworthiness programs.

e. Manages and directs FAA rulemaking actions which are under the jurisdiction of the Executive Director for Regulatory Standards and Compliance.

58-4 AUTHORITY. With respect to all matters within the associate administrator's sphere of responsibility, the Associate Administrator for Regulation and Certification is authorized to:

a. Take action and issue orders in the name of the Administrator as directed by the executive director.

b. Represent the Administrator as directed by the executive director.

c. Act on any matter for which specific delegation of authority has been made to the associate administrator or to any element under the associate's executive direction.

58-5 RESERVED.

58-6 SPECIAL RELATIONS. The Associate Administrator for Policy, Planning, and International Aviation is responsible for coordinating, but not dictating, agency policy and planning development so that operations and development activities are directed toward common goals and in accordance with approved priorities. All regulations and compliance programs and activities are to be consistent with approved agency policies, goals, and priorities. Program and operation policy activities initiated from within the offices under the executive director which will alter existing agency policy, plans, and/or priorities shall be coordinated, prior to their promulgation, with the Associate Administrator for Policy, Planning, and International Aviation. Offices and services are responsible for the overall substance of rulemaking projects within their purview. The Office of Aviation Policy and Plans will provide support to the office of primary interest by performing regulatory evaluations and providing results to the Office of Rulemaking and the offices of primary interest.

CHAPTER 59. AIRCRAFT CERTIFICATION SERVICE

FIGURE 59-1. FUNCTIONAL ORGANIZATIONAL CHART

AIRCRAFT CERTIFICATION SERVICE

OFFICE OF THE DIRECTOR

59-6 AIR-1

- Promotes safety in air commerce by assuring the airworthiness of civil aircraft and civil aeronautical products
- Coordinates and represents the program at the national level
- Directs service organizational elements in Washington, Brussels, and Directorates

AIRCRAFT ENGINEERING DIVISION

59-10 AIR-100

- Regulatory/policy formulation and standardization responsibilities relating to assigned FAR Parts and to Technical Standard Orders as they relate to the type certification or design approval of aeronautical products, changes to approved designs, and appointment of "Representatives of the Administrator" for design approval purposes

AIRCRAFT MANUFACTURING DIVISION

59-11 AIR-200

- Regulatory/policy formulation and standardization responsibilities relating to assigned FAR Parts as they relate to production certification of manufacturers, original airworthiness certification of civil aircraft, airworthiness approval of new engines, propellers, materiels, parts, and appliances

SYSTEM SURVEILLANCE AND ANALYSES DIVISION

59-12 AIR-300

- Manages Quality Assurance Systems Analysis Review audits and selected audits of Designated Alteration Stations and of facilities that hold either a Delegated Option Authorization or an authorization under Special Federal Aviation Regulation 36
- Manages aircraft certification and technical support to the Flight Standards Service for airline and repair station audits

PLANNING AND PROGRAM MANAGEMENT DIVISION

59-14 AIR-500

- Manages the Aircraft Certification Regulatory Program (ACRP) strategic planning process including program evaluation and ADP planning
- Manages and monitors the national ACRP resource acquisition and fiscal status
- Manages special organizational development projects

AIRCRAFT CERTIFICATION DIVISION

59-15 AEU-100

- Promotes U.S. airworthiness standards
- Administers airworthiness agreements of the airworthiness of foreign-manufactured aircraft
- Provides technical assistance and counsel to foreign governments and manufacturers, and U.S. commercial and military missions

AIRCRAFT CERTIFICATION DIRECTORATES

59-16 AXX-100

- Regulatory/policy formulation and standardization responsibilities for assigned FAR Parts
- ACRP program implementation within assigned geographical areas
- Performs these functions from locations in the New England, Central, Southwest, and Northwest Mountain Regions

CHAPTER 59. AIRCRAFT CERTIFICATION SERVICE

59-1 MISSION. The Aircraft Certification Service promotes safety of flight of civil aircraft within the United States and abroad by prescribing standards governing the design, production quality assurance, and airworthiness certification (or approval) of aeronautical products; by administering a certification program to find compliance with the prescribed standards; and, by taking regulatory enforcement actions to assure compliance and rulemaking actions to require correction of unsafe conditions found to exist. Aviation safety begins with safe aircraft.

59-2 FUNCTIONAL ORGANIZATION. The functional organization structure of the Aircraft Certification Service is shown in figure 59-1.

a. The field elements of the Aircraft Certification Service are organized under four "directorates" rather than the standard regional geographic divisions. Each directorate is located at the regional office at the "host region" and is managed by a Directorate Manager that reports to the Director, Aircraft Certification Service.

b. National regulatory policy formulation and standardization responsibilities with respect to the functions of paragraph 59-02 are divided across two divisions, Engineering and Manufacturing located in Washington headquarters under the management of the Assistant Director for Headquarters Operations and the four field located directorates.

c. The System Surveillance and Analysis Division, which is also under the management of the Assistant Director for Headquarters Operations, and the four field located directorates have geographical areas of program implementation responsibilities, the former having national scope and the latter having geographical areas of responsibilities which exceed the boundaries of their host region, including international areas.

d. The areas of national regulatory policy formulation and standardization responsibilities of the directorates and their geographical areas of responsibility for program implementation are defined in paragraph 59-16.

e. The areas of national regulatory policy formulation and standardization responsibility of the two Washington headquarters divisions, Engineering and Manufacturing, are defined in paragraph 59-10 and 59-11.

f. The functions and responsibilities of the System Surveillance and Analysis Division is defined in paragraph 59-12.

g. The Aircraft Certification Division, Europe, Africa, and the Middle East Office located in Brussels, Belgium, reports to the Director, Aircraft Certification Service. The functions and responsibilities of this division are defined in paragraph 59-15.

59-3 FUNCTIONS.

a. The Aircraft Certification Service is responsible for administering the Aircraft Certification Regulatory Program (ACRP). Activities of the ACRP include the development and administration of safety standards governing the type, production, and airworthiness certification of aircraft, engines, propellers, appliances. Noise and emission level determinations are also made during certification. The responsibility in this area begins with the development of safety standards, and continues through making findings of compliance, issuing certificates, monitoring safety performance of the system, and taking corrective action as required for safety and to assure compliance.

b. The major activities of the ACRP include:

(1) ***Regulatory Policy Development***—The development of regulations, standards, policies, directives, and guidance material, including:

(a) Procedural regulations.

(i) Federal Aviation Regulations (FAR) Parts 21, 39 Subparts A, 45*, and 183*, and

(ii) Special Federal Aviation Regulation (SFAR) 36 and other SFAR as may become necessary.

(b) Airworthiness and environmental standards;

(i) FAR Parts 23, 25, 27, 29, 31, 33, 35, 91*, 121*, and 135*, and

(ii) SFAR 41 and other SFAR as may become necessary.

(* denotes partial responsibility.)

(c) Decisions on Petitions for Exemptions from the above Airworthiness Standards and Procedural Regulations.

(d) Special Conditions under FAR 21.16 and 21.101;

(e) Airworthiness Directives under FAR 39 Subpart B;

(f) Technical Standard Orders (TSO);

(g) Advisory Circulars (AC) relative to the above airworthiness standards and procedural regulations;

(h) Agency directives; e.g., handbooks, orders, and notices, etc.; and

(i) Written opinions (with the concurrence of the Chief Counsel), guidance letters, etc.

(2) *Certifications and Approvals, and the Granting of Appointments to "Representatives of the Administrator"*—Examination of civil aeronautical products, their design, the production quality assurance systems under which they are produced, and of private persons authorized to represent the Administrator in aircraft certification functions to determine compliance with the applicable safety and qualification requirements, including:

(a) Aeronautical product design approvals of the following forms:

(i) Type Certificates (TC) of aircraft, engines, and propellers;

(ii) Type Certificate Amendments (TCA);

(iii) Supplemental Type Certificates (STC);

(iv) "Field approvals" of product design changes;

(v) Technical Standard Order Authorization (TSOA) design approvals;

(vi) Parts Manufacturer Approval (PMA) design approvals.

(b) Production quality assurance system approvals of the following forms:

(i) Production Certificates (PC);

(ii) Production Limitation Record Approvals and Amendments (PLR);

(iii) Approved Production Inspection System (APIS) approvals;

(iv) TSOA quality assurance system approvals; and

(v) PMA quality assurance system approvals.

(c) Airworthiness certification or approval of aircraft, engines, propellers, materials, parts, and appliances; including:

(i) Standard airworthiness certificates for complete aircraft;

(ii) Special airworthiness certificates for complete aircraft;

(iii) Special flight authorizations for foreign registered aircraft to operate in the U.S.;

(iv) Export airworthiness certificates and approvals;

(v) Conformity and condition inspection reports of aircraft, engines, propellers, materials, parts, and appliances, including prototype articles to be used in design approval testing.

(d) Appointment or approval of private persons (including companies) to function as Representatives of the Administrator, including:

(i) Delegation Option Authorizations (DOA) aircraft manufacturers;

(ii) Designated Alteration Stations (DAS) maintenance facilities (airlines and repair stations);

(iii) SFAR-36 authorizations to maintenance facilities;

(iv) Designated Airworthiness Representatives (DAR);

(v) Designated Engineering Representatives Manufacturing (DAR-mfg), including flight test pilots; and

(vi) Designated Manufacturing Inspection Representative (DMIR).

(3) *Continued Airworthiness*—Monitoring the safety performance of certificated or approved civil aeronautical products, production quality assurance systems, authorized "Representatives for the Administrator," and taking corrective action as necessary to assure the continued integrity of issued certificates, approvals, authorizations, and appointments, including:

(a) Suspension, revocation, or directed amendments of existing certificates or approvals;

(b) Issuance of Airworthiness Directives under FAR 39, Subpart B;

(c) Production quality assurance system audits (e.g., QASAR);

(d) Evaluation of product service revealed difficulty reports;

(e) Re-examination of certificates or approvals for cause (e.g., special design reviews);

(f) Evaluation and response to National Transportation Safety Board (NTSB) recommendations;

(g) Technical support to accident and incident investigations;

(h) Technical support to NTSB hearings;

(i) Audit findings made by "Representative of the Administrator" for supervision purposes;

(j) Response to Freedom of Information Act (FOIA) requests;

(k) Response to safety inquiries (Congressional, intergovernmental, foreign governments, public);

(l) Supervision of designees (DAR, DER, DMIR);

(m) Audits organizations authorized to perform as "Representatives of the Administrator" (DOA, DAS, SFAR 36);

(n) Technical support for enforcement actions; e.g., civil penalties or administrative actions;

(o) Monitor performance of the aircraft certification authorities of other countries under bilateral airworthiness agreements; and

(p) Assist Flight Standards during audits of maintenance organizations (repair stations and air carriers) to assess adequacy of engineering analyses and data used in repairs, modifications, or alterations.

59–4 SPECIAL DELEGATIONS.

a. With respect to the regulatory policy formulation and standardization functions of paragraphs 59–02b(1)(a) and 59–02b(1)(b), final authority is delegated to the Director, Aircraft Certification Service, to issue, amend, or terminate notices of proposed rulemaking, in accordance with the rulemaking procedures of FAR Part 11, to consider amendments to the FAR and SFAR affecting the ACRP. The director is also delegated final authority to issue appendices to those FAR in accordance with rulemaking procedures of FAR Part 11. These delegations may not be redelegated.

b. With respect to the regulatory policy formulation and standardization functions of paragraphs 59–02b(1)(c) through 59–02b(1)(h), final authority is delegated to the director to issue notices of proposed actions and issue final actions on behalf of the Administrator in accordance with established administrative procedures. This delegation may be redelegated to the appropriate Directorate Manager in accordance with his/her assigned area of regulatory policy formulation and standardization responsibility, but no further.

c. Final authority is delegated to the director to issue, amend, suspend, or revoke certificates, approvals, and appointments with respect to the functions of paragraph 59–02(b)(2) on behalf of the Administrator in accordance with established administrative procedures. These delegations may be redelegated to the appropriate Directorate Manager in accordance with his/her assigned areas of responsibility. Authority to redelegate further is addressed under the special delegations paragraph for the Directorate Managers.

d. Final authority is delegated to the director to grant or deny exemptions for foreign aircraft from regulations promulgated under the provisions of section 610(a) of the Federal Aviation Act, as provided for by section 610(b) of the Act. This delegation may not be redelegated.

e. Final authority is delegated to the director to release or deny release of information requested under the Freedom of Information Act (FOIA) in accordance with established administrative procedures. The authority to release information may be redelegated to an Directorate Manager; however, the authority to deny release of information may not be redelegated.

f. Final authority is delegated to the director to grant petitions for reconsideration of Airworthiness Directives made pursuant to FAR Section 11.93. Decisions to deny petitions for reconsideration of Airworthiness Directives are reserved to the Administrator.

59–5 SPECIAL RELATIONS.

a. *Office of the Chief Counsel.* The Aircraft Certification Service is responsible for the substantive content of regulations and minimum standards rules within the purview of the service, as distinguished from the responsibility of the Office of the Chief Counsel for legal adequacy and form of rules.

b. *Office of Environment.* The Aircraft Certification Service is responsible for matters concerning the application of aircraft noise, sonic boom, fuel venting, and exhaust emissions regulations in the type certification and airworthiness certification of aircraft and engines, as distinguished from the responsibility of the Office of Environment for the substantive content of the environmental regulations. The Office of Environ-

ment also provides technical support to the Aircraft Certification Service in the development of field guidance for the implementation of aircraft noise, sonic boom, fuel venting, engine emissions, energy conservation, and other aviation-related environmental regulations and policies.

c. *International Activities.*

(1) Because of heavy international trade in of civil aircraft and other civil aeronautical products, and aviation manufacturing trends toward multinational joint ventures, co-production agreements, and off-shore sourcing practices, the Aircraft Certification Regulatory Program has an extensive international scope. This requires the Aircraft Certification Service to maintain a close working relationship with its counterpart aircraft certification authorities of many other countries and with the International Civil Aviation Organization (ICAO). The Aircraft Certification Service works closely with and derives support from the Office of International Aviation in establishing and maintaining these relationships and for effecting liaison with the State Department, Commerce Department, and other agencies that may be required concerning international relationships.

(2) Aircraft certification activities require extensive job performance foreign travel to effect the airworthiness certification of aeronautical products made in other countries, to be approved by FAA. Representatives of the Aircraft Certification Service will maintain close liaison with the appropriate FAA internationally posted representatives while traveling in the representatives geographic area of responsibility to assure proper notifications of the U.S. Embassies are effected and to assure that the travelers are advised of current local situations and special instructions from the U.S. Ambassador of the countries to be visited.

(3) The Aircraft Certification Service will conduct technical "readiness evaluations" of the aircraft certification systems of other countries seeking Bilateral Airworthiness Agreements (BAA) with the U.S. upon the request of the Office of International Aviation. Once aircraft certification system readiness is affirmatively determined, the Aircraft Certification Service provides technical assistance to the State Department, through the Office of International Aviation in negotiating the language of the BAA. The Aircraft Certification Service is responsible for implementation of the BAA and for developing implementation agreements with the aircraft certification authority of the other signatory country.

(4) The Aircraft Certification Service provides technical staff support to the Office of International Aviation to negotiate and effect technical assistance agreements between the FAA and the aviation authorities of other countries concerning development of their aircraft certification systems.

d. *Research and Development.* The Aircraft Certification Service identifies research and development activities involving Research, Engineering and Development (RE&D) through the Associate Administrator needed to support the development of regulatory policies (rulemaking and guidance material) to improve aviation safety. The RE&D initiates research and development projects in response to these requests contingent upon available resources and capabilities. After a project has been approved and initiated, the Aircraft Certification Service provides technical support to the RE&D monitoring progress to assure the intended objectives are satisfied.

59-6 OFFICE OF THE DIRECTOR.

a. *The Director:*

(1) Exercises program line authority over and provides leadership for the Washington headquarters and field elements (Directorates) of the Aircraft Certification Service.

(2) Is responsible to the Associate Administrator for Regulation and Certification for:

(a) Satisfactory performance of the ACRP functions defined in paragraph 5902, including the adequacy of the regulations, policies, and practices concerning aircraft certification activities;

(b) Satisfactory strategic planning for organizational and regulatory policy development (Project SMART), and for satisfactory implementation of the plan contingent on the availability of resources.

(3) Advises and assists the Associate Administrator for Regulation and Compliance by providing support in the justification of budget estimates, in the administration of executive decisions, and in the development and maintenance of productive relationships with the public, the aviation community, other Government agencies, and the governments of other countries.

(4) Provides for effective evaluation of national program performance and ensures that adequacy of followup to assure correction of deficiencies.

(5) Assures that all elements of the Aircraft Certification Service participate constructively in the FAA Equal Employment Opportunity Action Plan and in equal employment opportunity planning for the future.

(6) Assures sound fiscal management of resources allocated to the Aircraft Certification Service.

(7) Supervises the International Aircraft Certification Specialists who report to the director, and who serve as the director's principal advisor for resolving international policy issues concerning aircraft certification.

b. *The Deputy Director:*

(1) Aids the director in performing the functions and in exercising the authority and responsibilities of the latter.

(2) Serves as acting director in the absence or disability of the director, or when otherwise requested in writing by the director.

(3) Serves as the central point of contact for emergency operations.

(4) Serves as Chairperson for the ACRP strategic planning activities for organizational and regulatory policy development (Project SMART).

c. *Assistant Director For Headquarters Operations.*

(1) *Function.* The Assistant Director for Headquarters Operations:

(a) Provides management direction and leadership to the Managers of the Aircraft Engineering Division, the Manufacturing Inspection Division, the System Surveillance and Analysis Division.

(b) Acts as the Director or Deputy Director, Aircraft Certification Service, when requested by the director.

(2) *Special Delegations.*

(a) With respect to the regulatory policy formulation and standardization functions of paragraphs 59-02b(1)(c) through 59-02b(1)(h), final authority is delegated to the assistant director to issue notices of proposed actions and issue final actions on behalf of the Administrator in accordance with established administrative procedures as they affect FAR Parts 21, 39 Subpart A, 91, 121, and 135. This authority may not be redelegated.

(b) Final authority is delegated to the assistant director to release information requested under the FOIA in accordance with established administrative procedures. This authority may not be redelegated.

(c) Exercise signature authority as Director, Aircraft Certification Service, on a case by case basis when specifically requested to do so by the director.

59-7 to 59-9 RESERVED.

59-10 AIRCRAFT ENGINEERING DIVISION. The division:

a. Has regulatory policy formulation and standardization responsibilities for the FAR Parts 21, 39 Subpart A, 91, 121, 135, and 183, and for Technical Standard Orders (TSO) as they relate to the type certification or design approval of aeronautical products or changes to an approved design or for the appointment of "Representatives of the Administrator" for design approval purposes.

b. Processes petitions for reconsideration of Airworthiness Directives made pursuant to section 11.93 of the Federal Aviation Regulations.

c. Develops, coordinates, and recommends career development programs, including training, to assure organizational competency for the engineers (GX-8XX) and flight test pilots (GX-861/2181).

d. Provides the following program and administrative support to the service and to all organizational elements therein:

(1) Serves as the national focal point on matters relating to aircraft noise, sonic boom, fuel venting, and exhaust emission standards.

(2) Serves as the national focal point on research and development projects relative to the ACRP.

(3) Serves as the national focal point on National Transportation Safety Board safety recommendations relative to aircraft certification considerations.

(4) Serves as the focal point for national policy and procedures concerning the aspects of continued airworthiness relating to aircraft design or production quality assurance, including the service difficulty reporting system and supplemental inspection documents.

(5) Serves as the national focal point for the National Resource Specialist Program as established by Order 8000.45C, Aircraft Certification National Resource Specialists.

(6) Serves as the national focal point for policies concerning ACRP participation in Flight Standards Aircraft Evaluation Group (AEG) activities.

e. Manages the utilization of National Resource Specialists appointed in the engineering and flight test disciplines to ensure the efficient, effective, and economical utilization of the specialists in conducting aircraft certification activities.

f. Provides generic engineering support to the director on technical issues that cross directorate lines of responsibilities.

59-11 AIRCRAFT MANUFACTURING DIVISION. The division:

a. Has regulatory policy formulation and standardization responsibilities for FAR Parts 21, 45, and 183 as they relate to the certification of production quality assurance system, the airworthiness certification of aircraft, or airworthiness approval or acceptance of engines, propellers, materials, parts and appliances; the marking of aeronautical products; and the conformity inspections of aeronautical products to support design approval activities.

b. Develops, coordinates, and recommends career development program, including training to assure organizational competency for aviation safety inspectors-manufacturing (GX-1825).

c. Manages the utilization of National Resource Specialist appointed in the manufacturing inspection disciplines to ensure the efficient, effective, and economical utilization of such specialists in conducting aircraft certification activities.

59-12 SYSTEM SURVEILLANCE AND ANALYSIS DIVISION. The division:

a. Is responsible for centrally managing selected production quality assurance system audits (e.g., QASAR) of major aircraft and engine manufacturers, audits of facilities holding DOA, DAS, and SFAR-36 authorization selected by the director, and participates in audits conducted by the directorates. Surveillance and analysis activities involve both engineering and manufacturing aspects of the processes being reviewed.

b. Manages and coordinates aircraft certification technical support to Flight Standards Service for airline and repair station audits.

c. Completes system analyses using data obtained through audits conducted under the management of the division and data provided by the directorates on audits they conduct.

59-13 RESERVED.

59-14 PLANNING AND PROGRAM MANAGEMENT DIVISION. The division:

a. Is responsible for managing the annual ACRP strategic planning process for organizational and regulatory policy development (Project SMART), manages implementation of assigned subproject under Project SMART and maintains national ACRP resource acquisition and fiscal management oversight for the director.

b. With respect to the foregoing, the division:

(1) Manages the annual revision of the Project SMART planning document.

(2) Manages completion of major subprojects under Project SMART, e.g., the "job task analysis."

(3) Manages the ACRP national evaluation program.

(4) Manages the national ACRP automation planning and implementation efforts under the "Aviation Safety Analysis System" (ASAS).

(5) Defines ACRP technical training requirements and develops strategies for assuring adequate training for ACRP technical personnel.

c. Supports the director by monitoring and analyzing the national ACRP resource acquisition and fiscal status, coordinating with the Directorate Managers to assure they understand the annual budget call for estimates and to harmonize their responses to the call.

d. Completes or manages special organizational development projects as assigned by the director.

59-15 AIRCRAFT CERTIFICATION DIVISION. The Aircraft Certification Division, Europe, Africa, and the Middle East.

a. Administers the ACRP within the geographical boundries of Europe, Africa, and Middle East Office in support of the Aircraft Certification Directorates.

b. Advises and assists the Director, Aircraft Certification Service on aircraft certification activities within the geographical boundries of Europe, Africa, and the Middle East and on aircraft certification issues involving the aviation authorities of other countries within its boundries.

59-16 AIRCRAFT CERTIFICATION DIRECTORATES.

a. *Assigned Responsibilities.* The regulatory policy formulation and standardization responsibilities, and geographic areas of program implementation responsibility for each of the four field Directorates are assigned as follows:

(1) The Engine and Propeller Directorate has regulatory policy formulation and standardization responsibilities for FAR Part 33 and 35 plus special assignments as may be made by the Director, Aircraft Certification Service. The host region is the New

England Region and the directorate manages ACRP implementation and the field offices located within a geographical area consisting of the States and international areas located within the boundaries of the New England and Eastern Regions (including Canada).

(2) The Small Airplane Directorate has regulatory policy and standardization responsibilities for FAR Parts 23 and 31, for gliders under Part 21.17(b), for restricted category airplanes under Part 21.25, and SFAR 41, plus special assignments as may be made by the Director, Aircraft Certification Service. The host region is the Central Region and the directorate manages ACRP implementation and the field offices located within a geographic area consisting of the States, Territories, and international areas located within the boundaries of the Central, Great Lakes, and Southern Regions (including Central and South America).

(3) The Rotorcraft Directorate has regulatory policy formulation and standardization responsibilities for FAR Parts 27 and 29, and for "Tilt Rotor Aircraft" under Far 21.17(b), plus special assignments as may be made by the Director, Aircraft Certification Service. The host region is the Southwest Region and the directorate manages ACRP implementation and the field offices located within the geographical area consisting of the States and international areas located within the boundaries of the Southwest Region (including Mexico).

(4) The Transport Airplane Directorate has regulatory policy formulation and standardization responsibilities for FAR Part 25 plus special assignments as may be made by the Director, Aircraft Certification Service. The host region is the Northwest Mountain Region and the directorate manages ACRP implementation and the field offices located within a geographical area consisting of the States, Territories, and international areas located within the boundaries of the Northwest Mountain, Alaskan, and Western Pacific Regions (including Pacific Rim countries).

b. *Directorate Subordinate Organizations.* No specific organizational structure is prescribed. However, each directorate has remotely located organizational elements known as Aircraft Certification Offices (ACO), Manufacturing Inspection District Offices (MIDO), and Manufacturing Inspection Satellite Offices (MISO).

(1) The term "Aircraft Certification Office" (ACO) means the Directorate operational subelement which administers and secures compliance with agency regulations, programs, standards, and procedures governing the type design of aircraft, aircraft engines, or propellers and provides certification expertise in the investigation and reporting of aircraft accidents, incidents, and service difficulties. Depending on a particular directorate's organizational structure, ACO functions may also include production and original airworthiness certification.

(2) The term "Manufacturing Inspection District Office" (MIDO) means a field office of the Aircraft Certification Directorate. This office, within its assigned geographic area, is responsible for original airworthiness certification or approval of civil aircraft, engines, propellers, parts, and appliances; production approval and surveillance of manufacturing facilities producing the previously mentioned products; support of the engineering elements of the Aircraft Certification Directorate during type certification programs; investigating and submitting enforcement reports on noncompliance with FAR's; investigating and requiring appropriate corrective measures for service difficulties.

(3) The term "Manufacturing Inspection Satellite Office" (MISO) means an element of a MIDO or Manufacturing Inspection Branch that is responsible for the same activity as a MIDO, as applicable, within its assigned area.

c. *Directorate Functions.* Each directorate performs all of the functions of paragraph 63–02 within its area of regulatory policy formulation and standardization responsibility and geographic area of program implementation responsibility as assigned by paragraph 63–10a. The specific functions assigned to the directorates are prescribed in Order 1100.5C, FAA Organization—Field.

d. *Special Delegations to the Directorate Managers.*

(1) With respect to the regulatory policy formulation and standardization functions of paragraphs 63–02(b)(1)(c) through 63–02b(1)(h) and within the area of responsibility assigned by paragraph 63–10a, final authority is delegated to the assistant director to issue notices of proposed actions and issue final action on behalf of the Administrator in accordance with established administrative procedures. This delegation may not be redelegated.

(2) Final authority is delegated to the assistant director to issue, amend, suspend, or revoke certificates, approvals, and appointments with respect to the functions of paragraph 63–02b(2) within its area of responsibility assigned by paragraph 63–10a on behalf of the Administrator in accordance with established administrative procedures. This authority may be redelegated to any manager considered appropriately qualified by the directorate manager except for the

authority to suspend or revoke certificates, approvals, or appointments which may not be redelegated.

(3) The Director, Aircraft Certification Service, may on a case by case basis authorize the assistant director to take final action on any function delegated to the Director as Acting Director, Aircraft Certification Service, when such specific delegation is authorized in writing by the director.

e. *Special Relations.*

(1) *Regional Programs.* The directorates will participate with other organizational elements within the geographic boundaries of the directorate in the development of regional programs, guidelines, standards, and procedures in which the directorate has an assigned interest or needed technical skills.

(2) *Enforcement.* The directorates will establish positions with respect to legal enforcement action in the Aircraft Certification Regulatory Program and provide technical analysis and assistance to the assistant chief counsel, including participating in hearing proceedings. The counsel conduct the legal processing of violation reports submitted in these programs and consult with the directorates as to the sanction to be imposed in each case, with differences being resolved by the chief counsel.

(3) *Assistant Chief Counsel.* The assistant chief counsel of the host region will be responsible for completing the legal review of all regulatory documents completed in the directorates.

(4) *Host Regional Administrators.* The directorate managers will assure that good program communications concerning their total ACRP are maintained with the regional administrator of their host region, including information of directorate activities outside the host region's geographical boundaries.

(5) *Other Regional Administrators.* The directorate managers will be responsive to request for ACRP information concerning activities within any regional administrators' geographical boundaries and will make a special effort to assure that all regional administrators are kept informed of program activities within their region on a periodic basis.

CHAPTER 60. FLIGHT STANDARDS SERVICE

FIGURE 60-1. FUNCTIONAL ORGANIZATIONAL CHART

FLIGHT STANDARDS SERVICE

OFFICE OF THE DIRECTOR
60-6 AFS-1
- Accountability for flight standards programs
- National program development, coordination, and execution
- Direction of the service

EXECUTIVE STAFF
60-7 AFS-10
- Evaluation of adequacy and execution of service policies, standards, and procedures
- Strategic planning
- Resource and program management
- Administrative management and support

GENERAL AVIATION STAFF
60-8 AFS-20
- Executive level liaison with the general aviation community
- Accident prevention program
- Publication of "FAA Aviation News"

AIR TRANSPORTATION DIVISION
60-11 AFS-200
- Regulations, policy, and guidance for certification, inspection, and surveillance or air carrier, air taxi, and commuter airline flight operations
- Airline transportation pilot certification
- Flight crewmember qualification and proficiency

AIRCRAFT MAINTENANCE DIVISION
60-12 AFS-300
- Regulations, policy, and guidance for certification, inspection, and surveillance of air carrier, air taxi, commuter airline, and commercial operator maintenance programs
- Mechanic, repairman, and parachute rigger certification
- Repair station certification and surveillance

TECHNICAL PROGRAMS DIVISION
60-13 AFS-400
- Management of service research and development programs
- All-weather operations
- Aviation weather programs
- Human factors programs
- Operational aspects of enroute and instrument approach procedures
- National Airspace System focal point

FIELD PROGRAMS DIVISION
60-14 AFS-500
- National program guidelines
- National aviation safety inspection program
- Certificate management office coordination
- Enforcement program management
- Automation programs
- Inspector resource management

GENERAL AVIATION AND COMMERCIAL DIVISION
60-17 AFS-800
- Regulations, policy, and guidance for certification, inspection, and surveillance of agricultural operators, rotorcraft external load operators, pilot training schools, and Part 125 operators
- Pilot and flight instructor certification

CHAPTER 60. FLIGHT STANDARDS SERVICE

60-1 MISSION. To promote safety of flight of civil aircraft in air commerce by (1) setting certification standards for air carriers, commercial operators, air agencies, and airmen (except air-traffic control tower operators) and (2) directing, managing, and executing certification, inspection, and surveillance activities to assure the adequacy of flight procedures, operating methods, airmen qualification and proficiency, aircraft maintenance, and the maintenance aspects of continued airworthiness programs.

60-2 FUNCTIONAL ORGANIZATION. The functional organizational structure of the Flight Standards Service is shown in figure 60-1.

60-3 FUNCTIONS.

a. The Flight Standards Service is responsible for:

(1) Certification, operating methods, flight operations, and maintenance activities of U.S. air carriers and foreign air carriers operating in and over the U.S.

(2) Maintenance standards for U.S.-registered aircraft, including continued airworthiness.

(3) Certification and conduct of commercial, industrial, private, and general aviation operations including rotorcraft.

(4) Examination and certification (except medical) of airmen (except air-traffic control tower operators) and air agencies.

(5) Examination and appointment of persons designated and authorized to act as representatives of the Administrator pursuant to section 314 of the Federal Aviation Act with respect to certification of flight airmen and the maintenance of civil aircraft and products.

(6) Use of air navigation facilities, appliances, and systems by civil aircraft; the minimum equipment capability of civil aircraft for operating in established environments; and the operational aspects of flight procedures including en route and instrument approach procedures (except air traffic control procedures).

(7) Approval of and surveillance over the aircraft maintenance programs of operators and pilot schools.

(8) Assurance that appropriate operational considerations are accommodated with regard to aircraft maintenance policies, procedures, and practices.

(9) The operating requirements and criteria for use of aircraft systems; e.g., determining whether a navigation device can be used as a sole source of navigation or how many are required; determining the type of airborne equipment required for low visibility approaches and landings; etc.

(10) Assuring that operational considerations are accounted for in the "Operating Limitations and Information" (including operational requirements and pilot procedures) requirements, policies, and practices for the development of airplane and rotorcraft flight manuals.

(11) Recommending quantities, priorities, and place names for approach and landing navigation aids and visual aids to be included in the annual Facilities and Equipment Call for Estimates.

b. With respect to the foregoing:

(1) Develops and recommends, or issues within the delegated authority of the Director, regulations and minimum standards.

(2) Develops and recommends national policies for issuance by the Administrator

(3) Develops and issues guidance, procedures, practices, and program plans consistent with national policies.

(4) Develops and recommends specific program goals and areas of emphasis to guide field program planning and performance.

(5) Evaluates the adequacy of existing regulations, policies, procedures, practices, and program performance in meeting broad FAA goals, as well as specific program goals.

(6) Recommends budget levels for formulation of decision packages on national programs, and recommends allocations of appropriated resources based on review of the regional responses to the call for estimates and quarterly review information.

(7) Develops and recommends programs and practices to ensure the professional competency and development of employees.

(8) Determines the need for and recommends research and development projects establishing the relative priority of those projects recommended.

(9) Exercises line authority over regional Flight Standards Divisions and the Flight Standards Staff of the Europe, Africa, and Middle East Office.

60-4 SPECIAL DELEGATIONS.

a. Final authority is delegated to the Director of Flight Standards to make, issue, amend, and terminate rules and regulations promulgated under Titles III and VI of the Act relating to the following subject matters.

(1) Appendices to Federal Aviation Regulations within the purview of the Director of Flight Standards.

(2) Standard Instrument Approach Procedures.

(3) Minimum En Route Altitudes.

(4) Flight Procedures, operational weather minimums, and minimum equipment requirements.

b. With respect to the functions of paragraph 6003a, final authority is delegated to the Director of Flight Standards:

(1) To grant or deny exemptions from rules and regulations.

(2) To issue, amend, withdraw, or extend notices of proposed rulemaking.

(3) To take final action on any petition for reconsideration of an amendment of, or a refusal to amend operations specifications, and to take final action on any request for reconsideration of original issuance, amendment, or refusal to issue or amend an airman certificate, an air carrier certificate, or an air agency certificate.

(4) To grant or deny exemptions under section 610(b) of the Federal Aviation Act to foreign airmen who are directly in charge of inspection, maintenance, overhaul or repair of aircraft, aircraft engines, propellers, appliances, or components.

c. The authority of paragraphs 6003a, 6003b, and 6003c may not be redelegated.

60-5 SPECIAL RELATIONS.

a. ***Regulations.*** The Flight Standards Service is responsible for the substantive content of rules within its purview, as distinguished from the responsibility of the Office of the Chief Counsel for the legal adequacy of the rules.

b. ***Airmen Certification.*** The Flight Standards Service provides program plans and objectives, technical standards, and criteria and conducts program performance evaluation of the airman certification activities performed by the regulatory support and airman registry functions of the Aviation Standards National Field office.

c. ***Aircraft Noise Abatement.*** The Flight Standards Service is responsible for developing, evaluating, and approving or disapproving concepts, standards, equipment, and flight procedures related to aircraft noise abatement, as distinguished from the Office of Environment which is responsible for the substantive content of rules within its purview. The Flight Standards Service is responsible for as distinguished from the responsibilities of the Office of Environment for the substantive content of the rules within its purview.

d. ***Continued Airworthiness.*** The Flight Standards Service is responsible for maintenance standards for U.S.-registered aircraft as distinguished from the Aircraft Certification Service's responsibility for the engineering standards and practices and the manufacturing aspects that are applied to insure the continued airworthiness of aircraft and aeronautical products.

e. ***Rotorcraft.*** The Rotorcraft Task Force responsibility resides in the Flight Standards Service. The service is responsible for rotorcraft operations and maintenance matters. The service will coordinate with the Associate Administrator for Air Traffic on rotorcraft operational matters and with the Associate Administrator for Airports on matters relating to heliport programs. The Associate Administrator for Airports and the Associate Administrator for Air Traffic, respectively, are responsible for helicopter planning and development and for integration of rotorcraft into the National Airspace System to fully utilize their unique capabilities. The Office of Aviation Policy and Plans develops the Rotorcraft Master Plan.

f. ***Airshow and Sport Aviation Activities.*** The Flight Standards Service will work closely with the Air Traffic Operations Service regarding airshow and other sport aviation matters and will facilitate the consideration of the concerns of the general aviation community in air traffic rules and aviation safety regulatory actions, except those activities and operational concerns assigned to the DC3-N34 airshow program.

g. ***Flight Procedures and All Weather Operations.*** The Flight Standards Service is responsible for developing national concepts, policies, standards, systems, procedures and programs with respect to the operational and flight technical aspects of all weather operations including instrument approach procedures, minimum en route altitudes, flight procedures, oper-

ational weather minimums, and minimum equipment requirements. Also, the Flight Standards Service is responsible for developing concepts, rules, standards, and criteria governing operational and technical aspects of flight procedures (except air traffic control procedures). These functions are distinguished from the responsibilities of the Aviation Standards National Field Office to implement agency policy, standards, and criteria in the development and standardization of flight procedures and the flight inspection of air navigation facilities.

h. *Facilities and Equipment.* The Flight Standards Service is responsible for reviewing and validating regional Call for Estimates submissions, and recommending quantities, priorities, and place names for approach and landing navigation aids and visual aids to be included in the annual F&E budget, as distinguished from the Office of Program and Regulations Management's responsibilities to represent the Executive Director for Regulatory Standards and Compliance in the development of the F&E budget and to review and evaluate field F&E submissions to validate compliance with F&E Call for Estimates instructions.

60-6 OFFICE OF THE DIRECTOR. The Office of the Director:

a. Advises and assists the Associate Administrator for Regulations and Certification in providing support in the justification of budget estimates, in the administration of executive decisions, and in the development and maintenance of productive relationships with the public, the aviation community, and other government agencies.

b. Provides for the development, coordination, and execution of, and is accountable to the associate administrator for the adequacy of FAA:

(1) Policies, standards, systems, and procedures.

(2) Public rules, regulations, and standards.

(3) Program plans issued by or on behalf of the Administrator.

c. Provides for effective evaluation of program performance and ensures the adequacy of followup to secure correction of deficiencies.

d. Assures that all elements of the Flight Standards Service partici pate constructively in the FAA Equal Employment Opportunity Action Plan and in equal employment opportunity planning for the future.

e. Provides leadership and direction in the planning, management, and control of office activities.

60-7 EXECUTIVE STAFF. This staff is responsible for staff aspects of service management and evaluation. The executive staff:

a. Plans, coordinates, and executes the Flight Standards formal evaluation program including on-site evaluations and administration of a followup system to assure timely and responsive action on evaluation results; serves as the service focal point on matters pertaining to evaluations and audits.

b. Develops and coordinates Flight Standards strategic plans and serves as the service focal point on strategic planning.

c. Plans, develops, and administers Flight Standards resource programs including organization and staffing, budgeting and financial management, and personnel management; provides management and program analysis.

d. Provides administrative support for the headquarters function including performance and oversight of human resource management functions, office management procedures, correspondence management, and financial accounting; advises and assists the director and other executives of the service and its regional counterparts on administrative management problems and actions within the purview of the service.

60-8 GENERAL AVIATION STAFF. This staff is the focal point for the aviation community, at the national level, on matters pertaining to general aviation affairs, accident prevention, airshows, and sport aviation. With respect to the foregoing:

a. Communicates the FAA mission, policies, views, activities, and concerns regarding general aviation to the general aviation community.

b. Serves as the focal point for the aviation community, at the national level, on matters pertaining to the conduct of airshows and other sport aviation activities, except those assigned to the DC3-N34 airshow program.

c. Develops national policies, standards, and procedures to guide the agency in the conduct of the Accident Prevention Program.

d. Develops, coordinates, and issues national directives to provide technical guidance on policies and procedures in respective program areas.

e. Ascertains views of general aviation groups (including airshow and sport aviation groups) toward the FAA's mission and activities; conveys these views to appropriate FAA officials; works with services to

prevent or resolve problems and misunderstandings arising between the FAA and groups affected by FAA activities.

f. Provides liaison for general aviation issues regarding airspace rules, airworthiness matters, air carrier interface, pilot certification, human factors, and other vital topics.

g. Facilitates and coordinates concerns of the aviation community to assure general aviation views are considered in air traffic rules and aviation safety regulatory actions.

h. Manages a program to evaluate the accident prevention program. Recommends alternative courses of action to improve the program's effectiveness.

60-9 to 60-10 RESERVED .

60-11 AIR TRANSPORTATION DIVISION. The division:

a. Is responsible for regulations and policy recommendations governing certification, inspection, and surveillance of the operations aspects of air carriers and commercial operators of large aircraft (private carriers operating for compensation or hire); air agencies (aircraft dispatcher, flight engineer, and flight navigator-approved schools); and air carrier airmen (airline transport pilots, aircraft dispatchers, flight engineers, and flight navigators).

b. With respect to the foregoing, the division:

(1) Develops and recommends national policies, standards, systems, procedures, and program plans.

(2) Determines the need for, justifies, and formulates new or amended Federal Aviation Regulations, supplementary regulatory material and grants or denials of exemption petitions; participates in regulatory review programs; and develops operations specifications.

(3) Advises the director, the associate administrator, and other principal officials and serves as a point of contact for the aviation community on matters in related program areas which are appropriate to the national level.

(4) Participates in the analysis and evaluation of field execution of programs.

(5) Determines the need for and recommends research and development projects.

(6) Guides and assists the other divisions, the regions, and other elements of the agency in the conduct of related programs; provides guidance on applying agency policies, standards, and procedures pertaining to current safety issues.

(7) Represents the service in international meetings to further U.S. interests and to develop international standards and recommended practices for the International Civil Aviation Organization (ICAO).

(8) Develops, coordinates, and issues national directives to provide technical guidance on policies and procedures.

(9) Develops operating requirements and technical standards.

(10) Initiates, recommends, and coordinates actions to resolve safety problems resulting from accidents, incidents, or disclosed from other sources.

c. Assigns projects (other than rulemaking) with recommended priorities and provides technical and policy guidance to ensure the technical adequacy of related program activities performed by the Aviation Standards National Field Office.

d. Develops, coordinates, and recommends career development programs to assure organizational competency for employees in the division.

60-12 AIRCRAFT MAINTENANCE DIVISION. The division:

a. Is responsible for regulations and policy recommendations governing the certification, inspection, and surveillance of the maintenance aspects of air carrier and commercial operators, airmen (mechanics, repairmen, and parachute riggers), and air agencies (aviation maintenance technician schools, repair stations, and parachute lofts) and maintenance performance standards and practices applied to ensure the continued airworthiness of civil aircraft.

b. With respect to the foregoing, the division:

(1) Develops and recommends national policies, standards, systems, procedures, and program plans.

(2) Determines the need for, justifies, and formulates new or amended Federal Aviation Regulations and supplementary regulatory material; participates in regulatory review programs; recommends grants or denials of exemptions; and develops operations specifications.

(3) Advises the director, the associate administrator, and other principal officials and serves as a point of contact for the public and the aviation community on matters appropriate to the national level.

(4) Participates in the analysis and evaluation of field execution of programs.

(5) Determines the need for and recommends research and development projects.

(6) Guides and assists the other divisions, the regions, and other elements of the agency in the conduct of related programs and provides guidance on applying agency policies, standards, and procedures pertaining to safety issues.

(7) Represents the service in international meetings to further U.S. interests and to develop standards and recommended practices for the International Civil Aviation Organization.

(8) Represents the service in developing international agreements, arrangements, policies, and practices involving maintenance of civil aircraft and certification of foreign airmen and air agencies.

(9) Develops, coordinates, and issues national directives to provide technical guidance on policies and procedures.

(10) Recommends, initiates, and coordinates regulatory and policy actions to resolve safety problems resulting from accidents, incidents, or other sources.

(11) Develops maintenance requirements, technical standards, and major repair alteration criteria.

c. Assigns special technical projects, recommends priorities, and provides broad policy and program guidance to ensure the adequacy of maintenance program activities performed by the Aviation Standards National Field Office.

d. Recommends final action on requests for reconsideration or original issuance, amendment, or denial of a maintenance airman or air agency certificate.

e. Recommends final action on any petition for reconsideration or original issuance, amendment, or denial of operations specifications pertaining to maintenance or continued airworthiness of aircraft.

f. Develops standards, policies, and procedures for examining and appointing private persons to act as representatives of the Administrator, under the provisions of Section 314 of the Federal Aviation Act, with respect to the maintenance and continued airworthiness of civil aeronautical products.

g. Establishes policies and procedures and recommends final action on granting or denying exceptions under Section 610(b) of the Federal Aviation Act to foreign airmen who are directly in charge of inspection, maintenance, overhaul, or repair of aircraft, aircraft ongoing propellers, appliances, or components.

h. Develops, coordinates, and recommends career development programs to assure organizational competency for employees in the division.

60-13 TECHNICAL PROGRAMS DIVISION. The division:

a. Is the principal directing element of the Flight Standards Service with respect to technical operational concepts and special criteria related to navigation, all weather operations, instrument flight procedures, airport capacity and delay improvements, separation assurance, air traffic control enhancements, aviation weather, the national airspace system plan, the research and development plan, systems to enhance operational safety, and other programs related to the introduction of new aircraft, new systems, and new technology into air navigation operations.

b. With respect to the foregoing, the division:

(1) Develops and recommends operating concepts, policies, requirements, criteria, and procedures.

(2) Determines the need for, justifies, and formulates new or amended Federal Aviation Regulations and supplementary regulatory material; participates in regulatory review programs; recommends grants or denials of exemptions; and develops operations specifications.

(3) Advises the director, the associate administrator, and other principal officials and serves as the prime point of contact for the aviation community on technical matters in related program areas which are appropriate to the national level.

(4) Participates in the analysis and evaluation of field execution of technical programs.

(5) Determines the need for and recommends research and development projects.

(6) Guides and assists the other divisions, the regions, and other elements of the agency in the implementation and conduct of related technical programs; advises concerning the application of agency policies, standards, and procedures to current flight technical safety issues.

(7) Represents the Flight Standards Service in international meetings to further the U.S. interests and to develop international standards and recommended

practices for International Civil Aviation Organization.

(8) Develops, coordinates, and issues national directives to provide technical guidance on policies and procedures.

(9) Recommends, initiates, and coordinates regulatory and policy actions to resolve safety problems resulting from accidents, incidents, or other sources.

c. Assigns projects (other than rulemaking) with recommended priorities and provides technical and operational policy, guidance, and direction to the Aviation Standards National Field Office to ensure the technical adequacy of the related program activities performed by that office.

d. Develops concepts, rules, standards, and criteria governing the operational aspects of en route, terminal area, and instrument flight procedures (except air traffic control procedures); evaluates field requests for waivers of standards for terminal and en route instrument flight procedures, effects necessary coordination and recommends final dispositions; and provides the Aviation Standards focal point for airspace activities.

e. Reviews and validates regional recommendations for approach and landing navigation aids and lighting systems.

f. Provides technical policy, guidance, and direction to Aircraft Evaluation Groups.

g. Provides technical policy, guidance, and direction to Regional Flight Standards Flight Procedures Branches.

h. Serves as the service focal point on rotorcraft technical matters.

i. Directs the Flight Standards Service Human Factors Program.

j. Directs the Aviation Standards Aviation Weather Program and develops national aviation weather concepts, requirements, policies, criteria, and guidance for air navigation operations.

k. Develops and coordinates career development programs to assure organizational competence for employees in the division.

l. Maintains oversight of all Flight Standards research and development programs; serves as the focal point within the service on matters pertaining to research and development.

60–14 FIELD PROGRAMS DIVISION. The division:

a. Is the principal organization within the service to direct national programs supporting the execution of field element work programs.

b. With respect to the foregoing, the division:

(1) Develops and oversees execution of national work program guidelines for inspection, surveillance, investigation, certification, and aviation promotion functions.

(2) Develops and administers the National Aviation Safety Inspection Program and other certificate-holder inspection activities.

(3) Recommends policy, develops procedures, and ensures standardized application of sanction recommendations resulting from enforcement investigations conducted by field elements.

(4) Serves as the focal point, provides coordination, and ensures standardized application of regulations and guidance material by regional Certificate Management Offices.

(5) Provides technical resource coordination and standardization for field element current operations.

(6) Develops, coordinates, and issues national directives to provide technical guidance on policies and procedures.

d. Recommends policy for Flight Standards automation programs; generates automation requirements; and oversees automation system development, implementation, and maintenance.

e. Develops, coordinates, recommends, and maintains human resource management programs to ensure organizational competency and effectiveness of Aviation Safety Inspectors.

f. Develops and coordinates career development programs to assure organizational competence for employees in the division.

60–15 to 60–16 RESERVED.

60–17 GENERAL AVIATION AND COMMERCIAL DIVISION. The division:

a. Is responsible for regulations and policy recommendations governing the certification, inspection, and surveillance of general aviation airmen (pilots and flight instructors), general aviation air agencies (pilot training schools), commercial operations (rotorcraft external load operators and agricultural operators, corporate and industrial operators), and Part 125 operator (including travel clubs.)

b. With respect to the foregoing, the division:

(1) Develops and recommends national policies, standards, systems, procedures, and program plans.

(2) Determines the need for, justifies, and formulates new or amended Federal Aviation Regulations and supplementary regulatory material; participates in regulatory review programs; recommends grants or denials or exemptions; and develops operations specifications.

(3) Advises the director, the associate administrator, and other principal officials and serves as a central point of contact for the public and the aviation community on matters appropriate to the national level.

(4) Participates in the analysis and evaluation of field execution of programs.

(5) Determines the need for and recommends research and development projects.

(6) Guides and assists the other divisions, the regions, and other elements of the agency in the implementation and conduct of related programs and provides guidance on applying agency policies, standards, and procedures pertaining to safety issues.

(7) Represents the service in international meetings to further U.S. interests and to develop standards and recommended practices for the International Civil Aviation Organization.

(8) Develops, coordinates, and issues national directives to provide technical guidance on policies and procedures.

(9) Recommends, initiates, and coordinates regulatory and policy actions to resolve safety problems resulting from accidents, incidents, or other sources.

c. Assigns work projects (other than rulemaking) with recommended priorities and provides technical and policy guidance to ensure the technical adequacy of the general aviation program activities performed by the Aviation Standards National Field Office.

d. Leads the Rotorcraft Task Force.

e. Develops standards, policies, and procedures examining and appointing private persons to be representative of the Administrator under the provisions of Section 314 of the Federal Aviation Act, with respect to the certification of airmen (excluding medical certification and air traffic control operators).

f. Develops, coordinates, and recommend career development programs to assure organizational competence for employees of this division.

CHAPTER 61. OFFICE OF RULEMAKING

61-1 MISSION. The Office of Rulemaking assists the Associate Administrator for Regulation and Certification in managing and directing all aspects of FAA rulemaking actions within the purview and executive direction of the Executive Director for Regulatory Standards and Compliance.

61-2 FUNCTIONAL ORGANIZATION. No formal subdivision of the office is prescribed.

61-3 FUNCTIONS. The Office of Rulemaking:

a. Comanages (administrative, nontechnical aspects) with the office of primary interest rulemaking project activities (including flight standards, aircraft certification and manufacturing, security, medical, air traffic, airports, airspace, and energy and environmental rules).

b. Develops and recommends national policies on rulemaking procedures and priorities for issuance by the Administrator and develops procedures and program plans consistent with these policies.

c. Represents the associate administrator and the executive director in matters relating to rulemaking.

d. Conducts regulatory review of rules and appraises the quality and effectiveness of rulemaking activities.

e. Establishes and maintains a system of priorities for rulemaking activities and schedules regulatory projects.

f. Assists in the development of rulemaking documents and develops rulemaking documents for which Office of Rulemaking is the office of primary interest.

g. Provides advice on rulemaking and recommends the initiation of rulemaking actions.

h. Reviews and ensures the administrative adequacy of all safety and security regulatory material developed within FAA.

i. Assures that existing rules, regulations, standards, policies, procedures, and program performance are consistent with FAA goals and objectives.

j. Arranges and chairs hearings and formal or informal meetings on rulemaking actions.

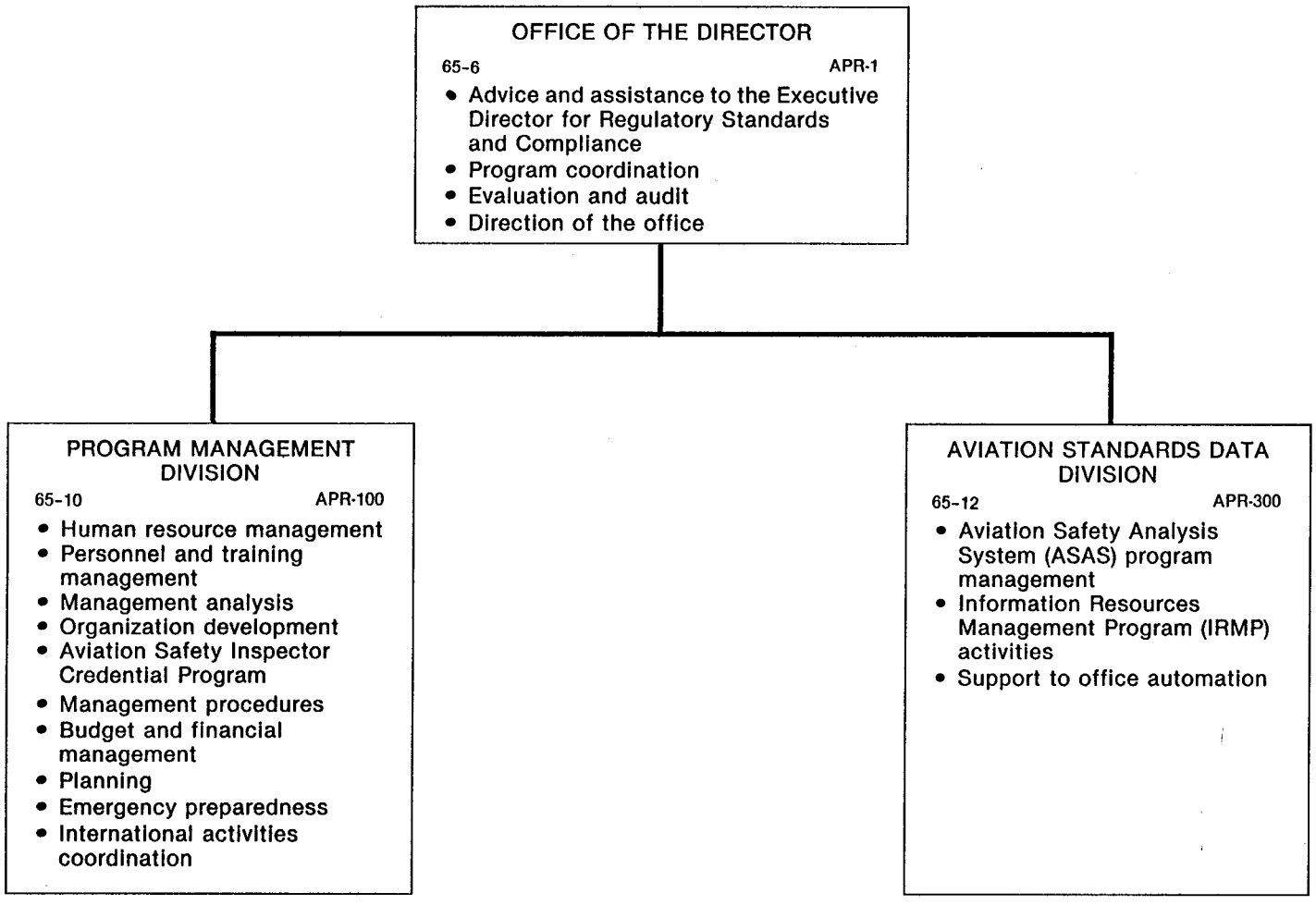
k. Serves as liaison with the Office of the Chief Counsel and other offices on rulemaking and legislation.

l. Serves as the operational/approval focal point for regulatory contact.

CHAPTER 65. OFFICE OF PROGRAM AND RESOURCE MANAGEMENT

FIGURE 65-1. FUNCTIONAL ORGANIZATIONAL CHART

OFFICE OF PROGRAM AND RESOURCE MANAGEMENT



CHAPTER 65. OFFICE OF PROGRAM AND RESOURCE MANAGEMENT

65-1 MISSION. The Office of Program and Resource Management promotes efficiency and safety in aviation safety regulatory programs by providing policy guidance, leadership, and direction to programs of national aviation safety data systems development, evaluation, resource management, and administrative and fiscal management for those offices under the Executive Director for Regulatory Standards and Compliance.

65-2 FUNCTIONAL ORGANIZATION. The functional organization of the Office of Program and Resource Management is shown in figure 65-1.

65-3 FUNCTIONS.

a. With respect to all matters within the scope of executive director's authority and direction, the Office of Program and Resource Management is responsible for:

(1) Evaluation activities.

(2) Aviation safety data automation program and policy development.

(3) Civil aviation emergency operations planning.

(4) Human resource management programs.

(5) Budget and fiscal resource management.

b. With respect to the foregoing, the office:

(1) Develops, recommends, and coordinates national policies for issuance by the Administrator.

(2) Develops, coordinates, and issues technical guidance, procedures, practices, and programs consistent with national policies.

(3) Develops and administers systems and procedures designed to facilitate effective and efficient management of programs assigned to the executive director.

(4) Develops and recommends specific program goals and areas of emphasis to guide field program planning and performance.

(5) Provides leadership in the evaluation and appraisal of program performance.

(6) Develops budgetary policies and procedures; prepares consolidated program budget; and participates in the presentation and defense of the budget.

(7) Provides leadership and direction to national organization, staffing, training, and other human resource management programs.

(8) Develops plans and technical guidance for the protection and use of civil aviation resources, except airports, in time of national emergency; and develops plans and provides guidance to Washington and field organizations for the discharge of emergency responsibilities and the continuity of functions in time of national emergency.

(9) Coordinates the administration of international aviation activities.

(10) Develops policy, coordinates, and implements new programs and provides overall monitoring of a national aviation safety data automation program.

(11) Develop performance indicators for the measurement of aviation safety and the effectiveness of safety programs.

65-4 RESERVED.

65-5 SPECIAL RELATIONS.

a. *Other FAA Organizations.* With regard to the operating relationships with the Offices of Budget, Personnel, Technical Training, Management Systems, International Aviation, the Associate Administrator for Advanced Design and Management Control, and the Associate Administrator for Human Resource Management, this office serves as focal point for all offices under the Executive Director for Regulatory Standards and Compliance to consolidate and resolve apparent conflicts between the operating needs represented by those offices, and to monitor the proposals of the program offices to assure conformity and continuity.

b. *Aviation Safety Analysis System (ASAS).* The regions, the Aeronautical Center, and the Associate Administrator for Aviation Safety provide technical expertise and assistance in the development and implementation of subsystems to the Aviation Safety Analysis System. Offices within the Aviation Standards complex are assigned responsibility for pertinent subsystems within ASAS.

65-6 OFFICE OF THE DIRECTOR. The Office of the Director:

a. Advises and assists in the effective management of resources, in the administration of executive decisions, and in the development and maintenance of productive relationships with the public, the aviation community, and other Government agencies.

b. Provides for the development and coordination and is accountable to the executive director for the adequacy of FAA policies, standards, systems, procedures, and program plans issued by or on behalf of the Administrator.

c. Provides for effective evaluation of program performance and ensures the adequacy of followup to secure correction of deficiencies.

d. Assures that all elements of the office participate constructively in the FAA Equal Employment Opportunity Action Plan and in equal employment opportunity planning for the future.

e. Provides leadership and direction in the planning, management, and control of office activities.

65-7 to 65-9 RESERVED.

65-10 RESOURCE MANAGEMENT DIVISION. The division assists the director in the administration and management of programs and services within the purview and under the executive direction of the director. This includes:

a. Developing, implementing, and administering systems and procedures designed to facilitate management of programs.

b. Developing and recommending budgetary guidance, planning guidelines, and emphasis items; preparing a consolidated program budget; and participating in the presentation and defense of the budget.

c. Developing and implementing a comprehensive program to facilitate the management of human resources, including the integration of human resource management considerations, into existing or planned programs.

d. Providing leadership, direction, and guidance on administrative management programs to offices within the complex.

e. Providing a point of liaison with the Offices of Budget, Personnel, Technical Training, and Management Systems, and other headquarters elements on administrative and program management matters.

f. Providing improved communications and employee morale by preparing and publishing a newsletter for national distribution.

g. Conducting studies and making recommendations concerning organization, structure, functions, and programs.

h. Developing, coordinating, and managing civil aviation emergency operations plans and programs to ensure continuity of civil aviation operations during a national emergency.

i. Developing, consolidating, coordinating, and monitoring long range agency plans and objectives.

j. Assisting the associate administrators in the management of international activities of the offices within the complex, and coordinating the development of international policies, standards, regulations, and positions; and serves as the IGIA Clearance Officer.

k. Managing the analysis, authorization, and prioritization of research and development projects.

l. Managing the Aviation Safety Inspector Credentials program.

m. Developing, managing, and coordinating national training requirements and plans within the framework of agency training policies.

65-11 RESERVED.

65-12 AVIATION STANDARDS DATA DIVISION. The division assists the director in providing national program policy for all data and office automation activities under the direction of the Executive Director for Regulatory Standards and Compliance. This includes:

a. Developing and directing national policy and serving as the program office for the Aviation Safety Analysis System (ASAS) engineering process with respect to system design, test, evaluation, and implementation; and coordinating system engineering processes with appropriate offices, services, and regions.

b. Representing the executive director and the offices within the complex on the Information Resources Management Committee to provide coordinated direction to implementation of the Federal Aviation Administration Information Resources Management Plan (IRMP) by:

(1) Serving as the focal point for all information resources management activities.

(2) Developing and maintaining the organization's strategic and tactical plans.

(3) Assembling information on information resource management (IRM) budgets and fiscal programs.

(4) Facilitating IRM resources and work priority decisions.

(5) Approving the acquisition of hardware, software, and related services within the delegated authority of the associate administrator or director.

(6) Tracking IRM projects and activities.

(7) Conducting indepth project reviews and triennial reviews of individual systems.

(8) Reporting on IRM progress and problems.

c. Developing national training program guidance, broad training requirements, and evaluating training proposals to ensure uniformity and completeness.

d. Conducting special statistical evaluations and analyses of agency data to meet program management and program planning requirements of the offices under the executive director, other than those analyses in support of regulatory and standards development activities conducted by the Aviation Standards National Field Office.

e. Participating in and supporting an office automation program to facilitate the most effective use of information processing and microcomputer equipment.

CHAPTER 68. EXECUTIVE DIRECTOR FOR SYSTEM DEVELOPMENT

68-1 MISSION. The Executive Director for System Development provides leadership, direction, and guidance relating to system engineering, the National Airspace System Plan, research and development, major systems acquisition management and control, operations research, and airport system development.

68-2 ORGANIZATIONAL STRUCTURE. The organizational structure for the Executive Director for System Development in figure 1-1.

68-3 FUNCTIONS. The Executive Director for System Development:

a. Provides leadership in the promotion and management of initiatives to foster aviation safety, managerial accountability, recognition, and organizational development and modernization.

b. Establishes objectives and priorities that reflect FAA strategic goals and the Administrator's policy initiatives.

c. Assures the integration and coordination of policy and planning within and across agency functional areas.

d. Evaluates effectiveness of organizational elements and programs.

e. Promotes positive human relations, open communications, and affirmative equal employment opportunity policies.

f. Exercises executive direction over the:

(1) Associate Administrator for Advanced Design and Management Control.

(2) Associate Administrator for Airports.

(3) Associate Administrator for NAS Development.

(4) FAA Technical Center.

68-4 AUTHORITY. With respect to all matters within the executive director's sphere of responsibility, the Executive Director for System Development is authorized to:

a. Take action and issue orders in the name of the Administrator, except for those matters for which the Administrator has specifically reserved authority or otherwise provided.

b. Represent the Administrator.

c. Act on any matter for which specific delegation of authority has been made to the executive director or to any element under the executive director.

CHAPTER 70. ASSOCIATE ADMINISTRATOR FOR ADVANCED DESIGN AND MANAGEMENT CONTROL

70-1 MISSION. The Associate Administrator for Advanced Design and Management Control advises and assists the Executive Director for System Development and the Administrator in developing concepts for applying new scientific and advanced technologies to meet long-range National Airspace System (NAS) requirements; and in directing, coordinating, controlling, and ensuring the adequacy of FAA plans and programs for all research, advanced development, and applied development to support new systems and procedures for the NAS.

70-2 ORGANIZATIONAL STRUCTURE. The organizational structure for the Associate Administrator for Advanced Design and Management Control is shown in figure 1-1. The Associate Administrator for Advanced Design and Management Control exercises executive direction over the:

a. Advanced System Design Service.

b. Management Control Service.

c. Operations Research Office.

70-3 FUNCTIONS. The Associate Administrator for Advanced Design and Management Control:

a. Provides program management support and guidance to develop, test, demonstrate, and implement plans and programs to improve airport capacity.

b. Serves as the agency focal point for the development and implementation of a plan for integration of tiltrotor aircraft into the National Airspace System.

c. Performs operations research.

d. Designs and conducts air traffic control, airport capacity, and energy simulation modeling.

e. Collects, analyzes, and translates user and system requirements.

f. Develops and publishes the annual Research, Engineering, and Development Plan, and reviews and coordinates the annual update to the NAS Plan prior to its publication.

g. Provides oversight, review, and evaluation of the execution of the NAS Plan, including oversight of the NAS Level I systems engineering and associated configuration control to assure the effective, economical, and timely execution of the programs comprising the NAS Plan.

h. Conducts technical reviews of all major programs to provide a continuous intensive appraisal of technical accomplishments, program costs, and schedule compliance.

i. Approves all NAS level baseline changes.

j. Provides for the independent assessment of operational readiness of major system acquisition products before a commitment is made for full production.

k. Maintains liaison with foreign technical missions and aviation research organizations abroad, and provides a focal point for U.S. technology in the context of future air traffic control systems which may affect international aviation objectives and policies.

l. Provides oversight, coordination, guidance, and monitoring of all FAA weather programs.

m. Serves as the Chairperson of the Inter-Service Working Group for F&E and R&D, the NAS Requirements Statement Control Board, and the NAS Level 1 Systems Design Configuration Control Board.

70-4 AUTHORITY. With respect to all matters within the associate administrator's sphere of responsibility, the Associate Administrator for Advanced Design and Management Control is authorized to:

a. Take action and issue orders in the name of the Administrator, except for those matters for which the Administrator has specifically reserved authority or otherwise provided.

b. Represent the Administrator.

c. Act on any matter for which specific delegation of authority has been made to the associate administrator or to any element under the associate administrator's executive direction.

70-5 RESERVED.

70-6 RESOURCE MANAGEMENT STAFF. The staff provides resource management and administrative management for the Associate Administrator for Advanced Design and Management Control (ADM). The staff:

a. Serves as the focal point and is the liaison and contact with the Office of Budget (ABU) for all ADM organizations on all Operations, F&E budget matters, and headquarters administration.

b. Serves as the ADM focal point for office automation and is responsible for ADM support for the IRMP.

c. Provides direction for development and execution of Operations and F&E budgets and fiscal programs under the purview of ADM.

(1) Represents all ADM organizations in providing guidance to ABU on the various Call for Estimates.

(2) Receives, reviews, and consolidates all ADM organizational input for the budget formulation process prior to any release of data outside ADM. This includes the F&E, Operations, Development and Direction, and headquarters Administration.

(3) Presents consolidated, formulated budgets, fiscal plans, and procurement plans to the ADM Associate Administrator and to the Deputy Associate Administrator in a process involving participation by the heads of the various ADM organizations.

(4) Receives annual and revised allowances from ABU for Operations and F&E appropriations pertaining to all ADM organizations and advises organizations of allowances.

(5) Receives, reviews, and consolidates ADM organizational input as required for the fiscal quarterly review process.

(6) Establishes and takes the lead in other fiscal reviews for ADM and provides for any followup actions required.

(7) Coordinates development of annual fiscal plans for Operations and F&E budgets. These include plans such as obligation plan, procurement plans, etc. Receives, reviews, and consolidates ADM organizational inputs. Presents fiscal plans to associate administrator for approval. Forwards plans to ABU for the ADM complex. Tracks obligations against fiscal plans.

d. Provides fiscal and administrative management support to ADM, services, and offices and the ADM staffs reporting to the associate administrator as follows:

(1) Budget and financial management including budget formulation, execution, and status reports.

(2) Personnel management and training, including personnel action processing and tracking, training request processing and tracking, EEO development programs (upward mobility, co-op, etc.), SES and Merit Pay actions, and awards and recognition actions.

(3) Compliance with FAA Human Relations Policy.

(4) Paperwork management, including directives, forms, reports (both administrative and technical), and records.

(5) Security.

(6) General administrative services, property management, and overall space management.

(7) Management analysis.

(8) Correspondence control.

e. Serves as the focal point for ADM organizations regarding involvement with the OIG and GAO. This includes establishment and coordination of ADM attendance at entrance and exit interviews, monitoring and progress of audits, and collecting and consolidating written ADM organizational responses to OIG and GAO inquiries, reports, etc.

f. Serves as the agency focal point and liaison for fiscal matters relating to the General Working Agreements between the FAA and the Transportation Systems Center (TSC) of the Research and Special Programs Administration.

g. Serves as the data base manager for computerized systems that track fiscal ADM data such as the Operations Financial Management System (OPS-FMS). Receives input data from various ADM organizations, operates and updates the computer systems, and provides operations fiscal status reports to the office of the associate administrator as needed.

h. Assists the office of the associate administrator in establishing and monitoring ADM goals and objectives.

i. Assists the office of the associate administrator in processing personnel actions for the ADM complex in nonroutine circumstances where associate approval of personnel actions is required.

j. Handles OMB Circular A-123 matters. Provides ADM coordination FOIA and Privacy Acts requests.

k. Serves as focal point for A-76 activities within the ADM complex; attends A-76 meetings, represents associate administrator, and formulates ADM position on A-76 matters for the associate administrator, as required.

l. Provides coordination and advice to ADM regarding clearance record documents being processed at the associate level.

m. Prepares and maintains ADM FAA emergency operations plan.

n. Oversees for the associate administrator the preparation and coordination of materials for executive and Congressional hearings, including followup activities.

o. Serves as the ADM lead and focal point for organizational development activities within ADM, including the implementation of management development programs, program manager development and training, career progression and rotation programs, supervisory training programs, etc.

p. Serves as the ADM focal point for all human relations activities within ADM.

q. Performs other duties as assigned by the Office of the Associate Administrator for Advanced Design and Management Control.

70-7 INTERNATIONAL TECHNICAL STAFF. The International Technical Staff is responsible for managing, originating, and conducting international technical activities within the organizations reporting to the Executive Director for System Development (AXD), including cooperative research and development programs, joint applications of advanced science and technology and access to foreign scientific developments. The staff also provides organizational and international support; conducts domestic technical program coordination for U.S. international policy positions; advances U.S. technological programs and concepts in the international aviation community; and accomplishes special studies and projects directed to ADM. The staff:

a. Draws on the cognizant organization elements in and outside of AXD to accomplish assigned international special studies and activities on international special interest issues.

b. Performs the international activities that fall within the authority of AXD. These include:

(1) Serving as the principal focal point for international technical research and engineering activities.

(2) Maintaining liaison with foreign technical missions and aviation research organizations abroad and providing technical advice and assistance.

(3) Assuring arrangements for interchange of technical information with foreign governments.

(4) Providing advice and guidance to AXD on technical matters which may affect U.S. international aviation objectives and policies on specific technical efforts conducted by foreign governments.

(5) Providing a focal point for the promotion of U.S. technology in the context of current and future air traffic control systems.

(6) Representing AXD in relationships with officials of foreign nations in the United States and abroad.

(7) Developing and managing, in coordination with the Office of International Aviation, cooperative agreements concerning joint technical activities and maintaining records of international Memorandums of Understanding (MOU).

(8) Managing all International Civil Aviation Organization (ICAO) technical activities which fall under the purview of AXD by developing U.S. positions and criteria responsive to AXD participation in ICAO divisional, panel, and study group meetings.

(9) Serving as the Interagency Group on International Aviation (IGIA) officer and focal point for AXD.

(10) Developing and managing international technical assistance programs assigned to AXD.

c. Assures integrated efforts regarding policy, goals, and objectives that directly affect external coordination of technical activities in the international area with the Associate Administrator for Policy, Planning, and International Aviation, the Offices of International Aviation and Public Affairs, and the Associate Administrator for Air Traffic.

d. Maintains close coordination with the Office of International Aviation, the Europe, Africa, and Middle East Office, other regional offices and organizations, and headquarters program offices and services to assure that international technical program activity is consonant with agency goals and objectives in the international area.

70-8 CIVIL TILTROTOR PROGRAM STAFF. The Civil Tiltrotor Program Staff identifies, initiates, and coordinates actions to facilitate the introduction of the civil tiltrotor aircraft into the National Airspace System (NAS) and contribute to development of comprehensive, national FAA rotorcraft policy, plans, and programs. The staff:

a. Serves as the agency's focal point to integrate the capabilities of the tiltrotor aircraft which will enhance a safe and effective air transportation system with other system components; coordinates and monitors the development of required standards for application of tiltrotor technology for civil aviation use that maintain or improve the current level of safety in the NAS.

b. Fosters the early application of U.S. tiltrotor technology to the worldwide aviation transportation system through coordination and information exchange with international civil aviation authorities and through assessment of the status and potential application of foreign tiltrotor developments in order to determine their possible impact on U.S. tiltrotor developments.

c. Develops requirements for research, development, test, and evaluation projects and encourages the efforts of private industry to enhance tiltrotor related development and ensures coordinated resolution of technology research, development, and economic issues related to civil tiltrotor introduction.

d. Coordinates, participates, and establishes working relationships with the Department of Defense, the Department of Commerce, the National Aeronautics and Space Administration, industry, and other Government agencies via memorandums of agreement or understanding, as required, to allow access to information and plans which have a bearing on the use of tiltrotor aircraft in a civilian environment.

e. Serves as the agency focal point for FAA civil tiltrotor initiatives and represents the agency at outside meetings of industry, both foreign and domestic.

f. Serves as the tiltrotor program advocate and responds to routine and ad hoc requests from Congress for tiltrotor program status, plans, and budget information.

g. Develops a civil tiltrotor master plan which documents the strategy and tactics of making tiltrotor technology a viable component of the civil aviation environment, and assists in the integration of this plan into the FAA Rotorcraft Master Plan.

h. Supports development of aviation awareness programs for public education as to the benefits of a civil tiltrotor transportation system; keeps FAA employees, the aviation community, and interested government agencies informed of its programs, activities, plans, and services as well as responding to the needs of the aviation consumer.

i. Works with the technical program offices which:

(1) Recommend additions, deletions, or changes in agency tiltrotor program goals and objectives.

(2) Prepare and submit for review those program and project plans proposed for accomplishment in support of tiltrotor goals and objectives.

(3) Report periodically on the tiltrotor project status of action through a designated organization point of contact.

CHAPTER 71. ADVANCED SYSTEM DESIGN SERVICE

ADVANCED SYSTEM DESIGN SERVICE

OFFICE OF THE DIRECTOR

71-6 ADS-1

- Plans, directions, and manages the FAA research, engineering, and development programs for the application of technology
- Manages NAS requirements analysis and validation process
- Manages research and development of new and advanced concepts
- Directs advanced automation laboratory facilities and activities
- Directs future ATC system definition
- Direction of the service

REQUIREMENTS AND CONCEPTS DEVELOPMENT DIVISION

71-10 ADS-100

- Requirement identification and analysis
- Automation and CNS research and development
- NASA field engineering
- Federal radionavigation plan
- Formulation of advanced operational and system concept for the national airspace system
- Defines the functional mission requirements of the aviation system and validates the design requirements
- Conducts engineering, research, and design conferences with private industry and/or other government agencies

SYSTEM TECHNOLOGY DIVISION

71-11 ADS-200

- Future ATC system definition
- Application of new technology to future NAS improvements
- Monitors and evaluates industry and other government IR&D and advanced technology for NAS application
- Defines technology needs to support new and advanced aircraft into NAS
- Airport technology research and development
- Future ATC system definition
- Rotorcraft systems
- Aircraft technology
- Human factors and man machine interfaces

FIGURE 71-1. FUNCTIONAL ORGANIZATIONAL CHART

CHAPTER 71. ADVANCED SYSTEM DESIGN SERVICE

71-1 MISSION. The Advanced System Design Service identifies, validates, and translates user and system requirements to support the National Airspace System (NAS); conducts system studies and advanced technology development activities; and maintains liaison with DOD, NASA, and industry organizations regarding technical programs, plans, and policies.

71-2 FUNCTIONAL ORGANIZATION. The functional organization of the Advanced System Design Service is shown in figure 71-1.

71-3 FUNCTIONS. Within the assigned mission and in conjunction with concerned organizations, the service is responsible for:

a. Collecting, analyzing, validating, and integrating FAA and user requirements for the NAS.

b. Formulating program requirements to support the NAS by:

(1) Validating requirements, reviewing cost, benefits, timing, and impact of alternative means of satisfying requirements.

(2) Developing requirements for economic studies and analyses necessary to support approved engineering and development programs.

(3) Formulating and recommending programs or actions to satisfy requirements.

c. Developing advanced concepts for providing National Airspace System capabilities and functions.

d. Evaluating NAS operational and technical requirements and assessing proposed engineering and development efforts to identify those concepts and technologies that enhance the NAS operational and technical requirements.

e. Performing studies and tests to ensure effective system and program integration of advanced concepts in hardware, software, and procedures which have future application to or are under development for the NAS.

f. Establishing the requirements for providing technical direction for programs conducted in the Integrated ATC Systems Research and Development Laboratory facility.

g. Conducting advanced concept studies and technical developments for application in the future National Airspace System.

h. Conducting, in coordination with the Associate Administrator for Aviation Standards and the Federal Air Surgeon, human factors research and analysis on crew certification, training, and integration of new cockpit systems.

i. Providing direction of technical programs in support of rotorcraft technology through appropriate research and development efforts.

j. Exercising administrative direction of the FAA's field offices at NASA Langley and NASA Ames to track FAA-sponsored research and for technology sharing.

k. Manages, directs, and conducts research, development, and evaluation activities in the areas of airport systems and technology.

71-4 RESERVED.

71-5 SPECIAL RELATIONS.

a. With all associate administrators and external aviation organizations, receives and validates system requirements and improvements.

b. With other associate administrators, responsible for hand-off of approved requirements for action.

c. With other associate administrators, reviews proposed Level I design changes for consistency in meeting requirements.

d. With other associate administrators, hands-off developed and validated system concepts for initiation of new development programs.

e. Works closely with the Associate Administrator for NAS Development and the FAA Technical Center for the establishment of research and development engineering test beds.

f. Supports the NASA/FAA executive council.

g. Works closely with the Associate Administrators for NAS Development; Airports; Air Traffic; and Aviation Standards to develop future system applications based on technology assessments.

h. Coordinates with industry and other Government agencies to ensure that research and development efforts are focused in the areas of general aviation, avionics, and human factors.

i. With the Associate Administrator for NAS Development, sponsors programs on human factors, weather, rotorcraft systems, and airport technology.

71-6 OFFICE OF THE DIRECTOR. Under the executive direction of the Associate Administrator for Advanced Design and Management Control, the office of the director:

a. Advises and assists the Administrator and the Executive Director for System Development in providing support in the justification of budget estimates, in the administration of executive decisions, and in the development and maintenance of productive relationships with the public, the aviation community, and other Government agencies.

b. On matters within the purview of the service, provides for the development and coordination and is accountable to the Administrator for the adequacy of agency:

(1) Policies, standards, systems, and procedures.

(2) Public rules, regulations, orders, and standards.

(3) Program plans issued by, or on behalf of, the Administrator.

c. Provides leadership and direction in the planning, management, and control of service activities.

d. Prepares service position, provides service representation in planning, and coordinates the service program for FAA emergency operations.

71-7 to 71-9 RESERVED.

71-10 REQUIREMENTS AND CONCEPTS DEVELOPMENT DIVISION. The Requirements and Concepts Development Division is responsible for the collection, analysis, validation, and documentation of NAS operational and user requirements. The division is also responsible for the definition and development of advanced concepts for communications, navigation, surveillance, and for air traffic control automation, including the management of associated research and development programs. The division:

a. Maintains liaison with domestic organizations, industry organizations, special interest groups, international organizations, and other Government agencies and laboratories regarding present and future requirements as they relate to the NAS.

b. Receives, collects, and validates operator and user requirements for improvements to the NAS. Analyzes requirements to quantify benefits, priorities, and impacts on programs previously planned. Integrates validated requirements into NAS requirements specifications.

c. Defines and analyzes alternative means of satisfying NAS requirements and estimates life cycle costs, economic trade offs, and timing of alternatives. Recommends best approach and identifies the need for new or modified programs to satisfy requirements.

d. Provides technical and programmatic analysis to support the chairman of the NAS Configuration Control Board.

e. Performs analyses to determine when improvements are needed in NAS; identifies research, engineering, and development activities needed to provide new or improved NAS capabilities.

f. Manages R, E&D projects in the areas of communications, navigation, surveillance, and air traffic control automation to include system requirements definition; concept definition; design definition; human factors aspects; evaluations, trials, and demonstrations; and specifications to support acquisition.

g. Develops and assesses new operational and system concepts that may enhance or improve the operational efficiency and/or safety of the NAS.

h. Evaluates the potential for utilization and application of new technologies in the air traffic control system. Investigates advanced computer hardware and software technology alternatives for future air traffic control automation and computer networks.

i. Manages, formulates goals, develops plans, and defines areas of emphasis for research and development engineering projects.

j. Assures understanding and coordination of technical programs in the domestic aviation community; maintains appropriate relationships with DOD, NASA, NWS, FFRDC, other Government and industry organizations and laboratories; and conducts assigned special studies on problems involving several FAA elements and user interests.

k. Manages the FAA field engineering offices located at the NASA Ames and NASA Langley Research Centers and serves as the agency focal point for coordination of FAA activities with NASA research and development applicable to aviation.

l. Initiates and assesses advanced development activities at the FAA Technical Center and provides technical program management, as well as guidance, of selected development activities.

m. Establishes requirements and architecture for the Advanced ATC Automation Systems Research and Development Laboratory. Provides technical guidance to the advanced automation activities conducted at the Laboratory.

n. Develops functional definition of new system concepts for hand off to acquisition and implementation organizations.

o. Develops, coordinates, and updates the Federal Radionavigation Plan.

p. Develops selected aviation standards.

q. Provides support for the development of the R, E&D Plan.

r. Develops information requirement concepts for the advanced airborne environment and assesses the impact of the requirements on pilots and air traffic controllers.

71-11 SYSTEM TECHNOLOGY DIVISION. The System Technology Division is the primary organization under the Associate Administrator for Advanced Design and Management Control responsible for conducting research and development efforts in airport technology, aircraft and rotorcraft technology, pilot performance and human factors, and cockpit technology research and development. The division is also responsible for monitoring industry independent research and development (IR&D) activities. The division:

a. Conducts advanced studies and analysis to define the future system.

b. Identifies areas in the NAS where application of new technology would result in cost effective improvements in the NAS.

c. Provides input to and monitors industry independent research and development (IR&D) activities in areas related to the FAA functions, including air traffic control, automation, weather, communications, navigation, and surveillance.

d. Monitors and evaluates programs of other Government agencies (i.e., DARPA, NASA, etc.) and industry organizations engaged in aviation related research activities to forestall duplication of efforts and to gain the benefit of their endeavors for the FAA programs. Maintains cognizance of new technologies being developed by industry, universities, and laboratories.

e. Investigates and conducts programs to meet the special needs of new air vehicles entering the NAS and evaluates system impacts associated with those vehicles.

f. Develops future system concepts and studies for air traffic control to integrate advanced technology vehicles, satellite technology, and airborne systems to reduce dependence on a large ground-based network of facilities.

g. Manages and directs research and development programs in areas of airport technology, man-machine interfaces, automation approaches, aircraft technology, and rotorcraft systems.

h. Conducts research, development, test, and evaluation activities in the area of airport technology. This includes programs and projects relating to airport capacity enhancement, design, and configuration; runway traction, lighting, and marking (airport and vertiport); and access/egress.

i. Manages and directs research and development programs for airport surface technology, including weather effects, lighting, marking, and hazards.

j. Investigates weather phenomena, ground and airborne, to identify and develop concepts and procedures for reducing impacts on air traffic control capacity, safety, and delay, e.g., wind shear.

k. Investigates the human factors aspects associated with introduction of new systems and technologies into the NAS. Provides human factors engineering capabilities to support programs for improving aviation safety and efficiency.

l. Conducts analysis and simulation to determine the causes of human error in the NAS and their effect on system operation. Develops guidance on improved ground and cockpit system design to reduce the impact of human errors.

m. Provides expert advisory service and agency representation at national and international conferences and meetings with members of other Government agencies and private industry relating to the division's functions.

n. Supports development of the R&D Plan.

CHAPTER 73. MANAGEMENT CONTROL SERVICE

FIGURE 73-1. FUNCTIONAL ORGANIZATIONAL CHART

MANAGEMENT CONTROL SERVICE

OFFICE OF THE DIRECTOR

73-6 AMC-1

- Advice and assistance to the associate administrator and the administrator on the status of major systems acquisitions
- Develop the agency research plans and coordination of the NAS plan
- Objective oversight of independent assessment of the operational readiness of major acquisition programs
- Direction of the service
- Competition advocate for FAA

NAS PROGRAM ANALYSIS AND CONTROL DIVISION

73-10 AMC-100

- Provides independent oversight of NAS plans and programs
- Coordinates the FAA national airspace system plan
- Manages and oversees the agency major system acquisition process
- Supports and maintains the competition advocate position within FAA
- Supports the associate administrator chair on the (F&E) inter-service working group
- Supports the associate administrator chair on the NAS requirements and CCBs

RESEARCH AND DEVELOPMENT, MANAGEMENT AND CONTROL DIVISION

73-11 AMC-200

- Formulates the agency's research and development plan
- Manages the research, engineering and development budget
- Provides oversight, assessment, and tracking of the agency research and developent programs
- Supports the associate administrator chair on the inter-service work group for the agency research and development program

INDEPENDENT OPERATIONAL TEST AND EVALUATION DIVISION

73-12 AMC-300

- Independent OT&E for major system acquisitions
- Independent assessment of operational effectiveness
- Reports to the administrator on operational readiness
- Independent oversight of an evaluation of major system test plans and test results

CHAPTER 73. MANAGEMENT CONTROL SERVICE

73-1 MISSION. The Management Control Service provides independent review, monitoring, and evaluation of all NAS Plan programs; coordinates the annual update to the National Airspace System Plan; develops, coordinates, and publishes the Research, Engineering and Development Plan; provides oversight on the NAS configuration and architecture and NAS Plan technical, cost, benefit, and schedule baselines; provides an independent assessment of operational readiness of major systems prior to production commitment; and formulates and administers the agency's Research, Engineering and Development (R,E&D) budget.

73-2 FUNCTIONAL ORGANIZATION. The functional organization of the Management Control Service is shown in figure 73-1.

73-3 FUNCTIONS. Within the assigned mission and in conjunction with concerned organizations, the service:

a. Operates a management control system to provide oversight on technical, cost, benefit, and schedule baselines for selected NAS Plan projects.

b. Provides configuration management oversight for all NAS Plan baselines.

c. Provides support and analysis to the associate administrator to execute the role of Chairperson for the Interservice Working Group for F&E and R, E&D, the National Airspace System Requirements Control Board, and the NAS Configuration Control Board.

d. Serves as a member of the Specification Review Board.

e. Reviews, monitors, and evaluates all NAS Plan programs and makes independent reports and recommendations on any matter relating to their management.

f. Performs the functions of the Competition Advocate for the agency to promote full and open competition in FAA acquisitions.

g. Initiates and conducts an objective oversight and independent assessment of the operational effectiveness and suitability of major system acquisition products prior to final commitment to full production.

h. Reviews and coordinates the National Airspace System Plan for Facilities and Equipment prior to its final publication.

i. Develops, coordinates, and publishes the FAA Plan for Research, Engineering, and Development.

73-4 RESERVED.

73-5 SPECIAL RELATIONS. The Management Control Service works with:

a. The Associate Administrator for NAS Development (AND), has access to and receives the financial, cost, benefits, schedule, and risk analyses from the AND controlled models and systems supplied by the SEI contractor, and may request special analyses and reports to be prepared.

b. The Associate Administrator for NAS Development in developing the NAS Plan to be coordinated by ADM.

c. The Office of Budget in the formulation of the budget and coordination of reprogramming activities.

d. Other associate administrators in support of ISWG function and with other associate administrators through their ISWG representatives in budget formulation and reprogramming activities.

e. The Administrator by providing reviews of acquisition programs and policy through the Associate Administrator for Advanced Design and Management Control.

f. Other associate administrators in support of NAS system requirements specification and Level I design CCB's and is responsible for coordination with other associate administrators to ensure consistency with NAS plans and agency goals.

g. Other associate administrators and is responsible for coordination with other associate administrators through their ISWG representatives on the R,E&D budget formulation and reprogramming activities.

h. The Associate Administrator for NAS Development in coordinating and integrating the R&D developmental activities, R&D budget and plan associates with the F&E budget and NAS Plan programs. These R&D activities form an integral part of the NAS Plan.

i. The FAA Technical Center by receiving specific support and resources to carry out its mission from the FAA Technical Center.

j. Specific outside agencies and negotiates directly for joint IOT&E on major system acquisitions being jointly procured.

k. The program manager who is responsible for coordination of the test and evaluation plan and transmittal of factual reports of testing to the IOT&E staff in a timely manner to support readiness decisions.

73-6 OFFICE OF THE DIRECTOR. Under the executive direction of the Associate Administrator for Advanced Design and Management Control, the office of the director:

a. Advises and assists the Administrator and the Executive Director for System Development in providing support in the justification of budget estimates, in the administration of executive decisions, and in the development and maintenance of productive relationships with the public, the aviation community, and other Government agencies.

b. On matters within the purview of the service, provides for the development and coordination and is accountable to the Administrator for the adequacy of agency:

(1) Policies, standards, systems, and procedures.

(2) Public rules, regulations, orders, and standards.

(3) Program plans issued by, or on behalf of, the Administrator.

c. Provides leadership and direction in the planning, management, and control of service activities.

d. Prepares service position, provides service representation in planning, and coordinates the service program for FAA emergency operations.

73-7 to 73-9 RESERVED.

73-10 NAS PROGRAM ANALYSIS AND CONTROL DIVISION. The NAS Program Analysis and Control Division has primary responsibility within the FAA for NAS acquisition oversight. It is responsible for conducting independent and objective review, monitoring, and evaluation of NAS programs; provides independent management assessment to support and control the NAS configuration and architecture; providing the technical and financial analysis to support the NAS Configuration Control Boards (CCB) and Interservice Working Groups (ISWG); and supporting the agency's Competition Advocate. The division:

a. Provides support to the chairman of the ISWG for F&E appropriations and participates in the R,E&D ISWG to ensure consistency with the F&E Plan; analyzes calls for estimates, budget submittals, and proposals and coordinates with other agency elements; and develops and recommends positions on ISWG proposals.

b. Reviews and coordinates with other agency elements and with OST, OMB, and Congressional staffs and recommends to the Administrator approval of the annual updates of the NAS Plan prior to publication. Serves as the focal point and is the liaison with OST, OMB, and the Congress for all NAS Plan issues related to costs and schedules.

c. Advises the associate administrator on annual budgetary decisions and alternatives as they affect the implementation of the NAS Plan and the meeting of agency goals.

d. Coordinates NAS programs and policies with appropriate outside organizations, e.g., DOD, NWS, DOC, etc.

e. Ensures that R&D requirements to support NAS Plan programs are included in the R,E&D budget and coordinates R&D support through ISWG.

f. Convenes and provides support for Major System Acquisition (MSA), TSARC Program List (TPL), Supplemental Program Monitoring List (SPML), and special program reviews. Such reviews are conducted by the program manager to provide the Administrator, the Deputy Administrator, the cognizant associate administrator, and the OST with information on program progress against plans; changes in plans or requirements, schedules, resources, problems, and issues; status of action items from previous reviews; responses to external events; and specific program needs.

g. Monitors individual program accomplishment to ensure adherence to the NAS Plan and recommends readjustment of programs, goals, or the NAS Plan, as applicable.

h. Reviews programs and capital investment strategies and provides independent assessment with respect to program funding, spending profiles, schedules, trends, and risks. Provides such assessment, including any problems or management issues, to the program manager, the cognizant associate administrator, the program sponsor, or the Administrator, as appropriate.

i. Monitors and independently assesses progress of individual programs and the NAS Plan with respect to actual accrual of benefits against the FAA operating budgets and measures of safety and productivity.

j. Reviews major acquisition documentation which is sent to the Administrator, the Deputy Administrator, or the Executive Director for System Devel-

opment for approval and provides independent evaluation and comment through the Associate Administrator for Advanced Design and Management Control (ADM) to the Administrator. Provides oversight to ensure that approved acquisition procedures are adhered to and that procedural changes are made as necessary.

k. Supports the FAA Competition Advocate:

(1) Reviews all procurement prenotification submittals to ensure full and open competition, where reasonable and practical, prior to submittal to the Senior DOT Competition Advocate at OST.

(2) Reviews the FAA acquisition practices with the objective of reducing impediments to full and open competition.

(3) Advocates the value of competition in contracting within the FAA, provides guidance and disseminates information as to how competition can be further expanded.

l. Provides technical and administrative support to the associate administrator, chairman of the NAS level CCB's on NAS system requirements and Level I design, providing NAS program, budgetary, and technical analysis; position papers on key issues; and coalescing agency positions for recommendations. Supports the associate administrator or designee on the NAS system specification, cluster, and other CCB's.

m. Reviews and coordinates NAS Plan baseline changes; assesses the schedule, cost, technical, and benefits impacts on the NAS Plan and F&E budget; assures that changes to the baseline are made in a traceable and formalized manner; and recommends disposition to the CCB chairman.

n. Reviews specifications, designs, and individual program plans for conformance to operational requirements, the defined architecture, the NAS Plan, and FAA policies and goals.

o. Represents the service director on the Specification Review Board to assure adherence to the NAS Plan policies, goals, and baselines.

p. Supports the associate administrator in the development of a common position on technical policy related to organizations such as the Office of Technology Assessment, the National Academy of Sciences, professional societies, and universities.

q. Serves as the ADM focal point for coordination with airspace reviews, such as the National Airspace Review, Canadian Airspace Review (CAR), etc.

73-11 RESEARCH AND DEVELOPMENT MANAGEMENT AND CONTROL DIVISION. The Research and Development Management and Control Division is responsible for independent review, monitoring, and evaluation of the R,E&D programs and processes; supports the chairman of the R,E&D Interservice Working Group (ISWG); formulates the R,E&D budget; convenes program reviews of R,E&D programs; and develops, coordinates, and publishes the R,E&D Plan. The division:

a. Develops, coordinates, maintains, and publishes the FAA Research and Development Plan which defines the R,E&D efforts required to assure the intended evolution of the NAS; adequately supports research and development for airports, aircraft safety, security, etc.; and supports agency goals.

b. Provides direction for, develops, and executes the R,E&D budget.

c. Provides guidance for the annual Call for Estimates.

d. Receives, reviews, validates, and consolidates all R,E&D budget and reprogramming requests.

e. Provides support to the chairman of the ISWG for R,E&D appropriations; analyzes calls for estimates, budget submittals, and proposals; coordinates with other agency elements; and develops and recommends positions on ISWG proposals.

f. Presents a consolidated, formulated R,E&D budget, fiscal plan, and procurement plan to the associate administrator in a process with participation of the heads of agency organizations requesting R,E&D funds.

g. Receives annual and revised allowances from ABU and advises agency organizations of allowances.

h. Coordinates development of annual fiscal plans including obligation plans, procurement plans, etc; receives, reviews, and consolidates agency inputs; presents fiscal plans to the associate administrator for approval; forward plans to the Office of Budget; and tracks obligations.

i. Serves as the focal point and liaison with OST, OMB, and the Congress for all R,E&D budgets, fiscal programs, 5 and 10 year plans, and questions and answers related to these.

j. Develops and establishes policy with respect to the establishment of R,E&D programs; relationships with sponsors; processing of R,E&D requests or new requirements; review and control of R,E&D program; review and modification of the R,E&D Plan; review,

coordination, and approval of the R,E&D budget submissions; and financial tracking, control, and reporting on R,E&D programs and funding.

k. Establishes and maintains a process for the periodic oversight and review of the status and progress of R,E&D programs.

l. Convenes periodic reviews of R,E&D program progress against plans, schedules, resources, problems, and responses to external events and requirements.

m. Monitors broad program areas to assess progress toward program goals. Prepares issue papers and recommendations for program changes to the associate administrator.

n. Establishes and maintains a process for the review and control of proposals for changes to R,E&D programs and requirements.

o. Establishes and maintains a process and system for the tracking of R,E&D funding and expenditures.

p. Ensures that matured R&D products are incorporated into the NAS Plan for implementation, as appropriate.

73-12 INDEPENDENT OPERATIONAL TEST AND EVALUATION DIVISION. The Independent Operational Test and Evaluation (IOT&E) Division is responsible for the independent assessment of operational readiness of Major System Acquisitions (MSA) and selected other program/systems before a commitment is made for full production and prior to Operational Readiness Decision (ORD) for limited production systems. With respect to the foregoing, the division:

a. Initiates independent OT&E activities for major system acquisitions and selected other programs.

b. Conducts an objective and independent assessment of the operational effectiveness and suitability of major system acquisition systems or products.

c. Conducts an objective and independent assessment to support the ORD for limited production systems.

d. Prepares appropriate independent assessment and oversight reports for the Administrator through the Associate Administrator for Advanced Design and Management Control.

e. Reports results and makes recommendations pertaining to the operational readiness of major system acquisition systems for the production and implementation decision.

f. Determines the guidelines and oversight criteria for the OT&E functions needed to satisfy the independent assessment.

g. Provides comments to the program manager prior to each key decision point as prescribed in the Major System Acquisition process.

h. Reviews test and evaluation plans which requires coordination with the IOT&E staff to assure that the IOT&E function is satisfactorily addressed to permit the independent assessments.

i. Reviews test results and reports to ascertain system performance.

j. Monitors the conduct of operational testing to ascertain system performance.

k. Reviews adequacy of human resource management planning to support effective system performance.

l. Represents the FAA on matters pertaining to the IOT&E functions within other Government agencies, e.g., NASA, DOD, and industry.

CHAPTER 74. OPERATIONS RESEARCH OFFICE

FIGURE 74-1. FUNCTIONAL ORGANIZATIONAL CHART

OPERATIONS RESEARCH OFFICE

OFFICE OF THE DIRECTOR

74-6 AOR-1

- Applies the tools of modern operations research to system-wide analysis of the NAS
- Provides a means for FAA to plan new aircraft and airport/airspace technologies
- Provides a means of better identifying current capacity and efficiency limitations in NAS
- Directs aviation energy conservation program
- Direction of the office

AIRSPACE SYSTEM ANALYSIS DIVISION

74-10 AOR-100

- Demonstrates the effect of local and regional airspace limitations on the NAS
- Develops analytical tools and models to simulate the national airspace system
- Provides a means of quantitatively evaluating the merits of proposed enhancement to the NAS
- Provides system and airspace optimization analysis

AIRPORT ANALYSIS DIVISION

74-11 AOR-200

- Demonstrates the effect of terminal airspace limitations on the NAS
- Develops analytical tools and models to simulate the airport system
- Provides a means of quantitatively evaluating the merits of proposed airport changes and alternatives
- Provides airport optimization analysis
- Conducts aviation energy programs

CHAPTER 74. OPERATIONS RESEARCH OFFICE

74–1 MISSION. The Operations Research Office is the principal office within the agency for developing state-of-the-art mathematical models, computer simulation capabilities, and analytical programs to support operational requirements and NAS development; for developing aviation-related energy conservation programs.

74–2 FUNCTIONAL ORGANIZATION. The functional organization of the Operations Research Office is shown in figure 74–1.

74–3 FUNCTIONS. Within the assigned mission and in conjunction with concerned organizations, this office:

a. Designs and conducts simulation models for analyzing system limitations related to air traffic control routing, airport capacity, and energy.

b. Performs analyses of user preferred routing, system productivity, safety, and air traffic control procedures.

c. Conceives and constructs mathematical and other analytical models to explore and validate concepts and techniques pertaining to the operational environments of airspace. These analyses, which also include nonreal-time simulation, as appropriate, provide insight and quantitative data relevant to system factors such as safety, capacity, and workload.

d. Develops and/or translates advanced system concepts into logical software models which are analyzed and validated through the use of computer simulation techniques.

e. Applies the tools of modern operations research to systemwide analysis of the National Airspace System (NAS) to evaluate quantitatively the merits of proposed capacity enhancements to the NAS and to demonstrate the effect of local and regional airspace and airport limitations on the NAS.

f. Develops, recommends, and promulgates agency policies, goals, and priorities for the agency's energy conservation programs.

(1) Determines impacts of emerging technologies.

(2) Formulates and pursues technical programs to advance aviation state of the art in energy conservation.

g. Conducts risk modeling associated with new airspace procedures and associated avionics systems, including reduced horizontal and vertical separation, close-spaced parallel approaches, airborne collision avoidance systems, and terminal airspace operations.

74–4 RESERVED.

74–5 SPECIAL RELATIONS. The Operations Research Office:

a. Validates model requirements and assumptions in coordination with Associate Administrators for AAT, AND, AAF, ARP, AVS, as appropriate.

b. Coordinates analysis and develops recommendations for system changes in coordination with Associate Administrators for AAT, AND, AAF, ARP, AVS, as appropriate.

c. Acquires model data inputs from cognizant associate administrators, industry, and other Government organizations.

d. Plans and coordinates model activities with local and regional civil aviation authorities and industry, e.g., airlines, AOCI, ATA, et al.

74–6 OFFICE OF THE DIRECTOR. Under the executive direction of the Associate Administrator for Advanced Design and Management Control, the office of the director:

a. Advises and assists the Administrator and the Executive Director for System Development in providing support in the justification of budget estimates, in the administration of executive decisions, and in the development and maintenance of productive relationships with the public, the aviation community, and other Government agencies.

b. On matters within the purview of the service, provides for the development and coordination and is accountable to the Administrator for the adequacy of agency:

(1) Policies, standards, systems, and procedures.

(2) Public rules, regulations, orders, and standards.

(3) Program plans issued by, or on behalf of, the Administrator.

c. Provides leadership and direction in the planning, management, and control of service activities.

d. Prepares service position, provides service representation in planning, and coordinates the service program for FAA emergency operations.

74–7 to 74–9 RESERVED.

74–10 AIRSPACE SYSTEMS ANALYSIS DIVISION. The Airspace Systems Analysis Division is responsible for the development and application of operations research tools, computer modeling, and analysis for the development, design, and management of the national airspace. The computer models and simulation capabilities will enable ADM to examine and identify the limiting factors in NAS performance on a systemwide basis, develop recommendations for changes with the cognizant organizations, and to determine the impacts of changes on the NAS to counter the limiting factors. These capabilities will also permit the examination of the effectiveness of current NAS configurations, the effects of future traffic growth on the NAS, and the impact of modifications and new strategies to these configurations. The division:

a. Develops, evaluates, and applies computer simulation and analytical models to help identify limitations in NAS performance and the impact on performance of proposed changes to the NAS.

b. Performs analyses of the impacts of user preferred routings, flow control strategies, system productivity, air traffic control procedures, automation, avionics, weather, airport configuration, and equipment and facility outages on system performance.

c. Develops and applies models to determine the feasibility and benefits of advanced system concepts and associated technology. Recommends favorable advanced system concepts for further research and development.

d. Develops and/or translates advanced system concepts into software models that are analyzed and validated through the use of computer simulation techniques.

e. Conducts analyses of existing air traffic system, subsystem performance measures, criteria, and standards and determines requirements for needed changes. Applies these to present and forecasted traffic to determine where, when, and to what degree system improvements are required in domestic and international airspace.

f. Conceives and constructs mathematical and other analytical models to explore and validate concepts and techniques pertaining to the operational environments of airspace. These analyses, that include simulation, provide insight and quantitative data relevant to system factors such as safety, capacity, and productivity.

g. Validates modeling requirements and system integration analyses to support technical program direction and long-range planning.

h. Provides expert advisory services within the FAA and represents the agency at conferences and meetings with members of other Government agencies and private industry relating to the division's functions.

i. Plans and conducts field data collection, validation, and demonstrations of new and existing models.

j. Applies the tools of modern operations research to systemwide analysis of the NAS to evaluate quantitatively the merits of proposed capacity enhancements to the NAS and to validate local and regional airspace/airport improvement.

k. Validates current and future airspace separation standards and procedures for continental United States and international airspace operations.

l. Evaluates new research and development programs to determine the potential effect on overall system performance.

m. Serves as the primary technical resource to support the FAA/industry task force committees regarding computer modeling capabilities, e.g., capacity and delay.

n. Participates on the service model review board to validate new requirements, apply new technology, coordinate/correlate model development, and to interface with industry and users.

74–11 AIRPORT ANALYSIS DIVISION. The Airport Analysis Division is responsible for the development and application of operations research tools, computer modeling, and analysis for the improvement of the airport environment. The division is also responsible for the development of aviation-related energy conservation programs and for providing policy development, direction, and management support for energy and fuel conservation program. The division:

a. Develops, evaluates, and applies computer simulation models to identify need for improvements to airports and the airport environment. Identifies impacts to the airport capacity and operation.

b. Performs analyses of terminal air traffic control strategies and procedures, automation, weather, airport configuration, and facility outages on airport capacity and utilization.

c. Develops and applies models to determine feasibility and benefits of airport concepts and associated technology.

d. Develops and/or translates advanced system concepts into software models that are analyzed and validated through the use of computer simulation techniques.

e. Develops aviation-related energy conservation programs and develops and formulates long-range objectives and priorities for research and development in aviation-related energy efficient activities.

f. Represents the agency in areas of energy conservation with NASA, DOD, and other Government organizations, industry, educational institutions, and aviation organizations, both domestically and internationally.

g. Validates airport and energy modeling requirements and system integration analyses to support technical program direction and long-range planning.

h. Provides expert advisory services and agency representation at conferences and meetings with members of other Government agencies and private industry relating to the division's functions.

i. Plans and conducts field validation and demonstrations of new and existing airport models.

j. Applies the tools of modern operations research to analyze airport systems of the NAS and quantitatively evaluate the merits of proposed airport capacity enhancements to the NAS and to validate local and regional airspace/airport improvement.

k. Evaluates new research and development programs in airport areas to determine the potential effect on overall airport system performance.

l. Participates on the service model review board to validate new requirements, apply new technology, coordinate/correlate model development, and to interface with industry and users.

CHAPTER 79. ASSOCIATE ADMINISTRATOR FOR AIRPORTS

79-1 MISSION. The Associate Administrator for Airports advises and assists the Executive Director for System Development and the Administrator in directing, coordinating, controlling, and ensuring the adequacy of the substantive aspects of FAA rulemaking actions relating to the certification of airports and the administration of airport grant programs; the adequacy of the technical standards, plans, and programs for the development of a national integrated system of airports and for the improvement of safety in airport operations; and the adequacy of plans and programs to improve airport capacity.

79-2 ORGANIZATIONAL STRUCTURE. The organizational structure for the Associate Administrator for Airports is shown in figure 1-1. The Associate Administrator for Airports exercises executive direction over the:

a. Office of Airport Planning and Programming.

b. Office of Airport Safety and Standards.

c. Airport System Capacity Planning Office.

d. Regional Airports Divisions.

79-3 FUNCTIONS. The Associate Administrator for Airports:

a. Develops standards for airport design, development, construction, maintenance, operation, safety, and data.

b. Manages the Airport Certification Program.

c. Administers airport program matters pertaining to national airport planning, environmental and social requirements, airport grants, and property transfers.

d. Develops programs to improve and enhance airport capacity.

79-4 AUTHORITY. With respect to all matters within the associate administrator's sphere of responsibility, the Associate Administrator for Airports is authorized to:

a. Take action and issue orders in the name of the Administrator, except for those matters for which the Administrator has specifically reserved authority or otherwise provided.

b. Represent the Administrator.

c. Act on any matter for which specific delegation of authority has been made to the associate administrator or to any element under the associate's executive direction.

79-5 SPECIAL DELEGATIONS. The Associate Administrator for Airports is delegated authority to:

a. Approve or modify Airport Development Aid Program (ADAP) or Airport Improvement Program (AIP) projects.

b. Approve final environmental impact statements or supplements to final environmental impact statements for actions subject to section 102(2)(C) of the National Environmental Policy Act of 1969 that involve:

(1) Any new airport serving a metropolitan area.

(2) Any new runway or runway extension for an airport, any part of which is located in a metropolitan area and is either certificated under section 612 of the Federal Aviation Act of 1958, as amended, or used by large aircraft (except helicopters) of commercial operators.

(3) Any project to which a Federal, State, or local government agency has expressed opposition on environmental grounds.

(4) Any project for which a notice of intended referral to the Council on Environmental Quality has been received from another Federal agency and the objections of that agency have not been met.

c. Approve or disapprove airport noise compatibility programs submitted by airport operators under Federal Aviation Regulations, Part 150, Airport Noise Compatibility Planning.

79-6 RESERVED.

79-7 MANAGEMENT STAFF. The Management Staff is the principal advisor to the associate administrator in the management and administrative requirements areas; provides the focal point for coordination; and represents the associate administrator in matters relating to planning and utilization of agency resources. The staff:

a. For the airports program on a national basis:

(1) Provides management analysis and related management and central analytical services, including analysis of organization, methods, and procedures.

(2) Plans and conducts comprehensive reviews and evaluations of Airports program activities.

(3) Develops and administers the airports information system.

(4) Conducts staffing and manpower studies and other special studies and performs such other functions as the associate administrator directs.

(5) Provides administrative management planning guidelines.

b. As the principal staff element of the associate administrator and organizations under the executive direction of the associate administrator, provides administrative management support in:

(1) Personnel management and training.

(2) Budget and financial management.

(3) Paperwork management.

(4) Security.

(5) General administrative services coordination.

(6) Communication management.

c. Advises and assists the associate administrator and other management personnel of the organizations under the executive direction of the associate administrator on administrative management problems and actions within the purview of the airports program.

d. Represents the overall interests of the associate administrator with respect to the development of long-range plans, resource requirements, programs, and budgets.

e. Provides a focal point for consultation and coordination between the associate administrator and organizations under the executive direction of the associate administrator and central staff offices of the agency on matters of administration and with headquarters offices and services on development and revision of major procedures which cross organizational lines.

CHAPTER 80. OFFICE OF AIRPORT PLANNING AND PROGRAMMING

FIGURE 80-1. FUNCTIONAL ORGANIZATIONAL CHART

OFFICE OF AIRPORT PLANNING AND PROGRAMMING

OFFICE OF THE DIRECTOR

80-6 APP-1

- Advice and assistance to the Administrator on airport planning and development matters
- Accountability for administering Airport Grant Program
- Direction of the office
- Program performance evaluation

NATIONAL PLANNING DIVISION

80-13 APP-400

- National Plan of Integrated Airport Systems entry criteria, review, preparation, and update
- Relation of need for airport (air service) to other transportation systems
- Liaison with appropriate FAA offices and other agencies
- Program evaluation

AIRPORTS GRANTS-IN-AID DIVISION

80-14 APP-500

- Administration of Airport Improvement Program
- Criteria and procedures on grant programs and on conveyance or lease of Federal land and property for airport purposes
- Wage rates, employment practices, and civil rights on airport grant projects
- Program evaluation

COMMUNITY AND ENVIRONMENTAL NEEDS DIVISION

80-15 APP-600

- Analysis of environmental and social factors affecting airport development
- Airport compatibility with surrounding environment
- Relocation assistance in connection with airport grant projects
- Program evaluation

CHAPTER 80. OFFICE OF AIRPORT PLANNING AND PROGRAMMING

80-1 MISSION. The Office of Airport Planning and Programming serves as the principal organization of FAA responsible for all airports program matters pertaining to national airport planning, environmental and social requirements, airport grants, property transfers, and ensuring adequacy of the substantive aspects of FAA rulemaking actions relating to these programs.

80-2 FUNCTIONAL ORGANIZATION. The functional organization of the Office of Airport Planning and Programming is shown in Figure 80-1.

80-3 FUNCTIONS. As the principal staff element of FAA for airport planning and programming:

a. Within approved agency plans and policies, the office is responsible for:

(1) Administering airport grant programs, and conveyance or lease of Federal land and surplus property for airport purposes.

(2) Developing eligibility criteria governing airport grants, and entry criteria for the National Plan of Integrated Airport Systems.

(3) Providing guidance and central control over national planning of integrated airport systems, including development and issuance of the National Plan of Integrated Airport Systems.

(4) Developing guidelines for coordination and implementation of intermodal and multimodal transportation planning relating to the airports program.

b. Provides for airport planning and planning support, including development of guidance for master and system planning.

c. Analyzes and formulates the airports program legislation on subject matters within the purview of the office.

d. Administers the program for environmental review and documentation of airport projects, the airport noise compatibility planning program under Federal Aviation Regulations Part 150, and other airports program activities relating to environmental issues.

e. Provides representation at meetings of organizations concerned with matters within the purview of this office.

f. Administers the application of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 to airport improvement projects receiving Federal financial assistance.

g. Establishes and maintains liaison with Federal agencies and other organizations to ensure effective coordination of airport planning and development.

h. Maintains liaison with the Department of Defense with regard to civil use of military airports.

80-4 SPECIAL DELEGATION. With respect to the National Environmental Policy Act of 1969, the Director of Airport Planning and Programming is delegated authority to give headquarters concurrence on section 102(2)(C) actions that are approved by the Regional Airports Division Managers when such concurrence is deemed necessary by the Office of Airport Planning and Programming or requested by the region.

80-5 SPECIAL RELATIONS.

a. In the formulation of regulations, policies, criteria, and procedures for implementing equal employment opportunity and other civil rights programs as they apply to airport development programs, the Office of Airport Planning and Programming shall be guided by agency policy and issuances, standards, and guidelines as approved by the Administrator.

b. In the processing and coordination of environmental impact statements, noise exposure maps, and noise compatibility programs, and in the implementation of legislative environmental provisions as contained in the Airport and Airway Improvement Act, the Aviation Safety and Noise Abatement Act, section 102(2)(C) of the National Environmental Policy Act of 1969, and section 4(f) of the DOT Act, the Office of Airport Planning and Programming shall be guided by policy guidance developed by the Office of Environment and approved by the Administrator.

80-6 OFFICE OF THE DIRECTOR. Under the executive direction of the Associate Administrator for Airports, the office of the director:

a. Advises and assists the Administrator and the Executive Director for System Development in providing support in the justification of budget estimates, in the administration of executive decisions, and in the development and maintenance of produc-

tive relationships with the public, the aviation community, and other Government agencies.

b. Provides for the recommendation and coordination of, and is accountable to the Administrator for, the adequacy of agency:

(1) Policies, criteria, systems, and procedures.

(2) Public rules and regulations.

(3) Program plans issued by or on behalf of the Administrator.

c. Provides for effective evaluation of program performance agencywide and ensures the adequacy of followup to secure correction of deficiencies.

d. Provides leadership and direction in the planning, management, and control of office activities.

80-7 to 80-12 RESERVED.

80-13 NATIONAL PLANNING DIVISION. The division:

a. Is the principal element of the office with respect to all airports program matters pertaining to national airport planning.

b. With respect to the foregoing and within approved agency plans and policies:

(1) Develops entry criteria for the National Plan of Integrated Airport Systems.

(2) Establishes guidance for the preparation of the National Plan of Integrated Airport Systems (NPIAS); reviews regional submissions to NPIAS; keeps the information current; and publishes the NPIAS.

(3) Develops guidelines for coordination and implementation of intermodal and multimodal transportation planning relating to the airports program.

(4) Develops guidance for FAA and public use of airport planning, methodology, including master and system planning, access, and application of demand/capacity analyses.

(5) Maintains liaison with the Department of Defense in regard to national airport planning and civil use of military airports.

(6) Assures the correlation and application of goals and priorities for the national system of airports with the national aviation goals, priorities, criteria, and guidelines developed by the Associate Administrator for Policy and International Aviation and makes pertinent recommendations thereto.

(7) Within the purview of the division, evaluates regional program effectiveness and adherence to guidance in its area of cognizance.

c. Is the focal point of the office for coordinating proposed airport system goals and requirements with the Office of Aviation Policy and Plans.

80-14 AIRPORT GRANTS DIVISION. The division:

a. Is responsible for all airports program matters pertaining to airport improvement grants and property transfers.

b. With respect to the foregoing and within approved agency plans and policies:

(1) Administers the airport grants program.

(2) Develops eligibility criteria governing the airport grants program.

(3) Develops criteria for field studies and procedures on conveyance or lease of Federal land and surplus property for airport purposes.

(4) Develops criteria and procedures to assure adherence to the Equal Employment Opportunity and other Civil Rights Act programs applicable to the airport grant programs.

(5) Develops and maintains a system for compiling and analyzing information on the financial and physical status of airport grants program projects, for developing data for use in annual appropriation estimates for airport grants program projects, and for multiyear capital improvement programs.

(6) Establishes liaison and procedural arrangements with other agencies and FAA offices as required for the administration of the grants-in-aid and property conveyance programs.

(7) Obtains Department of Labor determination of wage rates in connection with airport construction and improvement projects under the Federal Airport Act, the Airport and Airway Development Act of 1970, and the Airport and Airway Improvement Act of 1982, as provided by the Davis-Bacon Act.

(8) Provides for the continuing administration of airport planning and development grants under the Airport and Airway Development Act of 1970, as amended.

c. With respect to the above:

(1) Develops regulations, criteria, and procedures.

(2) Provides guidance and evaluates the execution of these programs by the regions.

d. Analyzes and formulates the airports program legislation on subject matters within the purview of the office.

80-15 COMMUNITY AND ENVIRONMENTAL NEEDS DIVISION.

a. Is responsible for all airports program matters pertaining to environmental and social requirements.

b. With respect to the foregoing and within approved agency plans and policies:

(1) Develops regulations, criteria, and standards.

(2) Develops and provides guidance and assistance to the regions in the preparation and processing of environmental documentation in conformance with the National Environmental Policy Act of 1969, the Airport and Airway Improvement Act of 1982, as amended, and other statutes and executive orders.

(3) Manages the headquarters processing of environmental actions for airport projects and other airports program activities relating to the preservation of environmental quality, including review for adequacy and conformance with requirements and recommendations for approval or disapproval.

(4) Maintains liaison with and represents the office to other elements of FAA, other agencies, professional groups, and the aviation community on social and environmental factors affecting airport development.

(5) Provides program guidance and serves as contact point for the regions during review of noise exposure maps and noise compatibility programs submitted under FAR Part 150, and recommends noise compatibility program approval or disapproval.

(6) Develops criteria and procedures to assure adherence to provisions of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, on airport improvement projects receiving Federal financial assistance.

(7) Reviews airport use restriction proposals for consistency with law and regulation, national policy, and Federal grant agreement obligations, and recommends agency positions in coordination with other headquarters offices and with Regional Airport Division Managers.

(8) Within the purview of the division, evaluates regional program effectiveness and adherence to guidance in its area of cognizance.

CHAPTER 81. OFFICE OF AIRPORT SAFETY AND STANDARDS

FIGURE 81-1. FUNCTIONAL ORGANIZATIONAL CHART

OFFICE OF AIRPORT SAFETY AND STANDARDS

OFFICE OF THE DIRECTOR

81-6 AAS-1

- Advice and assistance to the Administrator on airport design, construction, maintenance, operation, safety, and data matters
- Analyzes and formulates airport program legislation with purview of office
- Accountability for airport standards, certification, and compliance
- Direction of the office
- Program performance evaluation

DESIGN AND OPERATIONS CRITERIA DIVISION

81-10 AAS-100

- Airport configuration, design standards, and criteria
- Airport ground and safety equipment
- International airport technical matters
- Office focal point for technical airport matters relating to research and development
- Program evaluation

ENGINEERING AND SPECIFICATIONS DIVISION

81-11 AAS-200

- Airport construction and maintenance standards
- Standards for the installation and maintenance of airport lighting and other visual aids
- Surface friction measurement program
- Standards for airport buildings
- Program evaluation

SAFETY AND COMPLIANCE DIVISION

81-12 AAS-300

- Airport Safety and Certification Programs
- Compliance with Federal airport assistance and conveyance agreements
- Airport data program
- Bird, wildlife, and landfill control
- Program evaluation

CHAPTER 81. OFFICE OF AIRPORT SAFETY AND STANDARDS

81-1 MISSION. The Office of Airport Safety and Standards serves as the principal organization of FAA responsible for all airport program matters pertaining to standards for airport design, construction, maintenance, operation, safety, and data, including ensuring adequacy of the substantive aspects of FAA rulemaking actions relating to the certification of airports.

81-2 FUNCTIONAL ORGANIZATION. The functional organization of the Office of Airport Safety and Standards is shown in figure 81-1.

81-3 FUNCTIONS.

a. Develops FAA standards and criteria for:

(1) Airport design, construction, maintenance, safety, and data.

(2) FAA-wide programs for continuous safe operation of airports and for airport safety certification.

(3) Compliance with Federal airport assistance agreements, conveyance or lease of Federal land and surplus property for airport purposes, and airport certification requirements.

b. Administers the Airport Safety and Certification Programs.

c. Manages the program for collecting and maintaining airport facilities data on the Nation's airports.

d. Provides representation at meetings of organizations concerned with matters within the purview of this office.

e. Within established policy guidelines, cooperates with the Office of International Aviation in representing the FAA interests in international airport matters.

f. Provides guidance to regions for promoting emergency operations, vulnerability reduction, and damage control at civil airports; develops plans for emergency management and restoration of civil airports after attack or natural disaster, including determining the need for equipment, materials, and supplies.

g. Establishes and maintains liaison with other Federal agencies and other organizations to ensure effective coordination of airport design, construction, maintenance, operational, and safety matters within the purview of this office.

h. Analyzes and formulates the airport program legislation on subject matters within the purview of the office.

81-4 SPECIAL DELEGATIONS. The Director of Airport Safety and Standards is delegated authority to grant or deny petitions for exemption from the requirements of Federal Aviation Regulations Part 139, Certification and Operations: Land Airports Serving CAB Certificated Air Carriers, filed on behalf of military airports.

81-5 SPECIAL RELATIONS. In the formulation of standards for airport design, construction, and maintenance, the Office of Airport Safety and Standards shall consider application of the results of the engineering and development efforts conducted by the organizational elements of the engineering and development organizations. The content of other published official reports of the engineering and development organizations shall be utilized by the Office of Airport Safety and Standards to the extent appropriate in the formulation and promulgation of agency civil airport standards, specifications, and guides.

81-6 OFFICE OF THE DIRECTOR. Under the executive direction of the Associate Administrator for Airports, the office of the director:

a. Advises and assists the Administrator and the Executive Director for System Development in providing support in the justification of budget estimates, in the administration of executive decisions, and in the development and maintenance of productive relationships with the public, the aviation community, and other Government agencies, foreign and domestic.

b. Provides for the recommendation and coordination of, and is accountable to the Administrator for, the adequacy of agency:

(1) Policies, technical standards, systems, and procedures.

(2) Public rules, regulations, engineering and compliance standards, and construction specifications.

(3) Program plans issued by or on behalf of the Administrator.

c. Provides for effective evaluation of program performance agencywide and ensures the adequacy of followup to secure correction of deficiencies.

d. Provides leadership and direction in the planning, management, and control of office activities.

81-7 to 81-9 RESERVED.

81-10 DESIGN AND OPERATIONS CRITERIA DIVISION. The division:

a. Is the principal element of the office with respect to airport engineering standards for configuration, design, equipment, and operations criteria at civil airports and is the focal point within the airports program offices for coordination on technical international matters and research and development affairs.

b. With respect to the foregoing, develops and promulgates:

(1) Current standards and guidance for the design of airports and for the technological aspects of airport airspace approach protection and obstruction criteria.

(2) Criteria for firefighting, rescue, snow removal, and miscellaneous safety and other equipment.

(3) Methodology, guidelines, and criteria for determining airport capacity.

(4) Guidance material relating to international airport matters and arranges for airport orientation and technical briefings of foreign nationals.

c. Provides guidance to regions and the aviation community which pertains to the above engineering standards for configuration.

d. Evaluates the application by the regions of the above engineering standards, criteria, and methodology.

e. Serves as the focal point for the office in providing liaison with the Program Engineering Service on all technical airport matters relative to research and development projects.

f. Provides office representation on the Interagency Group on International Aviation (IGIA) for coordination of international civil aviation organization standards and recommended practices.

g. Maintains coordination and liaison with the airport/aviation community and other Government agencies regarding airport design and equipment.

81-11 ENGINEERING AND SPECIFICATIONS DIVISION. The division:

a. Is responsible for the construction and maintenance of airside and landside airport facilities which are airport grant funded, including airport lighting and other visual aids.

b. With respect to the foregoing, develops and promulgates:

(1) Standards and specifications for airport airside facilities which cover construction and maintenance of graded areas, drainage systems, soil stabilization, airfield pavements, and runway friction surfaces and for airport landside facilities, including terminal buildings, approach roads, other airport structures, and associated landscaping.

(2) Standards and specifications for the installation and maintenance of navigational aids, power systems, airport lighting and marking systems, and other visual aids; and develops an approved manufacturers' equipment list for such products based on tests and evaluations.

(3) Criteria for the selection of airport consultants and for the conduct of predesign and preconstruction conferences.

(4) Standards for accommodations of the physically handicapped.

c. Provides guidance to regions and the aviation community which pertains to the above engineering standards and specifications for airport airside and landside development.

d. Evaluates application by the regions of the above engineering standards and specifications.

e. Develops requirements for research and analysis of improvements in criteria and techniques related to the above standards and specifications, and advises regions, other Government offices, and industry on related technical advancements.

81-12 AIRPORT SAFETY AND OPERATIONS DIVISION. The division:

a. Is the principal element of the office with respect to safety and certification of airports; airport operations and safety practices; and compliance with Federal airport assistance agreements, conveyance or lease of Federal land and surplus property for airport purposes; and airport certification requirements.

b. With respect to the foregoing, develops, promulgates, and maintains:

(1) Regulations, criteria, and standards.

(2) Guidance to the regions for promoting emergency operations, vulnerability reduction, and damage control at civil airports; plans for emergency management of civil airports and for the direction of Federal activities, for their restoration after an attack or a

natural disaster, including determining the need for equipment, materials, and supplies.

(3) Current plans, programs, standards, criteria, and procedures for the collection, maintenance, and dissemination of airport safety and facilities data on the Nation's airports.

(4) Safety programs, standards, criteria, and procedures for bird, wildlife, and landfill control.

c. Provides guidance to regions and the aviation community which pertain to the above safety, certification, and compliance matters.

d. Evaluates regional program effectiveness and adherence to guidance in its area of cognizance.

e. Maintains coordination and liaison with the airport/aviation community, other Government agencies, and with international organizations regarding airport operations and safety matters.

CHAPTER 82. AIRPORT SYSTEM CAPACITY PLANNING OFFICE

82-1 MISSION. The Airport System Capacity Planning Office is responsible for the definition, oversight, and policy formulation of programs to improve airport capacity and provides leadership to ensure their implementation. The programs encompass short-, medium-, and long-term objectives and goals and guides the FAA's efforts to enhance airport capacity.

82-2 FUNCTIONAL ORGANIZATION. No prescribed organizational structure.

82-3 FUNCTIONS. The Airport System Capacity Planning Office:

a. Participates in planning and prioritization of the distribution of capacity discretionary funds; R,E&D funded capacity related efforts, and F&E funded program for airport capacity.

b. Ensures adequate planning and budgeting for airport capacity R&D programs. Sets priorities for these efforts based on systemwide benefits. Ensures timely inclusion of follow-on F&E budget planning for implementation.

c. Serves as the FAA advocate for airport capacity development to provide for the safe and efficient utilization of the national airport system.

d. Assists the regional Airport Divisions in developing airport capacity plans for major U.S. airports, including technically feasible applications of new airspace procedures, new systems and equipment, and airport improvements and in quantifying the benefits of potential airport efficiency projects for planning purposes.

e. Produces the short term (0 to 5 years) Airport Capacity Plan encompassing airport development needs, current projects, and future requirements for efficient operation of the airport system.

f. Serves as the FAA spokesman for airport capacity development.

g. Represents the Associate Administrator for Airports on airport capacity issues.

h. Identifies long range airport system deficiencies based on estimates on future demand, state of the art technology, (e.g. electronics, aircraft design, etc.) and develops long range plans to address these deficiencies.

i. Provides technical expertise for FAA/industry capacity issues.

j. Provides leadership and participation in special national capacity studies.

CHAPTER 85. ASSOCIATE ADMINISTRATOR FOR NAS DEVELOPMENT

85-1 MISSION. The Associate Administrator for NAS Development advises and assists the Executive Director for System Development and the Administrator in directing, coordinating, controlling, and ensuring the adequacy of FAA plans and programs for system acquisition engineering and management activities for next generation NAS, including air traffic control automation systems.

85-2 ORGANIZATIONAL STRUCTURE. The organizational structure for the Associate Administrator for NAS Development is shown in figure 1-1. The Associate Administrator for NAS Development exercises executive direction over the:

a. Advanced System Acquisition Service.

b. Automation Service.

c. NAS Transition Service.

d. System Engineering and Program Management Office.

85-3 FUNCTIONS. The Associate Administrator for NAS Development:

a. Directs FAA's acquisition engineering and management activities for NAS Plan programs associated with next generation NAS communications, navigational, surveillance, and weather systems.

b. Oversees activities required to specify, develop, acquire, test, implement, and support all air traffic control (ATC) automation systems.

c. Directs, coordinates, controls, and ensures adequacy of NAS transition planning.

d. Ensures the implementation of system improvements and interfaces for system engineering policies and standards.

85-4 AUTHORITY. With respect to all matters within the associate administrator's sphere of responsibility, the Associate Administrator for NAS Development is authorized to:

a. Take action and issue orders in the name of the executive director, except for those matters for which the executive director has specifically reserved authority or otherwise provided.

b. Represent the executive director.

c. Act on any matter for which specific delegation of authority has been made to the associate administrator or to any element under the associate administrator's executive direction.

85-5 SPECIAL DELEGATION. The Deputy Associate Administrator for NAS Programs:

a. Serves as NAS Program Director and is responsible for overall implementation of the Advanced Automation System (AAS) and those systems associated with the full implementation of the AAS. The responsibilities encompass the execution of NAS Plan for those systems, including acquisition, transition planning, and integration activities to assure the effective, economical, and timely implementation of Advanced Automation System and the associated equipment. The NAS Program Director chairs the NAS System Engineering Configuration Control Board and the Engineering Specifications Review Board which reviews and approves proposed changes for assigned programs or projects.

b. Serves as the co-chairman of the Deployment Readiness Review Board.

85-6 SPECIAL RELATIONS. The regional administrators are responsible for the conduct of the field implementation and maintenance programs. Programs and policy activities initiated from within the offices under the Associate Administrator for NAS Development which will alter agency policy, plans, or priorities shall be coordinated with the Associate Administrator for Policy, Planning, and International Aviation and the regions prior to their promulgation.

85-7 PROGRAM MANAGEMENT STAFF. The staff provides overall resource management and administrative management for the Associate Administrator for NAS Development. The staff:

a. Serves as the focal point and is the liaison and contact with the Office of Budget (ABU) for all Associate Administrator for NAS Development (AND) organizations on all matters.

b. Serves as the focal point and is the liaison with OST, OMB, and the Congress for all AND organizations regarding written responses pertaining to all budgets, fiscal programs, 5- and 10-year plans, and questions and answers related to the above. This includes coordination of all financial aspects associated with development and implementation of the NAS Plan.

c. Serves as focal point for AND in the development of Trust Fund legislation for reauthorization. This includes Operations, RE&D, and F&E planning, justification briefings to FAA management, OST, OMB, and Congress.

d. Provides direction for development and execution of all budgets and fiscal programs under the purview of the Associate Administrator for NAS Development.

(1) Represents all AND organizations in providing guidance to ABU on the various Call for Estimates.

(2) Receives, reviews, and consolidates all AND organizational input for the budget formulation process prior to any release of data outside AND. This includes the RE&D, F&E, and Operations appropriations.

(3) Presents consolidated, formulated budgets, fiscal plans, and procurement plans to the AND associate administrator in a process involving participation by the heads of the various AND organizations.

(4) Receives annual and revised operating allowances from ABU for all appropriations pertaining to all AND organizations and advises organizations of allowances.

(5) Receives, reviews, and consolidates AND organizational input as required for fiscal review process.

(6) Establishes and takes the lead in fiscal reviews for the Office of the Associate Administrator for NAS Development and provides for any follow up actions required.

(7) Coordinates development of annual fiscal plans for Operations, RE&D, and F&E budgets. These include plans such as obligation plan, procurement plans, etc. Receives, reviews, and consolidates AND organizational inputs. Presents fiscal plans to associate administrator for approval. Forwards F&E plans and operations plans to the Office of Budget for the AND complex. Forwards R&D plans to Management Control Service (AMC) for the AND complex. Tracks obligations against fiscal plans.

e. Provides fiscal and administrative management support to the Office of the Associate Administrator for NAS Development and the AND staff reporting to the associate administrator as follows:

(1) Budget and financial management including budget formulation, execution, and status reports.

f. Assists the Office of the Associate Administrator for NAS Development in establishing and monitoring AND goals and objectives.

g. Serves as lead AND representative and focal point for the F&E Inter-Service Working Group.

h. Oversees for the Associate Administrator for NAS Development the preparation and coordination of materials for executive and Congressional hearings, including followup activities.

i. Serves as the technical focal point for the associate administrator's internal review and approval of activities of selected system support contractors.

j. Consolidates engineering and technical support services requirements and AND organizations for the associate administrator.

k. Performs other duties as assigned by the Office of the Associate Administrator for NAS Development.

85-8 MANAGEMENT STAFF. The Management Staff assists the Associate Administrator for NAS Development in the administration and management of programs and services within the purview and under the executive direction of the associate administrator. The staff:

a. Provides administrator management support and service in the areas of:

(1) Management Analysis.

(2) Organization and Staffing.

(3) Personnel management and training, including personnel action processing and tracking, training request processing and tracking, EEO development programs (upward mobility, co-op, etc.), SES and Merit Pay actions, and awards and recognition actions.

(4) Compliance with FAA Human Relations Policy.

(5) Paperwork management, including directives, forms, reports (both administrative and technical), and records.

(6) Security.

(7) General administrative services and overall space management.

(8) Correspondence Control.

b. Conducts management analyses affecting operation and resources of all elements of the Associate

Administrator for NAS Development. Develops guidelines and procedures and participates in organizational and management program evaluations.

c. Develops and implements changes to AND's organizational structure required to carry out the office mission and responsibilities most effectively and economically; conducts functional organization, staffing and manpower studies as directed.

d. Develops, plans, and conducts such programs/projects as may be required to ensure the availability of appropriate factual data/information for management decisions by the associate administrator and other AND elements.

e. Serves as the lead and focal point for organizational development activities within AND, including the implementation of management development programs, program manager development and training, career progression and rotation programs, supervisory training programs, etc.

f. Advises AND elements regarding authorized position allocations and monitors compliance with designated employment ceiling. Informs organizations on status of programs and recommends adjustments as necessary to assure adherence to budgetary limitations and controls established by the Office of Budget. Affects timely coordination with the Office of Budget on all program changes.

g. Serves as the AND focal point for all human relations activities within AND.

h. Reviews and evaluates all phases of human resource management activities for which the office is responsible, to determine their overall effectiveness, and, where problems or weaknesses are identified, takes necessary corrective action or recommends action to improve and strengthen any areas of human resource management functions for which responsible.

i. Develops and implements a comprehensive program to facilitate the management of human resources, including the integration of human resource management considerations, into existing or planned programs.

j. Coordinates with the headquarters Human Resource Management Division in administering all phases of AND personnel activities and serves as focal point on personnel matters affecting AND personnel. Provides guidance to AND managers in applying agency rules and regulations involving such areas as classification, staffing, employee relations, recognition and awards, performance standards, equal employment, and substance abuse.

k. Provides a point of liaison with the Offices of Budget and Management Systems and other headquarters elements on administrative and program management matters.

l. Provides improved communications and employee morale by preparing and publishing an AND newsletter for distribution.

m. Administers the Incentive Awards Program for the Associate Administrator for NAS Development.

n. Develops AND EEO plan and monitors execution of the program.

o. Handles OMB Circulate A-123 matters.

p. Serves as focal point for A-76 activities within the AND complex, attends A-76 meetings, represents associate administrator, and formulates AND position on A-76 matters for the associate administrator, as required.

85-9 MICROWAVE LANDING SYSTEM PROGRAM STAFF. The Microwave Landing System Program Staff advises the Associate Administrator for NAS Development with respect to the Microwave Landing System (MLS) program, which requires integrated planning across FAA. The MLS Program Staff.

a. Provides leadership (including matrix management), oversight, and policy direction for the MLS program.

b. Plans and sets priorities for the transition, integration, and implementation of the MLS Program.

c. Promotes the MLS program (e.g., disseminates information and represents FAA at meetings and other forums dealing with the MLS Program).

d. Formulates and executes the AND portion of the MLS budget.

e. Serves on the MLS Transition Steering Committee.

f. Sets priorities, coordinates, and evaluates MLS external activities (e.g., RTCA, ICAO, DOD, etc.).

g. Coordinates regional implementation of the MLS program through the regional MLS program coordinators.

h. Develops and presents MLS program overviews and status briefings.

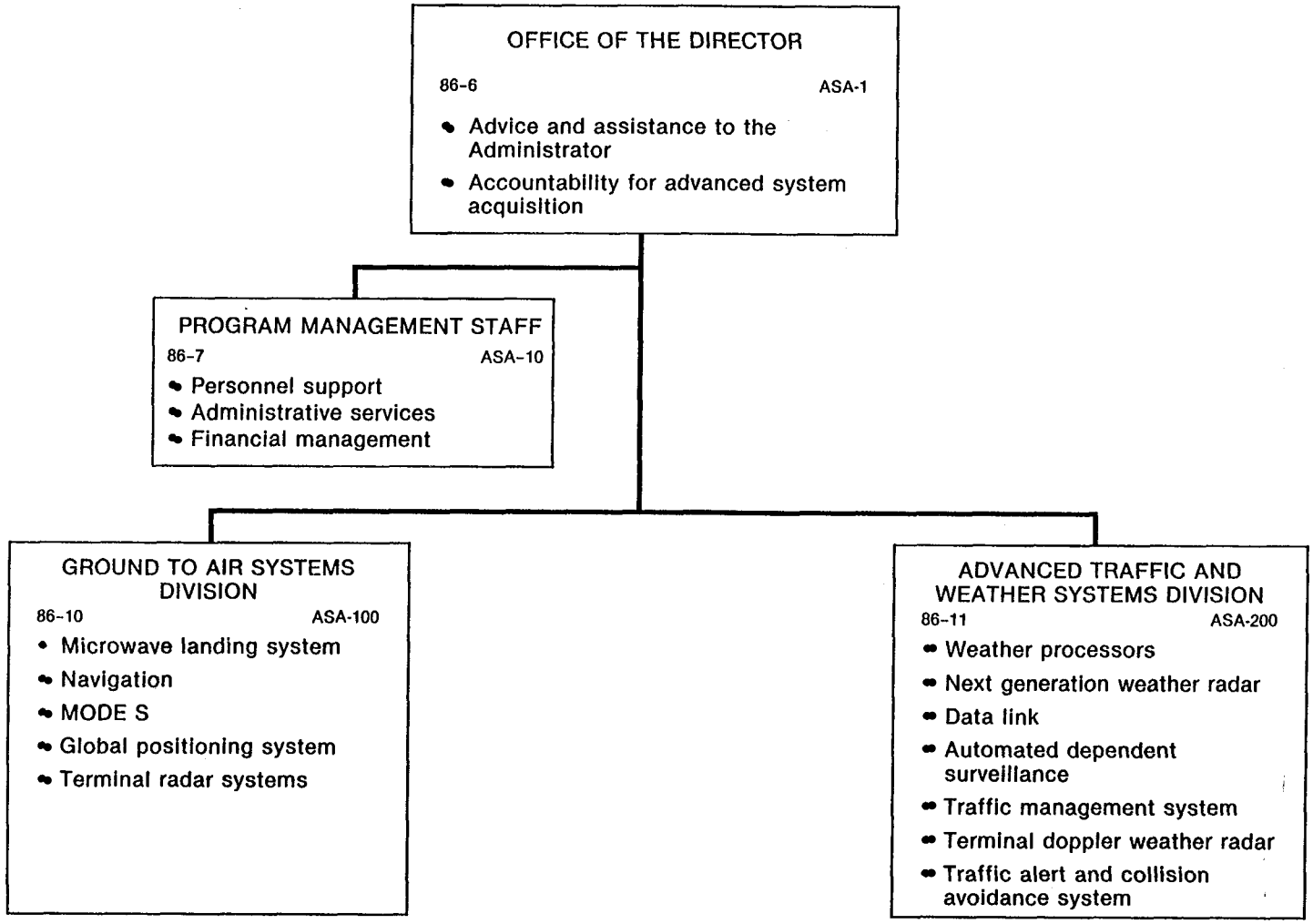
i. Manages the MLS demostration projects.

j. Develops and maintains a strategic plan for the implementation of the MLS program.

CHAPTER 86. ADVANCED SYSTEM ACQUISITION SERVICE

FIGURE 86-1. FUNCTIONAL ORGANIZATIONAL CHART

ADVANCED SYSTEM ACQUISITION SERVICE



CHAPTER 86. ADVANCED SYSTEM ACQUISITION SERVICE

86–1 MISSION. The Advanced System Acquisition Service manages, directs, and executes FAA's acquisition engineering and management activities for NAS Plan programs associated with next generation communications, navigational aids, surveillance, and weather systems that bring new functional and operational capabilities to the National Airspace System (NAS). The scope of this responsibility encompasses the necessary engineering, acquisition, production, construction installation, and integration of the new systems associated with the Advanced Automation Systems to ensure that the NAS is efficient, economical, and responsive to operational needs.

86–2 FUNCTIONAL ORGANIZATION. The functional organization of the Advanced System Acquisition Service is shown in figure 86-1.

86–3 FUNCTIONS. Within the assigned mission, excluding specified air traffic control (ATC) automation systems and facilities and the current operational systems and facilities, the service:

a. Is responsible for:

(1) Program management leadership for assigned technical and functional programs.

(2) Engineering, design, production, installation, and construction of air/ground communication systems and facilities requirements, and ATC facilities and equipment for those programs under the administrative and technical review of the Associate Administrator for NAS Development.

(3) Technical and engineering support to the regions and the Systems Maintenance Service for implementation activities associated with those systems.

(4) Accomplishing the system and facilities acquisition and establishment plan consistent with an efficient, integrated implementation of the Advanced Automation System and its related navigational, communication, surveillance, weather, landing aids, and air traffic area control facilities (ACF's).

b. Develops fiscal plans, budgets, and programs for the Advanced System Acquisition Service with respect to the facilities and equipment (F&E); and operations (OPS) funded programs.

c. Provides technical representation for the contracting officer on all contracts for assigned programs.

d. Develops and recommends the agency installation work program to meet agency requirements and assigns approved work programs for accomplishment.

e. Monitors and controls the scheduling of the requirements of acquisition, construction, installation, and dismantling or relocation of equipment and related structures in accordance with validated requirements and manages the in-transit material for construction and installation.

f. Analyzes the service's financial and physical progress of the Advanced System Acquisition Service against established goals.

g. Prepares technical installation and maintenance instructions for the national airway facilities program as a normal part of the acquisition process.

h. Establishes requirements and approves plans for test and evaluation of selected program engineering activities of the FAA Technical Center.

i. Provides technical guidance as a normal part of the acquisition process to the support activities of the Aeronautical Center engaged in the engineering fabrication, manufacture, overhaul, and repair of equipment and components for the airway facilities program, and evaluates the effectiveness, efficiency, and economy with which these activities are performed.

j. Reviews the estimated costs of proposed F&E projects for conformity with historical costs of like projects and secures engineering estimates of anticipated costs of projects for which no cost experience exists. Provides facility cost data for economic and other studies.

k. Provides, in conjunction with the Acquisition and Materiel Service and the Systems Maintenance Service, technical guidance to define logistics support for proper provisioning of new equipment.

l. Provides guidance and direction to the regional Airway Facilities divisions with respect to regional and facility implementation planning.

m. Provides guidance to the Aeronautical Center and the FAA Technical Center with respect to their technical support activities.

86–4 RESERVED.

86–5 SPECIAL RELATIONS.

a. ***With the Acquisition and Material Service (ALG).***

(1) The Advanced System Acquisition Service is responsible for the management of in-transit materials for construction and installation. Management of in-transit materials is defined as:

(a) Determining the specific equipment required for planned installation projects.

(b) Assigning units of equipment to particular projects.

(c) Establishing schedules for delivery of specified equipment to project sites.

(d) Reviewing project material inventory data to establish the feasibility of shifting earmarked material between projects or releasing project material for other application to accommodate changes in priority.

(e) Approving proposed changes in planned use of project material.

(f) Identifying and releasing for appropriate disposition project material or material on hand following a facility decommissioning which is not needed for planned facility installation.

(2) The Advanced System Acquisition Service will serve as primary source of engineering advice, consulation, and program guidance to the contracting officer during the procurement of facility installation project material and, in consonance with the contracting officer, provide technical consultation with and representation to the contractor.

(3) The Advanced System Acquisition Service will coordinate development of plans and requirements that establish the need for real property.

b. *With the Aeronautical Center (AAC).* The Advanced System Acquisition Service participates with AAC in:

(1) Identifying the need for stocking insurance (lead time to procure and consumption rate) items, forecasting demand for recurring items, and determining repair requirements and quantity levels.

(2) Making common item procurements.

(3) Identifying the need for test beds, FAA Academy and FAA Depot space, and other resources necessary to support the Program Engineering Service activities.

c. *With the Automation Service (AAP).* The Advanced System Acquisition Service provides assistance necessary for program activities as agreed upon between the Associate Administrator for Airway Facilities and the Automation Service.

d. *With the Office of International Aviation (AIA).* The Advanced System Acquisition Service provides technical support and obtains equipment for AIA for NAS-type facilities and equipment covered by AID, military service request, conducts special and prospects to support aviation activities in foreign countries, and other reimbursable type projects.

e. *With the Office of Aviation Policy and Plans (APO).* The Advanced System Engineering Service is responsible for providing pertinent data input to APO for the formulation of airway planning standards.

f. *With the FAA Technical Center (ACT).* The Advanced System Acquisition Service:

(1) Provides tasking with respect to development, testing, and evaluation of NAS projects which are conducted under actual operating conditions to demonstrate reliability and safety before new equipment is introduced into the NAS.

(2) Sponsors tasking with respect to integrating numerous equipment and procedures into complex working models in order to translate concepts into operating systems.

(3) Sponsors ACT requirements for resources necessary to support project testing which may require a unique, complex of airspace, airfield facilities, specialized engineering laboratories, test facilities, and experimental facilities.

(4) Evaluates plans for meeting requirements in terms of cost/benefit relationships and responsiveness.

g. *With the Associate Administrator for Advanced Design and Management Control (ADM).* The Associate Administrator for Advanced Design and Management Control performs the program review responsibility for designated major programs and makes independent reports and recommendations. The associate administrator provides for the independent assessment of operations readiness of major system acquisition products before a commitment is made for full production.

h. *With the Systems Maintenance Service (ASM).* The Advanced System Acquisition Service coordinates with and supports ASM in:

(1) Restoring critical services destroyed by natural disasters, vandalism, fire, and accidents.

(2) Implementing the National Airspace Integrated Logistics Support (NAILS) and NAILS Management Team process.

(3) Using operational facilities for test purposes and commissioning of test facilities.

(4) Developing Integrated Logistics Support Plans, including the development of maintenance concepts and scenarios.

(5) Implementing maintenance operational concepts, plans, policies, and requirements.

i. *With the System Engineering and Program Management Office (ASE).* The Advanced System Acquisition Service:

(1) Supports and provides programmatic input to the development of the NAS Plan. Ensures program integration and is responsive to policies and standards, incorporates functions and operational requirements into program documentation, and ensures compliance with high level NAS documents; e.g., NAS system specification, NAS system requirements, and NAS transition plan.

(2) Participated in implementing NAS configuration management (CM) policies and procedures. This includes participation on the various CCB's and the Specification Review Boards (SRB).

j. *With the Program Engineering Service (APS).* The Advanced System Acquisition Service provides assistance necessary for program activities as agreed upon between the Associate Administrator for NAS Development and the Program Engineering Service.

k. *With other functional organizations.* Under the system acquisition management process, certain significant programs are designated as MAJOR SYSTEMS and a program manager is assigned to each major system. The program manager directs activities and administratively reports to the Director, Advanced System Acquisition Service. Special management procedures contained in Order 1810.1D, Major Systems Acquisition, will be followed.

86-6 OFFICE OF THE DIRECTOR. Under the executive direction of the Associate Administrator for NAS Development (AND), the office of the director:

a. Advises and assists the Administrator in providing support in the justification of budget estimates, in the administration of executive decisions, and in the development and maintenance of productive relationships with the public, the aviation community, and other Government agencies.

b. On matter within the purview of the service, provides for the development and coordination and is a accountable to the Administrator and the Executive Director for System Development for the adequacy of agency:

(1) Policies, standards, systems, and procedures.

(2) Public rules, regulations, orders, and standards.

(3) Program plans issued by or on behalf of the Administrator.

c. Provides leadership and direction in the planning, management, and control of service activities.

d. Prepares service position, provides service representation in planning, and coordinates the service program, FAA emergency operations.

86-7 PROGRAM MANAGEMENT STAFF. The Program Management Staff:

a. Formulates and coordinates policies, standards, and guidance governing financial resources.

(1) Is responsible for service input to agency budgetary and planning processes for the research and establishment programs; represents the service on the Interservice Working Group (ISWG); and prepares service presentations for the F&E, Operations, and R,E&D appropriations.

(2) Translates decisions and actions of the ISWG that affect the service, prepares and presents internal staff briefing papers for the use of top management, prepares position papers, collects data, and supports the director in high level meetings involving the F&E program.

(3) Is responsible for service program guidance relative to F&E, R,E&D, and headquarters OPS portions in the agency's call for estimates.

(4) Compiles required justification and cost estimates to support the Advanced System Acquisition Service headquarters' portion of the agency's budget submission, spring preview, and 5 year plan. Prepares responses to issues raised by OST, OMB, or the Congress during the review of these submissions.

(5) Based on new F&E appropriations, prepares distribution of Washington costs, descriptive material (project scope, etc.), and pricing adjustments to allow the Office of Budget to prepare and issues formal budget documentation on the approved program.

(6) Administers funds allocated to the Advanced System Acquisition Service for the F&E, R,E&D, and headquarters OPS programs; coordinates programming priorities for F&E, R,E&D, and headquarters OPS programs with agency elements having vested interests; and, within authority delegated by the director, recommends allocation or reallocation of funds and assignment of work programs.

(7) Develops and distributed 5-year commissioning schedules, develops a data feedback system to allow refinement of long-range forecast planning efforts by programs managers and regional personnel, monitors planning progress, and takes appropriate action to accomplish established goals.

(8) Assures that the plans, schedules, and management of the approved establishment program for facilities from authorization of funds to facility commissioning is affected and maintains the service commissioning schedule for assigned implementation programs.

(9) Establishes, monitors, and controls fiscal management activities associated with the service internal R,E&D and F&E fiscal control process and the national F&E project schedule reporting system.

(10) Provides the expertise and is the focal point of the service for the Project Material Management System.

(11) Serves as focal point within the service for inquiries and development or procurement actions and policy for the Small Business Administrations 8(a) Minority Business Enterprise (MBE) Program.

(12) Review reprogramming proposals to determine their impact on current facility installation and operations programs and, as appropriate, recommends action on the proposal; following agency determination, adjusts work programs and schedules as necessary.

(13) Obtains cost data and estimates in accordance with normal policy and budgetary procedures for review, planning, and programming purposes; participates in cost/benefit analysis of proposed F&E and R,E&D programs; compiles and issues typical F&E cost estimates; and prepares F&E cost estimating standards.

(14) Administratively, controls services reimbursable agreements between FAA and other Government agencies, including DOD, involving loans and purchases of systems and equipment.

86–8 to 86–9 RESERVED.

86–10 GROUND TO AIR SYSTEMS DIVISION. The division:

a. Is responsible for the design, development, testing, integration, and implementation of systems and programs covering the ground to air systems in the areas of microwave landing, traffic alert collision avoidance system, navigation, MODE S, terminal radar systems, and global positioning system. The division:

(1) Manages systems development and equipment engineering, including design, development, testing, acceptance, and implementation of systems and equipment.

(2) Prepares specifications for development and production systems.

(3) Manages the installation for current and future systems to assure high system performance.

(4) Supports major system acquisition program offices in accomplishing objectives within area of assigned responsibility and in accordance with a mutually agreed upon program directive.

b. Translates validated requirements into specific plan and proposed development and establishment project. Provides cost estimates and supporting budget justification, develops and prepares life-cycle cost analyses, and develops and prepares typical program cost estimates.

c. Establishes goals, plans, and schedules and manages the accomplishment of the approved development and establishment program assuring the objectives are accomplished within authorized cost limitations and within the scheduled timeframe.

d. Plans, manages, and performs approved programs from system engineering through deployment. This includes responsibility for systems design, man-machine interface, component design, and relates functional, technical, and performance characteristics. Arranges for and monitors the field test and evaluation of equipment for inclusion in the NAS relative to the integration of such equipment into the operating system.

e. Provides the engineering, development, design, and systems analyses associated with the acquisition and acceptance of software for the NAS in the area of the division's responsibility.

f. Initiates acquisition documentation and prepares procurement requests based on technical program requirements and planned installation schedules and monitors equipment procurements to determine adherence to approved specification and the facilities installation schedule.

g. Participates in the development of the Integrated Logistics Support Plan (ILSP), as a normal part of the acquisition process, in accordance with NAILS requirements, policies, and guidelines for equipment, facilities, and systems in assigned program areas. Within this plan, identifies support requirements such as training, provisioning, test and working equipment repair, etc.

h. Provides engineering advice and consultation to the contracting officer during the procurement cycle. Acts as the contracting officer's technical representative.

i. Manages in-transit material and maintains currency of the material systems and control over the facilities and equipment inventory.

j. Reviews proposed program changes, including those submitted by regions, and validates proposals against agency policy, systems needs, and original program scope.

k. As a normal part of the integration and implementation process, analyses equipment performance, identifies area of deficiency and reasons therefore, and initiates appropriate corrective action as part of the system implementation and acquisition process.

l. As a part of the normal acquisition process, develops technical requirements and standards for overhaul of equipment that are elements of commissioned facilities as part of the system implementation and acquisition process.

m. Plans, schedules, and provides for approved dismantling or decommissioning of facilities and equipment; and determines current and future requirements for reassignment or other disposition of resulting equipment and structures.

n. Represents the service and/or agency at interagency, intergovernmental, and Government, industry, and public meetings and forums in the areas of its responsibility.

o. Provides primary point of contact with the service for identification of components for joint procurement with the military service traffic control and landing systems (TRACALS) and others.

p. Implements and maintains NAS configuration management policies and procedures for assigned programs. Chairs the appropriate cluster Configuration Control Based (CCB) and assures division representation on the other cluster CCB's and the maintenance engineering (ME) CCB.

q. Provides primary point of contact with the service for identification of components for joint procurements with the military services for developing and implementing future surveillance, navigations and landing systems, and weather radar sensors.

86-11 ADVANCED TRAFFIC AND WEATHER SYSTEMS DIVISION. The division:

a. Is responsible for the design, development, testing, integration, and implementation of systems and programs which include weather processors, next generation weather radar, terminal doppler weather radar, data link, traffic alert and collision avoidance system, automatic dependent surveillance, and traffic management systems. The division:

(1) Manages systems development and equipment engineering, including design, development, testing, acceptance, and implementation of systems and equipment.

(2) Prepares specifications for development and production systems.

(3) Manages the installation activities for current and future systems to assure high system performance.

(4) Supports major system acquisition program offices in accomplishing objectives within area assigned responsibility and in accordance with a mutually agreed upon program directive.

b. Translates validated requirements into specific plans and proposed development and establishment projects. Provides cost estimates and supporting budget justification, develops and prepares life-cycle cost analyses, and develops and prepares typical program cost estimates.

c. Establishes goals, plans, and schedules and manages the accomplishment of the approved development and establishment program assuring that objectives are accomplished within authorized cost limitations and within the scheduled timeframe.

d. Plans, manages, and performs approved program from system engineering through deployment. This includes responsibility for systems design, man-machine interface, component design, and related functional technical, and performance characteristics. Arranges for and monitors the field test and evaluation of equipment for inclusion in the NAS relative to the integration of such equipment into the operating system.

e. Provides the engineering, development, design and systems analyses associated with the acquisition and acceptance of software for the NAS in the area of the division's responsibility.

f. Develops and recommends engineering standards and procedures governing the installation of equipment, facilities, and systems.

g. Initiates acquisition documentation and prepares procurement requests based on technical program requirements and planned installation schedules and monitors equipment procurement to determine adher-

ence to approved specifications and the facilities installation schedule.

h. Participates in the development of the Integrated Logistics Support Plan (ILSP), as a normal part of the acquisition process, in accordance with NAILS requirements, policies, and guidelines for equipment, facilities, and systems in assigned program areas. Within this plan, identifies support requirements such as training, provisioning, test and working equipment repair, etc.

i. Provides engineering advice and consultation to the contracting officer during the procurement cycle. Acts as the contracting officer's technical representative.

j. Manages in-transit material and maintains currency of the material systems and control over the facilities and equipment inventory.

k. Reviews proposed program changes, including those submitted by regions, and validates proposals against agency policy, system needs, and original program scope.

l. As a normal part of the integration and implementation process, analyzes equipment performance, identifies area of deficiency and reasons therefore, and initiates appropriate corrective action.

m. As a part of the normal acquisition process, develops technical requirements and standards for overhaul of equipment.

n. Plans, schedules, and provides for approved dismantling or decommissioning of facilities and equipments; and determines current and future requirements for reassignment or other disposition of resulting equipment and structures.

o. Represents the service and/or agency at interagency, intergovernmental, and Government, industry, and public meetings and forums in the areas of its responsibility.

p. Implements and maintains NAS configuration management policies and procedures for assigned programs. Chairs the appropriate cluster CCB and assures division representation on the other cluster CCB's and the maintenance engineering (ME) CCB.

q. Provides primary point of contact with the services for identification of components for joint procurements with the military services for developing and implementing future traffic management, data line and weather sensors (excluding radar).

CHAPTER 87. AUTOMATION SERVICE

AUTOMATION SERVICE

OFFICE OF THE DIRECTOR

87-6 AAP-1

- Advice and assistance to the Administrator
- Direction of the office
- Management and direction of all activities necessary to develop and implement the Advanced Automation Program

PROGRAM MANAGEMENT STAFF

87-7 AAP-10

- Administrative management
- Preparation of program plans and review information
- Program analysis and control
- Development and administration of budget and fiscal program
- Review and approval of procurement documents
- Program management information system

AUTOMATION ENGINEERING DIVISION

87-11 AAP-100

- Air traffic control automation engineering
- Design tradeoff studies
- Requirements analysis and tracking
- System models and simulation
- Automated en route air traffic control (AERA) system advanced capabilities

ADVANCED AUTOMATION SYSTEM DIVISION

87-12 AAP-200

- Development of technical procurement specifications
- Proposal evaluation
- Technical contract management
- Design review
- Data management
- Engineering test and evaluation
- Advanced automation system implementaton

AIR TRAFFIC CONTROL AUTOMATION DIVISION

87-13 AAP-300

- Current en route and terminal automation
- New York TRACON

VOICE SWITCHING AND CONTROL SYSTEM DIVISION

87-14 AAP-400

- Voice switching and control system development
- Engineering test and evaluation
- Voice switching and control system implementation

FIGURE 87-1. FUNCTIONAL ORGANIZATIONAL CHART

CHAPTER 87. AUTOMATION SERVICE

87-1 MISSION. The Automation Service provides the leadership, management, direction, and coordination within FAA required to specify, develop, acquire, test, implement and support all air traffic control (ATC) automation systems including a replacement system for the air traffic control automation systems currently located at the domestic en route centers, offshore centers, terminal facilities, and related support facilities. The Automation Service is, in addition, responsible for the design, development, implementation, and development of the Integrated Logistics Support Plan (ILSP) for systems and programs covering all en route and terminal systems automation, Voice Switching and Control System (VSCS), oceanic traffic control, data display, procedures, development of systems in support of controller training activities and the implementation of all assigned automation programs. The service will assure that additional requirements approved by the Associate Administrator for NAS Development are incorporated into the ATC automation system in a timely and cost efficient manner.

87-2 FUNCTIONAL ORGANIZATION. The functional organization of the Automation Service is shown in figure 87-1.

87-3 FUNCTIONS. Within the assigned mission, the Automation Service:

a. Manages and directs all FAA activities necessary to design, develop, test and evaluate, produce, install, and monitor installation and initial performance of all of the assigned programs.

b. Develops and approves policies, plans, procedures, and documents necessary for sound program management and for program accomplishment, including, but not limited to detailed program plans, system engineering management plans, product assurance plans, test and evaluation plans, transition, training, integrated logistics support and implementation plans.

c. Directs all aspects of the Automation Service planning, programming, and budgeting pertaining to all of the assigned programs regardless of the appropriation involved. This includes responsibility for development and submission of all budget requests for the program under established budgetary procedures.

d. Initiates and authorizes official agreements (program directives) with the functional organizations to carry out specific program tasks (program directives are contracts which are negotiated with the director of functional organizations); authorizes funds necessary for program directive accomplishments; retains responsibility for satisfactory performance of such task agreements; and maintains overall management of program directives, periodic review of program directive accomplishments, tracking of program resources consumed, and for final review and approval of all tasks and products.

e. Implements and maintains a program tracking system for assigned programs to support the program management process and provide timely status reports on all program accomplishments, including program directives; provides program status briefings to FAA management as needed; and prepares all technical material required to support key decision point program reviews by the Administrator, the system acquisition review and major system acquisition review process, and such other reviews as are necessary.

f. Directs the preparation of, and approves, all technical procurement packages and specifications required for prime development, production and implementation, and support contracts required to perform the functions of all assigned programs; provides the Chairperson for the Source Evaluation Board (SEB) for all major contracts of all of the assigned programs; and selects and assigns members of the technical evaluation teams for the SEB.

g. Insures the operation of a Configuration Management System for all of the assigned programs; develops and maintains Configuration Management Plans; maintains configuration control during system acquisition; and implements configuration control procedures consistent with FAA policy during the acquisition phase of all of the assigned programs.

h. Serves as internal and external spokesperson for all of the assigned programs, commensurate with FAA and DOT policy.

87-4 RESERVED.

87-5 SPECIAL RELATIONS. The Automation Service will:

a. Accomplish its functions utilizing a broad spectrum of functional organizations. These organizations include offices, services, regions, and centers, as well as other Government agencies. Offices such as the Air Traffic Plans and Requirements Service, Systems Maintenance Service, Advanced System Design Service, Management Control Service, Operations Research Office, Office of Training and Higher Edu-

cation, Office of the Chief Counsel, Office of Budget, Office of Civil Aviation Security, Advanced System Acquisition Service, and the Acquisition and Materiel Service, the FAA Technical Center, and the Aeronautical Center will be essential for program accomplishment.

b. Elevate issues that cannot be resolved at office and service level to the cognizant associate administrator(s), or if necessary to the system acquisition review and major system acquisition review process and the Administrator, for resolution.

c. Coordinate, with the cognizant associate administrator(s) and offices, on budget requests to be submitted. Reprogramming required outside of approved budgets will be coordinated with the cognizant associate administrator(s) and the Office of Budget, and accomplished through normal budgetary procedures.

d. Coordinate all logistics support activities with the Acquisition and Materiel Service and work with the Systems Maintenance Service in the development and implementation of Integrated Logistics Support Plans.

e. Work closely with the Associate Administrator for Advanced Design and Management Control to ensure that management, tracking, and reporting systems are compatible with those being developed for other major system acquisitions.

f. Work closely with the Aeronautical Center and the Systems Maintenance Service to ensure the establishment of appropriate and effective provisioning processes.

g. Work closely with the Office of Training and Higher Education, the Systems Maintenance Service, and the Aeronautical Center to ensure appropriate and effective operations and technical training.

h. Work closely with the Associate Administrator for Air Traffic to insure that appropriate coordination in all phases of requirements definition, acquisition, testing, and implementation (including training) is accomplished.

i. Work closely with and support the Office of Civil Aviation Security in matters of automatic data processing security as related to the assigned programs.

j. Work closely with the Advanced System Acquisition Service providing assistance for program activities.

87-6 OFFICE OF THE DIRECTOR. Under the executive direction of the Associate Administrator for (NAS) Development, the director advises and assists the Administrator on all matters relating to all of the assigned programs. The director, assisted by the deputy director:

a. Manages and directs the planning, management, and control of all Automation Service activities.

b. Manages, directs, and monitors all FAA activities necessary to design, develop, test, evaluate, produce, install, and monitor installation and initial performance of all assigned programs.

c. Reviews and approves all other plans necessary for program accomplishment.

d. Reviews and submits for approval, after coordination with the cognizant associate administrator(s), all budget requests for all assigned programs.

e. Exercises, within approved budgets, programming and fiscal control for all assigned program funds.

f. Reviews and approves all program directives between the service and functional organizations. Authorizes funding to support approved program directives.

g. Reviews and approves all procurement planning and solicitation documents and specifications required for all assigned programs.

h. Serves as, or selects, the Chairperson of the Source Evaluation Board (SEB) for all contracts; selects and assigns members for the technical evaluation teams for the SEB; provides candidates for Contracting Officer's Technical Representative and approves final selection; and provides any other technical assistance necessary throughout the procurement process.

i. Reviews and approves all material prepared for the system acquisition review and major system acquisition review process and other key decision point reviews.

j. Serves as internal and external spokesperson for all of the assigned programs commensurate with FAA and DOT policy.

k. Conducts special projects and studies and for all activities concerning the impact external organizations, programs, and actions might have on any of the assigned programs and/or the service, especially when such projects, studies, and/or activities are not functionally assignable to any of the divisions.

l. Develops, plans, and conducts such projects and/or studies as may be required to ensure the availabil-

ity of appropriate factual information/data for sound effective decisions by the director on matters not functionally assignable to the divisions.

m. Analyzes and recommends solution to policy and operating problems which affect more than one division. Provides evaluative information to the director concerning office policy and operation.

n. Serves as a liaison between the Automation Service and external organizations on matters not functionally assignable to the divisions. Monitors and reviews external programs and/or actions to determine the impact they might have on any of the assigned programs and/or the service and keeps the director advised accordingly. In view of determinations, recommends actions which will take full advantage of beneficial impact and minimize or nullify negative impact.

87-7 PROGRAM MANAGEMENT STAFF. The staff is responsible for overall program planning, acquisition planning, costing, budget administration, fiscal program administration, project tracking, documentation program administration, and service operation. The staff:

a. Prepares program plans, program plan updates, acquisition papers, and all key decision point presentation material.

b. Develops, monitors, and assesses program schedules, management of funds, and evaluation of contractor cost estimates, and prepares the schedule and financial section of programmed documentation. Provides program forecasting identifying potential problems, determining probabilities of occurrence, and determining impact on overall program. Develops alternative plans that accommodate, resolve, or prevent these program threats.

c. Performs overall program reporting and program analysis functions. Provides program review and evaluation followup to ensure integration of findings and recommendations into revised documentation. Compares current program status to current development or acquisition implementation documents (plans, budgets, estimates, and schedules), evaluates fiscal progress and determines reasons for variation from plans, and recommends action to correct deviations. Reviews program management standards, procedures, and tools used by the service and recommends improvements or revisions.

d. Provides review of all procurement planning and solicitation documents being forwarded to the Acquisition and Materiel Service.

e. Develops program funding requirements, annual budget submissions, and long-range funding plans. Verifies requirements, prepares narrative and cost estimate justifications, and defines priorities and impacts of failure to provide various funding levels. Provides an effective budgetary control system.

f. Provides financial planning, proposes financial strategy, and ensures effective fiscal control (including the preparation, coordination, updating, and obtaining approval of fiscal estimates and plans, and providing an effective system for such control). Initiates all allotted funds and oversees their progress throughout commitment, obligation, and expenditures. Determines and recommends to the director funding propriety.

g. Serves as focal point for cost analyses for the service using cost estimating tools, including costing models, life cycle cost models, and earned value tracking systems.

h. Develops, implements, and maintains a Program Management Information System to facilitate sound effective management decisions concerning all of the assigned programs and the operation of the service. Develops and implements service automation systems.

i. Provides costing, budget, and schedule inputs to all program documentation, including program administration plans, system engineering management plans, test and evaluation management plans, logistics plans, etc.

j. Provides overall service administration support and maintains official documentation for the office.

k. Provides business and management recommendations and participates on Source Evaluation Boards in the business, production and manufacturing, and cost evaluation process of all prime contractor selections and negotiations.

l. Prepares business and production and manufacturing sections of procurement documents.

m. Plans, establishes, and maintains a data management, data depository system for the assigned projects.

87-8 to 87-10 RESERVED.

87-11 AUTOMATION ENGINEERING DIVISION. For assigned programs, the division is responsible for automation engineering analysis, engineering management, system requirements analysis, functional specifications, design trade-off studies, engineering change analysis, value engineering, quality assurance planning, system modeling and simulation, integration of

future functional capabilities, the technical development planning, and risk analysis and is the focal point with the General Services Administration in developing the delegated procurement authority. The division:

a. Provides ATC automation engineering technical support; performs analysis, and engineering and trade-off studies of ATC automation systems and subsystems, related to all of the assigned programs; maintains interface management; and conducts architecture design trade-off studies for all of the assigned programs.

b. Performs system requirements definition, requirements management, requirements analysis, requirements specification, and system specification and integration for assigned programs including those that result from newly generated requirements.

c. Performs technical, program, and cost analysis of engineering change proposals resulting from new requirements.

d. Specifies, develops, demand data, system loads, and performance benchmarks for all AAP programs, if appropriate.

e. Provides, for assigned programs, system engineering sections of program documentation, including program master plans, transition plans, budgets, system engineering management plans, program administration plans, and test plans, and the establishment of operational test and evaluation requirements.

f. Provides engineering management services for assigned Automation Service projects, including the development of system engineering management planning, technical development planning, program schedule planning and analysis, program and risk assessments, and the identification, analysis, and assessment of alternative program schedules.

g. Establishes overall integrated program strategy, transition strategies, and provides high level assessments of the overall Automation Service program to determine if there are incipient schedule inconsistencies among the various project components, and recommends coordination efforts required to effect corrective measures to the director.

h. Provides technical recommendations concerning, and participates on the Source Evaluation Board in, the technical evaluation process of assigned prime development contract selections and awards; assists in monitoring contractor(s) performance; prepares technical procurement documents for division support contracts; and provides technical management for such contracts.

i. Provides an interface to the normal coordination process with the Department of Defense on matters relating to all of the assigned programs.

j. Develops and manages the Automated En Route ATC (AERA) system advanced capabilities (AERA 2).

k. Develops and manages division program directives with functional organizations.

l. Supports other Automation Service divisions as required for program accomplishment.

87-12 ADVANCED AUTOMATION SYSTEM DIVISION. The division provides the technical management required to design, develop, fabricate, and perform engineering testing and implementation of assigned projects. The division:

a. Ensures, in cooperation with the Acquisition Service, the accomplishment of prime contract procurement activities for the Advanced Automation System. These activities include:

(1) Leadership of all technical efforts, consistent with normal agency processes and procedures, for development of technical procurement documents for RFP preparation, proposal evaluation (including technical negotiations), and technical evaluation of products of prime contractors;

(2) Providing candidates for Contracting Officer's Technical Representative (COTR), approving final selection of the COTR, and providing any other technical assistance necessary throughout the procurement process.

b. Conducts and documents the results of design reviews at appropriate times during the development and fabrication of the Advanced Automation System.

c. Develops evaluation plans and evaluation tools, and procedures for acceptance of products from prime contracts.

d. Plans and manages the integration, engineering test and evaluation, and implementation of the Advanced Automation System. In addition, ensures the accomplishment of prime contractor responsibilities related to field installation, integration, test, and evaluation and acceptance of the Advanced Automation System.

e. Develops and manages division program directives with functional organizations.

f. Coordinates, with appropriate organizations, technical issues arising during the development, engineering, test and evaluation, and implementation of the Advanced Automation System.

g. Participates in and supports the system implementation and operational acceptance testing at test sites and field sites.

h. Conducts an independent verification and validation program to ensure that the Advanced Automation System conforms with FAA functional and performance requirements.

i. Insures operation of a configuration management system for the Advanced Automation System.

j. Provides development engineering sections of all program documentation, including program master plans, budgets, engineering development plans, selection plans, source evaluation plans, data management plans, system engineering management plans, program administration plans, test, and implementation plans.

k. Supports other Automation Service divisions as required for program accomplishment.

87-13 AIR TRAFFIC CONTROL AUTOMATION DIVISION. The division:

a. Is responsible for the design, development, testing, integration, implementation, and the development of the Integrated Logistics Support Plan (ILSP) of assigned systems and programs including en route and terminal systems automation, oceanic traffic control, data display, procedures, airport surface traffic control, related controller training subsystems, and implementation of assigned automation programs. The division is responsible for the:

(1) Management of systems development and equipment engineering, including design, development, testing, acceptance, and implementation of systems and equipment.

(2) Preparation of specifications for development and production systems.

(3) Management of installation and the development of the ILSP for future systems.

(4) Support of major system acquisition program offices in accomplishing objectives within area of assigned responsibility and in accordance with a mutually agreed upon program directive.

b. Translates validated requirements into specific plans and proposed development and establishment projects. Provides cost estimates and supporting budget justification, develops and prepares life-cycle cost analyses, and develops and prepares typical program cost estimates.

c. Establishes goals, plans, and schedules and manages the accomplishment of the approved development and establishment program assuring that objectives are accomplished within authorized cost limitations and within the scheduled timeframe.

d. Plans, manages, and executes approved programs from system engineering through deployment, including the development of the ILSP. This includes responsibility for systems design, man-machine interface, component design, and related functional, technical, and performance characteristics. Arranges for and monitors the field test and evaluation of equipment for inclusion in the NAS relative to the integration of such equipment into the operating system.

e. Provides the engineering, development, design, and systems analyses associated with the acquisition and acceptance of software for the NAS in the area of the division's responsibility.

f. Develops and recommends engineering standards and procedures governing the installation, maintenance, and modification of equipment, facilities, and systems, including the development of the ILSP.

g. Initiates acquisition documentation and prepares procurement requests based on technical program requirements and planned installation schedules and monitors equipment procurement to determine adherence to approved specifications and the facilities installation schedule.

h. Prepares the Integrated Logistics Support Plan (ILSP), as a normal part of the acquisition process, in accordance with National Airspace Integrated Logistics Support (NAILS) requirements, policies, and guidelines for equipment, facilities, and systems in assigned program areas. With this plan, identifies support requirements such as training, provisioning, testing, working equipment repair, etc.

i. Provides engineering advice and consultation to the contracting officer during the procurement cycle. Acts as the contracting officer's technical representative.

j. Reviews proposed program changes, including those submitted by regions, and validates proposals against agency policy, system needs, and original program scope.

k. Ensures operation of a configuration management system for assigned programs.

l. In support of the Systems Maintenance Service, analyzes equipment performance, identifies area of deficiency and reasons therefore, and initiates appropriate corrective action.

m. Represents the service and/or agency at interagency, intergovernment, Government, industry, and public meetings and forums in the areas of its responsibility.

87-14 VOICE SWITCHING AND CONTROL SYSTEM DIVISION. The division provides the technical management required to design, develop, fabricate, perform engineering testing and implementation of specifically selected programs, including the Voice Switching and Control System (VSCS). The division:

a. Ensures, in cooperation with the Acquisition Service, the accomplishment of prime contract procurement activities for the assigned programs including the VSCS. These activities include:

(1) Leadership of all technical efforts, consistent with normal agency processes and procedures, for development of technical procurement documents for RFP preparation, proposal evaluation (including technical negotiations), and technical evaluation of products of prime contractors.

(2) Providing Contracting Officer's Technical Representative and any other technical assistance necessary throughout the procurement process.

b. Conducts and documents the results of design reviews at appropriate times during the development and fabrication of the Voice Switching and Control System.

c. Develops evaluation plans and evaluation tools and procedures for acceptance of products from prime contracts.

d. Plans and manages the integration, engineering test, and evaluation of the VSCS and the implementation of the VSCS at each air route traffic control center/area control facility site. In addition, ensures the accomplishment of prime contractor responsibilities related to field installation, integration, test, evaluation, and acceptance of the VSCS.

e. Develops and coordinates the plans and procedures necessary for the installation, transition, initial operating capability, and operational readiness demonstration of the VSCS with each of the regions.

f. Develops and manages division program directives with functional organizations.

g. Coordinates, with appropriate organizations, technical issues arising during the development, engineering, test, and evaluation of the assigned programs.

h. Participates in and supports operational acceptance testing at test sites and field sites.

i. Conducts a verification and validation program to ensure that the VSCS conforms with FAA functional and performance requirements.

j. Insures operation of a configuration management system for the VSCS.

k. Provides development engineering sections of all program documentation, including program master plans, budgets, engineering development plans, selection plans, source evaluation plans, data management plans, system engineering management plans, program administration plans, and test plans.

l. Supports other Automation Service divisions as required for program accomplishment.

CHAPTER 88. NAS TRANSITION SERVICE

NAS TRANSITION SERVICE

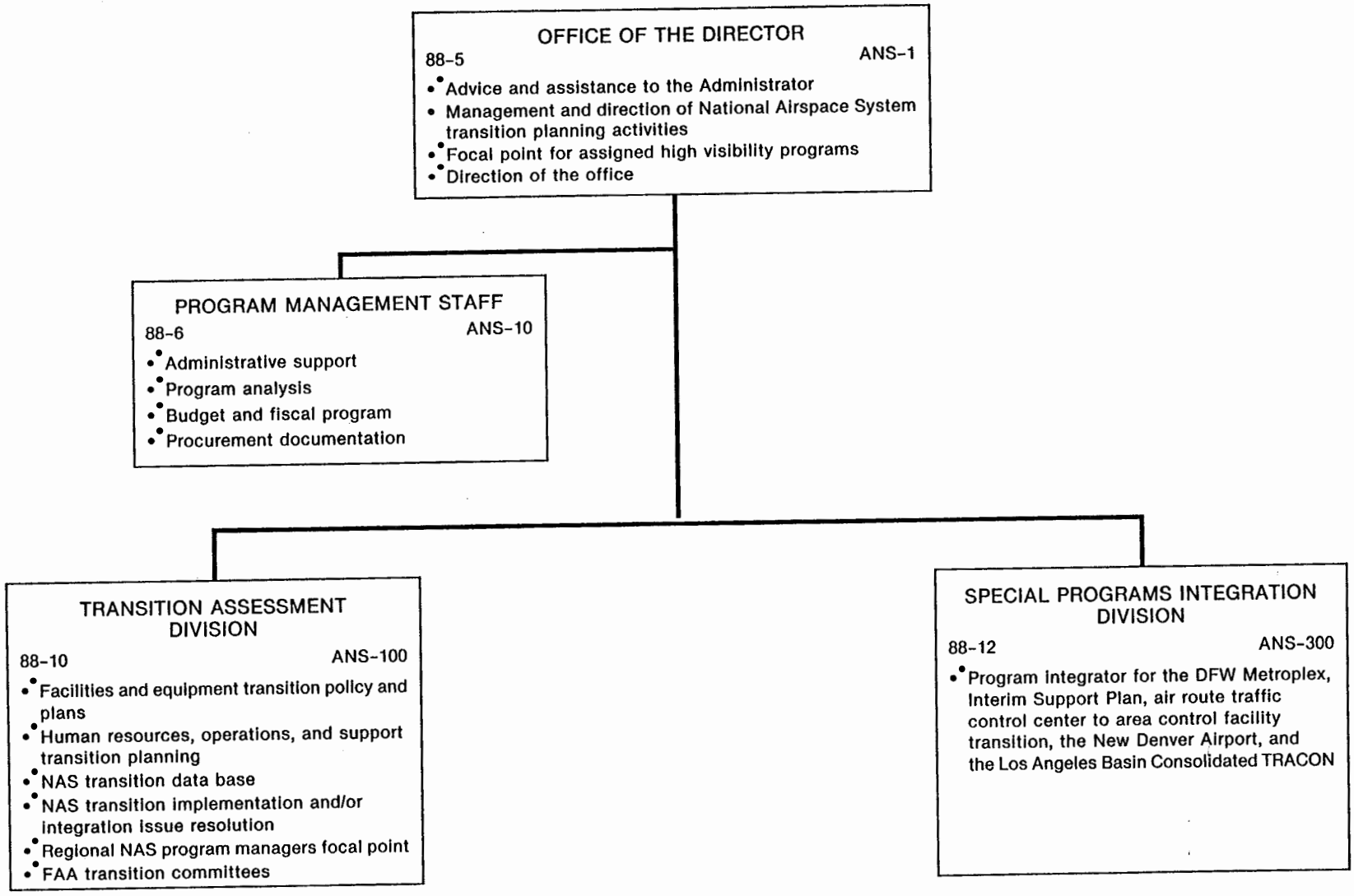


FIGURE 88-1. FUNCTIONAL ORGANIZATIONAL CHART

CHAPTER 88. NAS TRANSITION SERVICE

88-1 MISSION. The NAS Transition Service advises and assists the Associate Administrator for NAS Development and the NAS Program Director in directing, coordinating, controlling, and ensuring the adequacy of NAS transition planning. The service develops and publishes NAS Plan transition policy and guidance, and assures consistency in headquarters, regional, and site transition and implementation planning. The service identifies and coordinates resolution of transition issues among NAS programs. The service provides overall policy, leadership, and direction for assigned high visibility special projects. The service monitors and promotes guidance to human resource management planners to ensure consistency with NAS transition planning.

88-2 FUNCTIONAL ORGANIZATION. The functional organization of the NAS Transition Service is shown in figure 88-1.

88-3 FUNCTIONS. The NAS Transition Service:

a. Develops and maintains NAS transition policy, plans, and guidelines related to functional, operational, facility, environmental support, and human resource planning to assure successful NAS Plan transition.

b. Coordinates with the Air Traffic, Airway Facilities, and other appropriate organizations on NAS transition plans and technical issues.

c. Reviews specifications, designs, individual program plans, project implementation plans, regional and site transition plans for conformance to NAS transition plans and technical issues.

d. Performs analyses to determine adequacy of generic plans for facility evolution, ATC operational and maintenance operations evolution, program schedules and equipment delivery sequences, human resource requirements, and facility and environmental requirements.

e. Establishes and maintains data bases to: monitor the status of NAS systems and facilities evolution and NAS transition schedules; identify and track NAS transition issues and action items; and provide status and assessment reports for the NAS Program Director.

f. Directs, coordinates, and evaluates the performance of the System Engineering and Integration Contractor in support of NAS transition planning in the headquarters, regional, and facility level.

g. Serves as AND focal point for coordination with regional NAS Plan program managers, ACF On-site Coordinators, regional and facility Air Traffic NAS Plan representatives, and other regional and facility NAS implementation planners.

h. Represents the Associate Administrator for NAS Development and the NAS Program Director at agency or interagency, governmental, and intergovernmental, industry, and public meetings and forums.

i. Assures that overall policy, leadership, and direction for assigned, high visibility special program (e.g. ARTCC-to-ACF transition New Denver Airport, DFW Metroplex, Interim Support Plan etc.) are accomplished.

j. Plans for the transition of military and non-FAA facilities into the NAS.

k. Acts as the FAA focal point for coordination with Congress, the Department of Defense, users, and others for information and transition planning for assigned special programs.

l. Is responsible for budget and financial management, including budget formulation, execution, and status reporting for assigned special programs.

88-4 RESERVED.

88-5 OFFICE OF THE DIRECTOR. Under the executive direction of the Associate Administrator for NAS Development (AND), the office of the director:

a. Advises and assists the Administrator in providing support in the justification on budget estimates, in the administration of executive decisions, and in the development and maintenance of productive relationships with the public, the aviation community, and other Government agencies.

b. On matter within the purview of the service, provides for the development and coordination and is accountable to the Administrator for the adequacy of the agency.

(1) Policies, standards, systems, and procedures.

(2) Public rules, regulations, orders, and standards.

(3) Program plans issued by or on behalf of the Administrator.

c. Provides for effective evaluation of the agency's airway facilities program performance and ensures the

adequacy of followup to secure correction of deficiencies.

d. Provides leadership and direction in the planning, management, and control of service activities.

e. Prepares service position, provides service representation in planning, and coordinates the service program, FAA emergency operations.

88-6 PROGRAM MANAGEMENT STAFF. The Program Management Staff:

a. Formulates and coordinates policies, standards, and guidance governing financial resources, and:

(1) Is responsible for service input to ANS budgetary and planning processes for the transition program.

(2) Is responsible for service program guidance relative to F&E, Special Projects Service, and Operations portions of the agency's call for estimates.

(3) Compiles required justification and cost estimates to support the NAS Transition Service headquarter's portion of the AND budget submission, spring preview, and 5-year plan. Prepares responses for the service director to issues raised by OST, OMB, or the Congress during the review of these submissions.

(4) Based on new F&E appropriations, prepares distribution of Washington costs, descriptive material (project scope, etc.), and pricing adjustments for the service director to allow the Office of Budget to prepare and issue formal budget documentation on the approved program.

(5) Administers funds allocated to the NAS Transition Service for the F&E, Special Projects, and Operations programs by the service; coordinates programming priorities for F&E, and headquarters Operations programs with agency elements having vested interests; and, within authority delegated by the director, recommends allocation or reallocation of funds and assignment of work programs.

(6) Develops a data feedback system to allow refinement of long-range forecast planning efforts by program managers and regional personnel, monitors planning progress, and takes appropriate action to accomplish established goals.

(7) Establishes, monitors, and controls for the director fiscal management activities associated with the service internal OPNS, Special Project, and F&E fiscal control process.

(8) Provides the expertise and is the focal point of the service for the Project Materiel Management System.

(9) Serves as focal point within the service for inquiries and development or procurement actions and policy for the Small Business Administration 8(a) Minority Business Enterprise (MBE) Program.

(10) Obtains cost data and estimates in accordance with normal policy and budgetary procedures for review, planning, and programming purposes; participates in cost/benefit analysis of proposed NAS Transition programs; and prepares applicable project cost estimating standards.

b. Provides management staff support services concerning:

(1) Development and operation of a management system which identifies service goals; record priorities, resource application, target dates, and objectives; provides pertinent feedback for management use and decisionmaking; and establishes guidelines for, and monitors, service program reviews.

(2) Establishment of and participation in program and fiscal reviews for the director and provides for any required followup action.

(3) Overseeing the preparation of program plans for the service.

c. Plans, implements, and evaluates human resource management programs, including education, technical training requirements, career development, organizational development, staffing, position management, and incentive awards.

d. Develops service EEO plan and monitors execution of the program.

e. Ensures compliance with FAA Human Relations Policy.

f. Provides administrative management staff support services concerning:

(1) Paperwork management (directives, forms, reports, and records).

(2) Office service (space, telephones, and property).

(3) Physical and personnel security.

(4) Administrative standards and related activities.

g. Conducts management analyses, staff studies, evaluations activities, and other special projects for the director.

h. Provides the service coordination for the Freedom of Information Act and the Privacy Act.

i. Develops and recommends service organization concepts and plans.

j. Develops, justifies, and administers service headquarters resource requirements.

k. Provides service representation in planning and coordinates service program for FAA emergency operations.

l. Serves as the service point of contact and liaison with the OST, OIG, and GAO.

88-7 to 88-9 RESERVED.

88-10 TRANSITION ASSESSMENT DIVISION. The Transition Assessment Division:

a. Develops and coordinates policies related to facility and equipment transition planning. Recommends program priorities and formulates schedules and objectives for transition of existing systems into the NAS.

b. Provides authoritative advice to ANS-1, AND-1, and AXD-1 on systems integration and planning. Represents these managers in coordinating NAS system requirements for transition with other functional organizations in the FAA.

c. Develops and maintains NAS transition plans.

d. Establishes a data base to organize and maintain all transition data.

e. Reviews specifications and designs for compliance with NAS transition plans.

f. Reviews individual program plans and project implementation plans for compliance with NAS transition guidelines.

g. Directs and monitors preparation of integrated transition schedules for unmanned facilities. Establishes standards for preparation of these schedules.

h. Establishes, coordinates, and monitors a process for transition/implementation issue resolution. Advises senior FAA managers of issue resolution status.

i. Coordinates with regional and on-site NAS Plan managers and other interested groups. Provides support to regional and facility managers in transition planning.

j. Reviews and evaluates regional and site specific transition plans to ensure conformance to NAS transition plans.

k. Ensures that integrated site preparation and installation requirements are developed.

l. Conducts periodic reviews of regional/facility implementation schedules and provides assessments to the acting Associate Administrator for NAS Development.

m. Chairs and serves on national teams, committees, and groups for development of FAA-wide planning and implementation.

n. Sponsors regional resource requirements for regional automation transition planning and management tools.

o. Plans for the transition of military and non-FAA facilities into the NAS.

p. Assesses overall logistics support planning activities for NAS systems implementation.

q. Coordinates with headquarters organizations on transition and integrated planning activities and NAS transition issues.

r Assures completion of NAS "target" end state definition.

s. Directs and/or supports human resource and operational transition by:

(1) Developing and/or reviewing policy and guidelines.

(2) Coordinating requirements.

(3) Monitoring and evaluating headquarters planning initiatives.

(4) Providing recommendations to agency decisionmakers.

(5) Supporting the regional NAS Plan Program Managers.

(6) Sponsoring the regional resource requirements to support NAS project transition.

t. Supports the transition from ARTCC to ACF by:

(1) Conducting operational analysis of NAS Programs to support ACF transition planning.

(2) Conducting analyses of maintenance support system evolution to support transition planning.

(3) Assessing human resource and organizational impacts of transition strategies.

(4) Participating in the development of national ACF implementation plans.

(5) Reviewing NAS Project Implementation Plans.

(6) Monitoring development of NAS training and support systems.

(7) Assuring integration of human resource planning into ACF transition plans.

(8) Developing and maintaining a human resource requirements data base for NAS project transitions.

u. Promotes understanding of and visibility into human resource and operational transition planning by:

(1) Representing the Associate Administrator for NAS Development at intra-and inter-agency meetings and forums.

(2) Developing and presenting program overviews and status briefings.

(3) Leading or participating in headquarters and field teams supporting NAS Plan project implementations.

(4) Developing and maintaining a system for disseminating information on a regular basis.

88-11 RESERVED.

88-12 SPECIAL PROGRAMS INTEGRATION DIVISION. With respect to special projects which require integrated planning across the FAA, such as, the New Denver Airport, the Interim Support Plan, the Dallas-Fort Worth Metroplex, the ARTCC-to-ACF transitions, etc., the Special Programs Integration Division:

a. Serves as the FAA's focal point, and provides leadership, oversight, and integrates planning for the special projects as the Program Integrator.

b. Ensures the adequacy of transition, integration, and implementation planning across organizational boundaries, with the DOD, and with others as appropriate.

c. Serves as the headquarters focal point for dissemination of information, both internally and externally. Represents headquarters at meetings and other forums dealing with the special projects.

d. Serves as the headquarters focal point for regional accomplishment of the work effort associated with the special projects which are primarily under regional control, e.g., the New Denver Airport and the Dallas-Fort Worth Metroplex.

e. Ensures adequate planning and budgeting for the special projects. Ensures that the planning is integrated and adequately coordinated. Tracks, reviews, and evaluates program master plans, budget submissions, reprogramming requests, etc.

f. Reviews and evaluates pertinent planning documents and regional/headquarters progress against plans, e.g., acquisition plans prepared by ASA, APS, AAP.

g. Develops, coordinates, and justifies NAS Plan project submissions and budgetary inputs for the special projects. Represents the projects in the ISWG.

h. Identifies and sponsors resources in support of regional planning and implementation activities.

CHAPTER 89. SYSTEM ENGINEERING AND PROGRAM MANAGEMENT OFFICE

FIGURE 89-1. FUNCTIONAL ORGANIZATIONAL CHART

SYSTEM ENGINEERING AND PROGRAM MANAGEMENT OFFICE

OFFICE OF THE DIRECTOR

89-5 ASE-1

- Advice and assistance to the Administrator on systems engineering programs
- Accountability for systems engineering programs
- Direction of the office

NATIONAL AIRSPACE SYSTEM PLANNING AND PROGRAM MANAGEMENT DIVISION

89-10 ASE-100

- Statuses cost, benefit, schedule, and technical baselines
- Assesses impacts on NAS Plan
- Manages the Deployment Readiness Review process
- Manages Systems Engineering and Integration and MITRE contracts
- Performs international duties

SYSTEM ENGINEERING AND CONFIGURATION MANAGEMENT DIVISION

89-11 ASE-200

- Develops interface requirements documents
- Develops system-wide standards
- Allocates approved requirements in the National Airspace System design
- Designs the overall NAS architecture
- Develops and operates a configuration management process

CHAPTER 89. SYSTEM ENGINEERING AND PROGRAM MANAGEMENT OFFICE

89-1 MISSION. The System Engineering and Program Management Office designs and plans the implementation of system improvements and interfaces; develops the system engineering policies and standards; performs technical administration of the Systems Engineering and Integration (SEI) contract; manages and controls the configuration and architecture; develops plans for the modernization of the National Airspace System (NAS); monitors the status of NAS Plan projects; and coordinates and participates in technical programs with DOD, NASA, and the international community.

89-2 FUNCTIONAL ORGANIZATION. The functional organizational structure of the System Engineering and Program Management Office is shown in figure 89-1.

89-3 FUNCTIONS. Within the assigned mission, and in conjunction with concerned organizations, the office:

a. Designs the architecture for the future NAS.

b. Develops the NAS Plan for facilities and equipment.

c. Develops and maintains system plans (weather, radar, communications, etc.).

d. Establishes requirements and approves plans for test and evaluation of selected system engineering activities at the FAA Technical Center.

e. Performs program analyses to support the NAS Plan and:

(1) Conducts alternative trade studies to determine the best means of satisfying NAS requirements.

(2) Defines functional allocations and performance requirements and interface standards for major components of the NAS.

(3) Formulates and recommends programs or actions to satisfy NAS requirements.

f. Formulates policies and standards applicable to acquisition of facilities and equipment to be developed and implemented.

g. Manages the configuration of the NAS by:

(1) Maintaining baseline descriptions of the current and future systems.

(2) Controlling and accounting for all proposed changes to NAS baselines, including system requirements, acquisition, and operational support baseline documentation.

(3) Establishing and coordinating NAS configuration management policies and procedures.

(4) Providing Specification Review Board support to the chairperson.

h. Participates in the establishment of technical, cost, benefit, and schedule baselines for National Airspace System (NAS) Plan projects; aggregates baselines into logical groupings to form an overall NAS Plan baseline and monitors progress compared to the baseline; and measures and assesses actual accrual of savings benefits against FAA operating budgets and measures of safety and efficiency.

i. Prepares monthly integrated program performance reports of financial, schedule, and benefits progress compared to the NAS Program baselines.

j. Establishes and reviews project and contract performance thresholds in coordination with the NAS Program Directorate to assure that the baseline goals are met and alerts the appropriate management level when the thresholds are exceeded.

k. Reviews and coordinates all NAS Plan level baseline changes; assesses the schedule, cost, technical, and benefits impacts on the NAS Plan; and assures that changes to the baseline are made in a traceable and formalized manner.

l. Tracks status of selected project acquisition documentation.

m. Assists the National Airspace System Configuration Control Board and the Systems Engineering Configuration Control Board in evaluating the cost, schedule, and benefits impacts of proposed system changes.

n. Performs technical administration of the Systems Engineering and Integration (SEI) and MITRE contracts and keeps the contracting officer informed of any technical or contractual difficulties encountered, progress of the work, and potential problem areas under the SEI and MITRE contract.

(1) Evaluates, assesses, and monitors the progress of the SEI contract management plans and verifies

that all contractual obligations by both the SEI contractor and FAA are met.

(2) Evaluates SEI contractor performance against all contract requirements in terms of schedules, products, resources, facilities, and quantities. Provides performance reports to the SEI Fee Determination Official for use in arriving at a fair and equitable award fee.

o. Reviews or conducts analyses and evaluations of NAS Program impacts concerning problems and alternative plans for management deliberation. This will include, but is not limited to, risk, cost, schedule, and benefit impact assessment.

p. Manages the Deployment Readiness Reviews (DRR) NAS Program Directorate.

(1) Supports project management in meeting DRR responsibilities.

(2) Advises NAS management on DRR matters.

q. Provides staff support to the associate administrator for the conduct of international technical assistance programs and manages all International Civil Aviation Organization (ICAO) technical activities which fall under the purview of the organization by developing U.S. positions and criteria responsive to the participation of the Associate Administrator for NAS Development in ICAO meetings.

89-4 RESERVED.

89-5 OFFICE OF THE DIRECTOR. Under the executive direction of the Associate Administrator for NAS Development (AND), the Office of the Director:

a. Advises on the agency's systems engineering programs and assists the Administrator and his executive staff, providing support in the justification of budget estimates, in the administration of executive decisions, and in the development and maintenance of productive relationships with the public, the aviation community, and other Government agencies.

b. On matters within the purview of the office, provides for the development and coordination and is accountable to the Administrator for the adequacy of agency:

(1) Policies, standards, systems, and procedures.

(2) Public rules, regulations, orders, and standards.

(3) Program plans issued by or on behalf of the Administrator.

(4) State of the art scientific developments having a relationship with other elements of Government, DOD, and industry (both domestic and international).

c. Provides leadership and direction in the planning, management, and control of office activities.

d. Prepares office position, provides office representation in planning, and coordinates the office program for FAA emergency operations.

e. Creates and maintains an atmosphere which promotes positive human relations and open communication for all employees. Some activities include the following:

(1) Developing of human resource management (HRM) performance standards for employees.

(2) Emphasizing HRM education and training for all employees.

(3) Encouraging regular staff or all hands meetings to ensure open lines of communications.

(4) Managing a rewards recognition system for employees who demonstrate high levels of performance achievements.

89-6 to 89-9 RESERVED.

89-10 NATIONAL AIRSPACE SYSTEM PLANNING AND PROGRAM MANAGEMENT DIVISION. The NAS Planning and Program Management Division is responsible for the development and update of the NAS Plan for Facilities, Equipment, and Associated Development, management of System Engineering and Integration contracts, and the establishment and operation of the NAS Program Management and Control System. As such, it ensures that NAS modernization proceeds in accordance with operational, user, and management requirements; provides direct NAS management support to the Associate Adminstrator for NAS Development; manages the Deployment Readiness Review process; conducts, within the AND organization, international technical activities, including cooperative programs, special studies, and technical liaison and support. With concerned organization, such as the Associate Administrator for Advanced Design and Management Control, the Automation Service, the Advanced System Acquisition Service, the Program Engineering Service, the Systems Maintenance Service, and the FAA Technical Center, the division:

a. Participates in the establishment of technical, cost, benefit, and schedule baselines for each National Airspace System (NAS) Plan project; aggregates

baselines into logical groupings to form an overall NAS Plan baseline.

b. Monitors progress of individual projects, cluster programs, and the NAS Plan and their attendant benefits compared to that baseline, and measures and assesses actual accrual of operating benefits against FAA operating budgets and measures of safety and efficiency.

c. Prepares monthly integrated program performance reports of financial, schedule, and benefits progress compared to the NAS Program baselines.

d. Establishes and reviews project and contract performance thresholds in coordination with the NAS Program Directorate to assure that the baseline goals are met and alerts the appropriate management level when the thresholds are exceeded.

e. Reviews and coordinates all NAS Plan level baseline changes; assesses the schedule, cost, technical, and benefits impacts on the NAS Plan; and assures that changes to the baseline are made in a traceable and formalized manner.

f. Tracks status of related project acquisition documentation.

g. Assists the National Airspace System Configuration Control Board and the Systems Engineering Configuration Control Board in evaluating the cost, schedule, and benefit impacts of proposed system changes.

h. Performs technical administration of the Systems Engineering and Integration (SEI) contract and the MITRE contract; keeps the contracting officer informed of any technical or contractual difficulties encountered, progress of the work, and potential problem areas under the SEI and MITRE contracts.

i. Evaluates, assesses, and monitors the progress of the SEI and MITRE contracts and verifies that all contractual obligations by both the SEI and MITRE contractors and FAA are met.

j. Evaluates SEI and MITRE contractors performance against all contract requirements in terms of schedules, products, and resources. Provides performance reports to the SEI Fee Determination Official for use in arriving at a fair and equitable award fee.

k. Reviews or conducts analyses and evaluations of NAS Program impacts concerning problems and alternative plans for management deliberation. This will include, but is not limited to, risk, cost, schedule, and benefit impact assessment.

l. Manages the Deployment Readiness Reviews (DDR) NAS Program Directorate.

(1) Supports project management in meeting DRR responsibilities.

(2) Advises NAS management on DRR matters.

m. Provides support to the FAA budget process to bridge NAS Plan benefits to the FAA Operations budget.

n. Reviews project and program plans and provides status reporting and assures that activities are properly estimated, funded, scheduled, and coordinated among organizations.

o. Maintains positive control of the requirements for NAS Program tools which are used to support the staff activities. This includes acceptance and approval of requirements and subsequent modifications.

p. Draws on the cognizant organizational elements in and outside of the Office of the Associate Administrator for NAS Development to conduct assigned international special studies and activities on international special interest issues.

q. Performs the international activities that fall within the authority of the Associate Administrator for NAS Development. These include:

(1) Serving as the primary focal point for guidance and coordination of international program activities.

(2) Representing the Associate Administrator for NAS Development in relationships with officials of foreign nations in the United States and abroad.

(3) Developing and managing, in coordination with the Office of International Aviation, cooperative agreements concerning joint technical activities and maintaining records of international Memorandums of Understanding (MOU).

(4) Managing all International Civil Aviation Organization (ICAO) technical activities which fall under the purview of the Associate Administrator for NAS Development by developing U.S. positions and criteria responsive to ADL participation in ICAO divisional, panel, and study groups meetings.

(5) Serving as the Interagency Group on International Aviation (IGIA) officer and focal point for the Associate Administrator for NAS Development.

(6) Developing and managing international technical assistance programs assigned to the Associate Administrator for NAS Development.

r. Assures integrated efforts regarding policy, goals, and objectives that directly affect external coordination of technical activities in the international and domestic areas with the Associate Administrator for Policy, Planning, and International Aviation, the Office of International Aviation, the Office of Public Affairs, and the Associate Administrator for Air Traffic.

s. Maintains close coordination with the Office of International Aviation and the Europe, Africa, and Middle East Office to assure that international technical program activity is consonant with other agency goals and objectives in the international area.

t. Integrates policy considerations and technological opportunities in the formulation of technical programs or actions and integrates programs into the NAS Plan.

u. Recommends program priorities, schedules, and objectives for incorporation of capabilities into the NAS Plan.

v. Prepares the NAS Plan for facilities and equipment. Ensures that planning accurately reflects the agency's technical and programmatic intents. Provides consultation and recommendations on programmatic trade-offs as input to the NAS planning and agency budgetary processes.

w. Monitors individual program accomplishment to ensure adherence to the NAS Plan and recommends readjustment of programs, goals, or the NAS Plan, as applicable.

x. Participates in, and represents the office at, meetings of the Inter-Service Working Group (ISWG); analyzes proposals; coordinates with other service elements; and develops or recommends service positions on ISWG proposals.

y. Maintains appropriate relationships with DOD, NWS, and other outside agencies, as required, to assure understanding and coordination of technical programs, requirements, design, and planning.

89-11 SYSTEM ENGINEERING AND CONFIGURATION MANAGEMENT DIVISION . The System Engineering and Configuration Management Division is responsible for National Airspace System design, including the allocation of technical requirements among NAS subsystems and facilities; promulgation of technical guidance related to the design, construction, interface, and configuration management of air navigation and air traffic control facilities and equipment; and development, maintenance and management of design documents, information, data, and records which describe the current and future NAS and modification thereof. As such, it is responsible for systems engineering functions, including the allocation of capacity, performance, and reliability, maintainability, and availability requirements among NAS; the development of interface requirements documentation; and the expeditious handling of requests for changes to the NAS configuration. With respect to the foregoing and in conjunction with concerned organizations such as the Associate Administrator for Advanced Design and Management Control, the Automation Service, the Advanced System Acquisition Service, the Program Engineering Service, the Systems Maintenance Service, and the FAA Technical Center, the division:

a. Develops, coordinates, and assures the completeness of interface requirements documents used by project managers in the development of interface control documents and specifications for intersubsystem and intersystem interfaces and oversees the development of, and manages the baseline for inter cluster interface control documents controlled by the Systems Engineering Configuration Control Board (SE/CCB).

b. Develops and maintains systemwide standards for the acquisition, design, and documentation of facilities, subsystems, and hardware, which are proposed to become part of the NAS.

c. Develops and maintains the systemwide acquisition standards for determining the availability, reliability, and maintainability of systems and equipment which are proposed to become part of the NAS.

d. Develops and operates a configuration management process which ensures accurate system/facility/equipment configuration identification and status management.

e. Is responsible for time ordered, baselined descriptions of system/facility/equipment which accurately reflect current and proposed capabilities, configurations, and status.

f. Establishes, maintains, and controls the review process for proposed NAS changes; oversees secretariat functions of configuration control boards (CCB) associated with each baseline; serves as executive secretary for the NAS and SE/CCB's; and maintains status accounts of proposed and approved changes to baselines.

g. Acts as primary agency point of contact for coordinating configuration management matters and resolving associated problem areas, including the coordination and establishment of agency position on configuration management policies and procedures; coordinates, integrates, and standardizes procedures

relating to configuration identification, control, status accounting, and auditing.

h. Establishes and maintains information, data, and records which describe the elements of the current NAS, proposed future NAS, and modification thereof, ensuring the existence of adequate baseline documentation relative to all phases of system/facility/equipment definition, acquisition, and operation.

i. Provides support to the Chairman of the Specification Review Board.

j. Evaluates the application of configuration management in the system acquisition process and for operational systems, facilities, equipment, support capabilities, and documentation.

k. Serves as the agency's principal point of liaison with DOD, NASA, and other agencies regarding configuration management policy and practices, and reviews DOD and other accepted or proposed configuration management standards for possible application to FAA acquisitions and integrates changes into the FAA configuration management program.

l. Provides for the establishment and management of a master NAS documentation system that includes a document data base and a repository for baseline documents, and provides for the establishment and management of a computer-aided engineering graphics system for publication, update, and storage of test and graphics for NAS technical documentation.

m. Formulates and coordinates NAS configuration management policy.

n. Maintains liaison with domestic organizations, industry organizations, special interest groups, and other Government agencies regarding requirements as they relate to the NAS Plan and system designs.

o. Defines and analyzes alternative means of satisfying NAS requirements and estimates life-cycle costs, economic trade-offs, and timing of alternatives. Recommends best approach or identifies the need for new or modified programs to satisfy requirements.

p. Reviews system requirements statements, Key Decision Memorandums, specifications, Statements of Work, Requests for Procurements, change proposals, and other program documentation for consistency with national objectives, policies, plans, system level documentation, and defined system architecture.

q. Allocates the requirements to major components of the NAS, either existing or proposed, for NAS end-state and transition systems.

r. Designs the overall architecture for the future NAS, based upon analyses and design trade-offs; risk, cost, and benefit analysis; and programmatic considerations for meeting operational requirements.

s. Formulates and recommends technical programs or actions to satisfy requirements in consultation with other agency elements and other organizations, such as DOD, NWS, etc.

CHAPTER 90. EXECUTIVE DIRECTOR FOR SYSTEM OPERATIONS

90-1 MISSION. The Executive Director for System Operations provides leadership, direction, and guidance relating to the safe and efficient utilization of the national airspace. This includes the operation and maintenance of the national air traffic control and navigation system and the installation of air traffic and navigation facilities and equipment.

90-2 ORGANIZATIONAL STRUCTURE. The organizational structure for the Executive Director for System Operations is shown in figure 1-1.

90-3 FUNCTIONS. The Executive Director for System Operations:

a. Provides leadership in the promotion and management of initiatives to foster aviation safety, managerial accountability, recognition, and organizational development and modernization.

b. Establishes objectives and priorities that reflect FAA strategic goals and the Administrator's policy initiatives.

c. Assures the integration and coordination of policy and planning within and across agency functional areas.

d. Evaluates effectiveness of organizational elements and programs.

e. Promotes positive human relations, open communications, and affirmative equal employment opportunity policies.

f. Exercises executive direction over the:

(1) Associate Administrator for Air Traffic.

(2) Associate Administrator for Airway Facilities.

(3) Office of Operations Planning and Policy.

(4) Office of Operations Resource Management.

90-4 AUTHORITY. With respect to all matters within the executive director's sphere of responsibility, the executive directors is authorized to:

a. Take action and issue orders in the name of the Administrator, except for those matters for which the Administrator has specifically reserved authority or otherwise provided.

b. Represent the Administrator.

c. Act on any matter for which specific delegation of authority has been made to the executive director or any element under the executive director's executive direction.

90-5 SPECIAL DELEGATION. The Executive Director for System Operations is authorized to designate associate administrators as reporting officials for the regional program divisions for which they are the responsible Washington offical. This authority may be redelegated to office and service directors but no lower.

CHAPTER. 91. ASSOCIATE ADMINISTRATOR FOR AIR TRAFFIC

91-1 MISSION. The Associate Administrator for Air Traffic advises and assists the Executive Director for System Operations and the Administrator in directing, coordinating, controlling, and ensuring the safe and efficient utilization of the national airspace.

91-2 ORGANIZATIONAL STRUCTURE. The organizational structure for the Associate Administrator for Air Traffic is shown in figure 1-1. The Associate Administrator for Air Traffic exercises executive direction over the:

a. Air Traffic Operations Service.

b. Air Traffic Plans and Requirements Service.

c. Office of Air Traffic Evaluations and Analysis.

d. Regional Air Traffic Divisions.

91-3 FUNCTIONS. The Associate Administrator for Air Traffic:

a. Provides for the management of civil and military air traffic in the navigabl airspace by developing and recommending national policies and establishing national programs, regulations, standards, and procedures for management of the airspace, operation of air navigation and communications systems and facilities, separation and control of, and flight assistance to, air traffic.

b. Provides for the security control of air traffic to meet the national defense requirements.

c. Operates the FAA national and international flight information and cartographic programs.

d. Develops and coordinates U.S. policies, standards, and procedures related to international air traffic.

e. Develops and implements procedures related to operational telecommunications services based on agency policy, standards, and guidelines.

f. Exercises operational control and technical direction of the air traffic control system and exercises line authority for day-to-day operations of the system.

91-4 AUTHORITY. With respect to all matters within the associate administrator's sphere of responsibility, the Associate Administrator for Air Traffic is authorized to:

a. Take action and issue orders in the name of the Executive Director for System Operations, exept for those matters for which the Administrator has specifically reserved authority or otherwise provided.

b. Represent the Executive Director for System Operations.

c. Act on any matter for which specific delegation of authority has been made to the associate administrator or to any element unde the associate administrator's executive direction.

91-5 SPECIAL DELEGATIONS. The associate Administrator for Air Traffic has authority, with power of redelegation (except where limited by agency order or regulation), to:

a. Sign on behalf of the Administrator, FAA Form 7000-1, Part A, "Authorization to Flight Deck," and Part B, "Certificate of Entitlement to Access to Aircraft or Free Transportation."

b. Issue, subject to the approval of the Chief Counsel as to its form and legality, notices of proposed rulemaking and to make, issue, amend, and revoke rules, regulations, and order under Section 307(a) of the Federal Aviation Act of 1958, as amended, pertaining to the use of the navigable airspace.

c. Grant authorization for operation of an aircraft in the District of Columbia Prohibited Area (P-56), P-40 Thurmont, Maryland, and P-73 Mount Vernon, Virginia.

d. Act for the Administrator with regard to authorizations provided for under FAR Part 91 (sections 91.70(a) and 91.119).

e. Issue, subject to the approval of the Chief Counsel as to its form and legality, notices of proposed rulemaking and amendments to Parts 65 (Subpart B), 71, 73, 75, 91 (Subpart B, except section 91.116), 93, 99, 101, 103 (Subpart B, except sections 103.9 and 103.15), 105 (except sections 105.11, 105.13, 105.15, 105.33, 105.35, 105.37, and Subpart C), 157, and 189 of the Federal Aviation Regulations (FAR); grant or deny requests to extend the time specified in the notice for the submission of data, views, or arguments in response thereto.

f. Grant or deny petition for exemption from the requirements of any rule or regulation pertaining to FAR Parts 65 (Subpart B), 71, 73, 75, 91, (Subpart B, except sections 91.116), 93, 99, 101, 103 (Subpart B, except sections 103.9 and 103.15), 105 (except sections 105.11, 105.13, 105.15, 105.33, 105.35, 105.37, and Subpart C), 157, and 189 of the Federal Aviation Regula-

tions, subject to the approval of the Chief Counsel as to form and legality.

g. Issue a determination as to whether a proposed construction would be a hazard to air navigation based on an aeronautical study received from a regional air traffic division.

h. Act as the agency focal point for communications with the Federal Communications Commission on matters relating to antenna tower construction and/or hazards and antenna farm areas.

i Decide upon a petition initiated under section 77.37(a), whether a determination issued under section 77.19 or section 77.35 or a revision or an extension of the determination under section 77.37(c) should be reviewed, and also to decide the procedural basis upon which the review will be made; and affirm, revise, or reverse such a determination. Where a petition under section 77.37(a) precipitates a policy determination which the associate administrator or the Chief Counsel concludes is of such controversial nature that the matter should be considered by the Administrator, the associate administrator will refer the petition, together with his recommendations and those of the Chief Counsel, to the Administrator for action.

91-6 SPECIAL RELATIONS. The Associate Administrator for Air Traffic has line authority for operational control over the air traffic control system. Included are all matters pertaining to traffic management, air traffic staffing, financial resources, standards and procedures, airspace management, system evaluation, and policy direction to assure standardization and uniformity throughout the system. Regional administrators are responsible for providing administrative support.

91-7 to 91-9 RESERVED.

91-10 EXECUTIVE STAFF. The Executive Staff advises and assists the Associate Administrator for Air Traffic in planning, directing, controlling, and evaluating a variety of national technical (human relations, labor/management relations, career management, training requirements and certification) and administrative air traffic programs and provides staff support to the associate administrator, headquarters and regional air traffic offices in areas of administrative, financial management, personnel, and material needs. The staff:

a. Develops and monitors application of FAA standards, policies, and programs for the technical certification and rating of operational air traffic control specialists, and air traffic control tower operators.

b. Is the principal staff element to the Associate Administrator for Air Traffic with respect to air traffic control technical and managerial training. Develops air traffic control training plans, programs, and requirements to ensure the safe and efficient control and separation of and flight assistance to air traffic.

c. Identifies the need for and develops national air traffic technical, management and career development training requirements to ensure that training is responsive to the operational requirements of the system. Determines impact new requirements will have on the controller workforce and initiates programs and policy guidance to enhance standardization in controller on-the-job training, position certification, performance evaluation, and career development.

d. Serves as the air traffic national focal point for professional societies, unions, and other agency organizational elements in the development and application of policies, practices, guidelines, criteria, and processes associated with personnel matters, labor/management relations, human relations, health and welfare, substance abuse, and career development affecting air traffic and ensures the needs of the air traffic control system are understood and met. Monitors implementation to ensure uniform application and provides guidance to air traffic headquarters and regional managers in developing and applying agency rules and regulations.

e. Establishes programs and systems for air traffic managers, supervisors, and controllers to generate input on programs and policies that affect them individually, or as a group, to ensure improvement in the work environment and permit day-to-day participation in air traffic operations that enhance the safe and efficient utilization of airspace.

f. Develops the air traffic position and requirements for personnel regulations under the jurisdiction of the Office of Personnal Management, which are the functional responsibility of the associate administrator such as facility classification, air traffic controller qualification standards, and pay. Serves as advocate and liaison with the Associate Administrator for Human Resources Management on such matters.

g. Develops, monitors and evaluates the adequacy of air traffic policies, procedures, practices, and performance in meeting goals objectives. Coordinates immediate and long-range planning of the associate administrator's programs. Provides leadership to elements under the associate's executive direction for the development of programs.

h. Execises decisionmaking authority for the associate administrator in meetings with office/service and

regional air traffic division managers on such activities as development of an FAA action plan, review of progress summaries, and finalizing action progress reports for submission to the associate administrator.

i. Provides for the Associate Administrator for Air Traffic staff analyses, studies, reports, plans, and completed staff work nationally in the areas of: organizational design; delegations of authority; goals and objectives setting and monitoring; SES allocation, recruitment, and appraisal systems; affirmative action planning and tracking; incentive awards and suggestion programs; and employee survey feedback action planning and implementation. Conducts surveys of functions, organizational structures and operational methods.

j. Determines fiscal program requirements for the Associate Administrator and Executive Staff. Prepares annual budget submissions and multi-year plans. Defends budget requirements and executes financial and accounting plans and systems.

k. Advises and assists the Associate Administrator on management problems and special projects which are the functional responsibilities of the office. Develops and executes action plans to accomplish program needs of the Associate and executive management officials.

l. Monitors the distribution of positions in headquarters and conducts position reviews. Assistant management in the development of performance standards.

m. Provides administrative management staff support services for headquarters in the areas of: paperwork management (directives, distribution, reports, records, forms, and micrographic programs); office services; physical security; telecommunications; building modernization; administrative standards and related activities. Serves as the advocate and liaision with the Associate Administrator for Administration on such matters.

n. Develops, plans, and maintains data bases, systems and libraries to ensure the availability of data and information for the management decision making process by the Associate Administrator and other AAT elements.

o. Provides, as requested by the associate administrator, analytical and research assistance to AAT elements on the resolution of any individual problems by conducting surveys employing quantitative techniques. Conducts headquarters staffing and manpower studies as directed.

p. Develops and correlates requirements to enable the headquarters Human Resource Management Division to ensure that the needs of the Office are met in the development, interpretations, and application of Office of Personnel Management classification and qualification standards affecting AAT and tenant air traffic organizations.

q. Develops and monitors application of standards, policies, and programs for the technical certification and rating of air traffic control specialists and air traffic control tower operators.

r. Identifies the need for and develops air traffic technical, management, and career development training requirements to ensure that training is responsive to the operational requirements of the system.

s. Establishes programs for air traffic managers, supervisors, and controllers to generate input on items affecting them individually, or as a group, to ensure improvement in the work environment and day-to-day participation in air traffic operations.

t. Participates in the development and application of personnel processes and standards affecting the air traffic field facilities to ensure the needs of the system are understood and met.

u. Establishes and monitors a program to enable air traffic managers to identify employees who have potential for management and staff responsibilities and to foster career development.

v. Participates and serves as the air traffic focal point with other agency organizational elements, professional societies, unions, and others in the development and application of policies, practices, guidelines, criteria, and processes associated with personnel matters, labor relations, human relations, health and welfare, and qualification activities affecting air traffic and ensures the needs of the system are understood and met. Monitors implementation to ensure uniform application.

w. Works with the Office of Training and Higher Education in monitoring and providing staff guidance to the regions in the conduct of all technical training accomplished in the air traffic facilities.

x. Maintains a continued assessment of the human relations environment in air traffic through the use of proven survey methods and techniques. Identify air traffic requirements for diagnostic instruments to be used in air traffic facilities with a view toward determining the extent and/or nature of any counter productive human relations behavior.

CHAPTER 92. AIR TRAFFIC OPERATIONS SERVICE

FIGURE 92-1. FUNCTIONAL ORGANIZATIONAL CHART

AIR TRAFFIC OPERATIONS SERVICE

OFFICE OF THE DIRECTOR
92-6 ATO-1

- Advice and assistance to the associate administrator on air traffic operations, procedures, and airspace management
- Direction of the service
- Accountability for agency air traffic operations and programs
- Line authority for day-to-day operation of the system

NATIONAL AIRSPACE CAPACITY STAFF
92-8 ATO-20

- National focal point for all major national airspace plans
- Management oversight for development of major national airspace plans
- Provides liaison for major national airspace plans with other government and aviation organizations
- Manages the national airspace capacity program

OPERATIONS DIVISION
92-10 ATO-100

- Air traffic control system operational programs (monitoring and administration)
- Traffic flow management
- Air traffic system performance, analysis, and tracking
- Emergency operations program

AIRSPACE-RULES AND AERONAUTICAL INFORMATION DIVISION
92-11 ATO-200

- Allocation and utilization of airspace
- Airspace and air traffic rulemaking programs
- Air cartographic and aeronautical informaiton programs
- Airport placement and configuration and surface structures airspace impact

PROCEDURES DIVISION
92-12 ATO-300

- Civil and military procedures and separation criteria to provide air traffic control and communications with aircraft
- Operational standards and procedures in U.S.-controlled international airspace

MILITARY OPERATIONS DIVISION
92-13 ATO-400

- Real-time operational management of special airspace
- Military operational airspace matters
- Liaison with military
- Special military operations and procedures

CHAPTER 92. AIR TRAFFIC OPERATIONS SERVICE

92-1 MISSION. The Air Traffic Operations Service advises and assists the Associate Administrator for Air Traffic in directing, coordinating, controlling, and ensuring the safe and efficient utilization of the national airspace; provides for the management of civil and military air traffic in the navigable airspace by developing and recommending national policies and establishing national programs, regulations, standards, and procedures for management of the airspace, operation of air navigation, separation and control of, and flight assistance to, air traffic; provides for the security control of air traffic to meet the national defense requirements; operates the FAA national and international flight information and cartographic, traffic management programs; develops and coordinates U.S. policies, standards, and procedures related to international air traffic.

92-2 FUNCTIONAL ORGANIZATION. The functional organization of the Air Traffic Operations Service is shown in figure 92-1.

92-3 FUNCTIONS. The Air Traffic Operations Service:

a. Is the principal staff element of FAA with respect to:

(1) Allocation and utilization of the navigable airspace.

(2) Air traffic control regulations, procedures, and services to civil and military air traffic.

(3) Operation of air traffic control and flight assistance to aircraft.

(4) National and international flight information and air cartographic programs.

(5) Air traffic control matters related to domestic and international civil aviation matters.

(6) Analysis of system conditions including weather trends and forecasts.

b. Maintains liaison and provides assistance to the military commands to ensure the most efficient use of airspace by military air traffic in peace time and during periods of emergency.

c. Administers and operates a 24-hour traffic management center which has line authority for operational control of the air traffic control system and fulfills its mission by minimizing traffic delays and ensures efficient use of airspace throughout the National Airspace System.

92-4 SPECIAL DELEGATIONS. The Director, Air Traffic Operations Service, and air traffic elements of the Airspace Rules and Aeronautical Information Division as designated by the director, have authority to:

a. Issue, subject to the approval of the Chief Counsel as to its form and legality, notices of proposed rulemaking and to make, issue, amend, and revoke rules, regulations, and orders under Section 307(a) of the Federal Aviation Act of 1958, as amended, pertaining to the use of the navigable airspace.

b. Grant authorization for operation of an aircraft in the District of Columbia Prohibited Area (P-56), P-40 Thurmont, Maryland, and P-73 Mount Vernon, Virginia.

c. Act for the Administrator with regard to authorizations provided for under FAR Part 91 (sections 91.70(a) and 91.119).

d. Issue, subject to the approval of the Chief Counsel as to its form and legality, notices of proposed rulemaking pertaining to FAR Parts 65 (Subpart B), 71, 73, 75, 91 (Subpart B, except section 91.116), 93, 99, 101, 103 (Subpart B, except sections 103.9 and 103.15), 105 (except sections 105.11, 105.13, 105.15, 105.33, 105.35, 105.37, and Subpart C), 157, and 189 of the Federal Aviation Regulations; grant or deny requests to extend the time specified in the notice for the submission of data, view, or arguments in response thereto.

e. Grant or deny petition for exemption from the requirements of any rule or regulation pertaining to FAR Parts 65 (Subpart B), 71, 73, 75, 91, (Subpart B, except section 91.116), 93, 99, 101, 103 (Subpart B, except sections 103.9 and 103.15), 105 except sections 105.11, 105.13, 105.15, 105.33, 105.35, 105.37, and Subpart C, 157, and 189 of the Federal Aviation Regulations, subject to the approval of the Chief Counsel as to form and legality.

f. Issue a determination as to whether a proposed construction would be a hazard to air navigation based on an aeronautical study received from a regional air traffic division.

g. Act as the agency focal point for communications with the Federal Communications Commission on matters relating to antenna tower construction and/or hazards and antenna farm areas.

h. Decide upon a petition initiated under section 77.37(a), whether a determination issued under section 77.19 or section 77.35 or a revision or an extension of the determination under section 77.37(c) should be reviewed, and also to decide the procedural basis upon which the review will be made; and affirm, revise, or reverse such a determination. Where a petition under section 77.37(a) precipitates a policy determination which the director or the Chief Counsel concludes is of such controversial nature that the matter should be considered by the Administrator, the director will refer the petition, together with the director's recommendations and those of the Chief Counsel, to the Administrator for action.

92-5 SPECIAL RELATIONS. The Air Traffic Operations Service shall:

a. Coordinate with the Office of International Aviation on air traffic matters concerning international civil aviation.

b. Recognize the joint interest of the Office of Flight Standards in per formance of user equipment, airspace standards and criteria, and flight and airmen information; and recognize the joint interest of the Office of Airports Standards in the collection of airport data.

c. Coordinate with the Office of the Chief Counsel with respect to:

(1) Rulemaking functions, those functions relating to determinations of hazard or no hazard to air navigation and other matters having legal implications.

(2) The form and legality of regulatory documents, directives, and significant correspondence pertaining thereto.

(3) The proper legal procedure for conduct of hearings or significant conferences.

(4) The drafting services associated with rulemaking.

d. Work with the Office of the Chief Counsel in conducting a periodic review of regional airspace rulemaking issuances for the purpose of maintaining uniformity of FAA policies and criteria.

92-6 OFFICE OF THE DIRECTOR. Under the executive direction of the Associate Administrator for Air Traffic, the Director, Air Traffic Operations Service:

a. Exercises line authority for day-to-day operation of the air traffic control system.

b. Provides assistance to the Administrator and other key officials of the agency on matters pertaining to air traffic operations, airspace, and procedures.

c. Advises and assists the Administrator by providing justifications in support of budget estimates, the administration of executive decisions, the development and maintenance of productive relationships with the public, the aviation community, and other Government agencies.

d. Provides leadership and direction in the planning, management, and control of service activities.

e. Provides for the development and coordination, and is accountable to the associate administrator for the adequacy of FAA:

(1) Policies, standards, systems, and procedures.

(2) Public rules, regulations, and standards.

(3) Program plans issued by or on behalf of the Administrator.

f. Provides for effective evaluation of program performance and ensures the adequacy of followup to secure correction of deficiencies.

92-7 RESERVED.

92-8 NATIONAL AIRSPACE CAPACITY STAFF. The National Airspace Capacity Staff serves as the air traffic focal point for all major national airspace plans involving permanent changes to traffic flows, airspace realignment, and boundary changes. The staff:

a. Assists the director by providing management oversight in the development and implementation of major airspace plans ensuring proper integration and conformance within the National Airspace System.

b. Develops and maintains a National Airspace Master Plan.

c. Ensures operational requirements validation has been satisfactorily completed in the development and implementation of these plans.

d. Provides technical liaison for major airspace plans, assuring coordination and understanding of all major airspace projects within numerous FAA elements, the aviation community, and other government offices such as Department of Defense and Transport Canada.

e. Provides support to regional coordinators in the form of liaison with numerous elements in and out of FAA, assisting in resource management and acquisi-

tion, plus acting as the national focal point and clearinghouse on matters pertaining to these plans.

f. Draws on cognizant organizational elements within and outside of air traffic to conduct assigned special airspace studies and to support airspace planning activities.

g. Establishes and maintains a program management/management information system which will identify, record, correlate, and consolidate all activities associated with the accomplishment of major airspace plans. The system will include goals, priorities, resource allocations, overall air traffic master program schedule, and providing data for management assessment and decision making.

h. Analyzes airspace proposals or recommendations related to safety, fuel economy, airspace efficiency, or system capacity issues, and determines their impact on other ATC system components and operations. Conducts comprehensive reviews of major airspace plans to ensure adequacy of performance in terms of public and FAA benefits and continuity in the National Airspace System.

i. Provides the director with program status summaries, identified problem areas, and resolution alternatives.

j. Assures understanding and coordination of technical airspace issues relating to major national airspace plans with the Department of Defense, other Government organizations, and service users, as necessary. Maintains liaison with industry organizations and special interest groups regarding technical program goals, plans, and policies.

k. Serves as advisor to the director for internal review and approval processes of the activities of selected system support contractors.

l. Oversees the preparation and coordination of materials regarding airspace matters for executive and congressional hearings, including followup activities.

m. Conducts staff studies on a variety of air traffic operational issues as assigned by the director.

n. Manages the National Airspace Capacity Program.

o. Performs management oversight in the development of all major national airspace plans that are within the sphere of responsibilities of the Associate Administrator for Air Traffic and the Director, Air Traffic Operations Service. The staff manager or designee will chair all committee and work group meetings which review and approve proposed changes in program direction. The staff is delegated the authority to:

(1) Take action on national airspace plans in the name of the Associate Administrator for Air Traffic, except for which the Associate Administrator has specifically reserved authority or otherwise provided.

(2) Act as arbiter when impasse is reached between and/or among regional offices on major airspace or route issues.

p. Works with the offices and services which maintain liaison with the military on airspace matters. These offices and services should coordinate the airspace actions with the National Airspace Capacity Staff whenever significant developments result which impact the National Airspace System.

92-9 RESERVED.

92-10 OPERATIONS DIVISION. The Operations Division is responsible for the management, control and supervision of all day-to-day national and international ATC operational programs and has line authority for day to day real time traffic flow management of the system. The division:

a. Monitors and administers operational programs of the ATC system. Identifies problems and deficiencies and refers them to appropriate headquarters or regional organizations for necessary corrective action. Maintains a tracking system to ensure the timeliness and completeness of the corrective actions.

b. Develops and implements procedures for all traffic flow management programs. Monitors and, as necessary, directs the flow of air traffic through the central flow control facility. Operates the airport reservation office. Collects and disseminates national weather information, in conjunction with flow control. Provides for a contingency command post in the event of a NAS emergency.

c. Collects ATC system performance data. Provides summaries on failures of ATC equipment or service, delays to aircraft, airport and ATC facility traffic counts, ATC computer performance, and other significant occurrences within the National Airspace System. Makes information available to other elements to identify trends and potential system problems. Prepares daily summary of prior day's activity and distributes to the Administrator and other high agency officials.

d. Develops requirements for and operates an automated traffic management system (central flow control) to enhance air traffic management and fuel conservation programs.

e. Coordinates plans, programs, and procedures within Air Traffic in support of the agency's emergency operations preparedness plans.

f. Develops and maintains an analytical and operational insight into the activities of the air traffic control system through continual review and analysis of system capacity vs. demand and system effectiveness.

92-11 AIRSPACE RULES AND AERONAUTICAL INFORMATION DIVISION. The Airspace Rules and Aeronautical Information Division is responsible for rules and regulations governing allocation and utilization of the navigable airspace, operation of aircraft in navigable airspace, determination of effect on airspace utilization of proposed structures, and airport placement/configurations; and development and oversight of the U.S. air cartographic and aeronautical information programs. The division:

a. Develops and recommends the airspace program and policies and issues notices of proposed rulemaking (NPRM) and final rules, when necessary, to designate special use airspace, airways, routes, and terminal areas within the United States and its possessions; develops and recommends policy and issues procedures for the initiation, analysis, and administrative disposition of requests for allocation of airspace associated with airways, routes, airports, associated terminal areas, special use airspace, and associated controlled airspace; effects coordination with the Departments of State and Defense on airspace matters subject to the provisions of Executive Order 10854 and with bordering countries on transborder airspace issues.

b. Develops and recommends policy and formulates agency position from the standpoint of efficient airspace utilization with respect to the establishment or alteration of civil and military airports; develops and recommends policy and standards for the conduct of aeronautical studies on the use of airspace by aircraft involving civil and military airports, including such studies relating to requests for new or modified airports, and issues notices of proposed rulemaking and final rules on Notice of Construction, Alteration or Deactivation of Airports.

c. Develops and recommends notices of proposed rulemaking and final rules and regulations concerning proposed structures that may constitute a hazard to air commerce; develops and recommends agency policies dealing with the effect of construction or alteration of structures on air navigation; evaluates regional office reports of aeronautical studies of proposed structures; makes, issues, and publishes determinations of whether proposed structures would be a hazard to air navigation; acts on petitions submitted under FAR 77.37 to revise, affirm, or reverse regional determinations; develops and recommends policies concerning the agency's obstruction marking and lighting standards.

d. Maintains appropriate documentation of data relating to regulatory airspace. Monitors and effects publication and distribution of amendments to parts of the Federal Aviation Regulations assigned to Air Traffic. Analyzes current airspace problems through the media of cartographic and pictorial displays.

e. Develops and recommends, in accordance with established legal procedure, NPRM's and final rules, and regulatory documents, exemptions (or denial of exemptions), authorizations, policies, and interpretations as may be necessary to regulate the operation of aircraft and other vehicles in the navigable airspace; regulate the operation of aircraft to ensure their prompt identification during flight to support the requirements of national defense; regulate parachute jumping, the certification of air traffic control specialists, and use of the FAA communications system.

f. Determines the need for hearings or informal meetings on matters concerning the allocation and utilization of airspace, special use airspace, proposed construction of objects, and air traffic rules.

g. Provides technical advice to other services or offices, other Government agencies, and industry regarding air traffic regulations.

h. Serves as the focal point within the agency for reviewing and evaluating user requirements concerning airspace and regulatory matters, and for the coordination of such items with the appropriate offices, both within and outside the agency.

i. Develops, in collaboration with other agencies concerned, and in coordination with appropriate offices and services, proposed United States position for international meetings and conferences of civil aviation organizations dealing with air traffic rules, airspace, air cartographic, and aeronautical information matters.

j. Develops, directs, and recommends national policy and criteria for the air cartographic program. Serves as agency focal point for cartographic sciences; provides technical expertise, design, and advisory services. Assures system capability and develops standards for all digital position and elevation data.

k. Programs, budgets, directs, and controls the production of U.S. air cartographic material produced by the National Ocean Service via agreements with

that agency under the provisions of Section 307(b)(3) of the Federal Aviation Act of 1958, as amended.

l. Establishes the U.S. position for the standardization of international aeronautical charts and flight information products via the International Civil Aviation Organization (ICAO).

m. Reviews for consistency and arranges for the publication of air traffic handbooks prescribing national standards, programs, and implementing instructions for air traffic control and communications.

n. Provides an aeronautical information service to collect, collate, validate, and publish aeronautical information concerning the United States and its territories as well as areas in which air traffic control services are provided for domestic and international use.

o. Provides aeronautical information necessary for the Government and commercial production of aeronautical charts, aeronautical adaptation data for automated ATC systems, and FAA management and administrative requirements.

p. Operates the U.S. domestic (civil/military) and international notice to airmen (NOTAM) systems.

92-12 PROCEDURES DIVISION. The Procedures Division is responsible for ATC procedures for control of, communication with, and flight assistance to aircraft in the navigable airspace. The division:

a. Develops and recommends policies and issues procedures, criteria, separation standards, and interpretations thereof, as may be required to provide air traffic control and communications services to domestic and international air traffic services. This includes special procedures required for military operations, unique operation of aircraft or objects in the navigable airspace, and for any other airborne operations which may require special procedures or criteria.

b. Serves as the focal point within the agency for reviewing and evaluating user requirements (civil and military) concerning air traffic procedures, criteria, and operating instructions, and for the coordination of such items with the appropriate offices, both within and outside the agency, including international.

c. Develops and recommends policy and establishes operational concepts and procedures associated with the provision of air traffic services within domestic airspace and those portions of international airspace for which the United States has been assigned and has accepted responsibility.

d. Serves as AAT focal point for coordination of international matters affecting the assigned responsibilities of Air Traffic with ICAO, the IGIA member agencies, industry, and foreign governments.

e. Serves as the service focal point for procedural matters related to international aeronautical satellite systems and their application in support of the air traffic services overseas.

f. Develops national standards and procedures for the administration of environmental guidelines and orders as they apply to air traffic procedures in the navigable airspace.

g. Reviews and prioritizes functional changes proposed for operational air traffic control automated systems.

h. Ensures procedural action necessary for implementation and use of new automated systems is completed. Identifies training needs as necessary in preparation for system implementation.

i. Serves as service focal point for communications procedures.

92-13 MILITARY OPERATIONS DIVISION. The Military Operations Division is responsible for the management, control, and supervision of day-to-day operational programs pertaining to military plans, requirements, operations and procedures affecting the National Airspace System, and real-time operational management of special use airspace. These responsibilities are accomplished in consonance with the Operations Division to ensure standardization in areas of mutual concern.

a. Tracks, identifies, analyzes, reports, and resolves military operational system issues as they affect the National Airspace System.

b. Provides management oversight for the utilization of special use airspace relating to military activity to improve the effectiveness of the special use airspace program.

c. Operates the central altitude reservation function to review, coordinate, and approve military altitude reservation mission requests.

d. Participates in FAA/military conferences which directly affect or relate to military operational activities that affect the NAS; e.g., DOD/FAA annual planning conference, airspace managers conference, exercise planning conferences, etc.

e. Acts as the focal point for all military operational airspace matters between FAA and DOD.

f. Provides operational review, input and tracking of special procedures, requests for exemption/authorization and airspace actions affecting military operations being processed within the FAA.

g. Maintains liaison with and assists major military commands in planning national and international military operations in which current air traffic services are involved. Coordinates air traffic's role for both emergency war plans and training through the division's field liaison officers.

h. Provides direction and guidance to military liaison officers, and maintains liaison with regional/facility military operations specialists and air traffic representatives to ensure all field activities are coordinated for compatibility and consistency with FAA action.

i. Reviews, evaluates, and coordinates military user requirements concerning air traffic procedures, operational criteria, and operating instructions.

j. Develops and maintains a program to analyze requirements for military activities and special use airspace. Determines impact on ATC system components and operations.

k. Provides the technical liaison for operational matters as they relate to major airspace plans affecting the military services.

l. Determines the need for hearings or informal meetings on matters concerning the allocation and utilization of special use airspace for military operations.

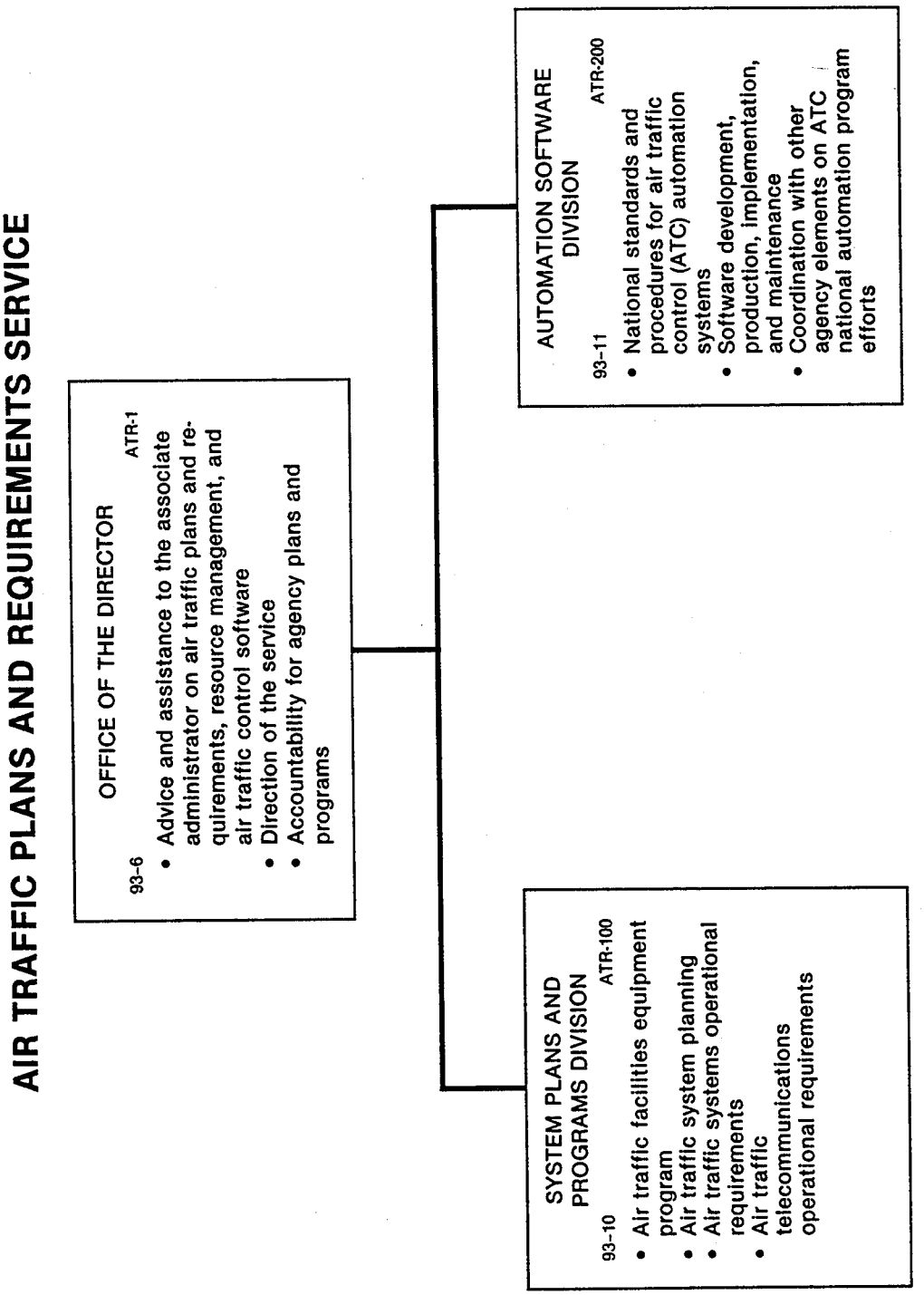
m. Develops and recommends policy and formulates agency position with regard to special use airspace and military operations and/or activities prior to development of rulemaking or nonrulemaking actions.

n. In consonance with the Procedures Division, develops and recommends policies, and issues procedures, criteria, separation standards and interpretation thereof, as required, for special procedures required for military operations and those contained in Order 7610.4, Special Military Operations.

o. Serves as focal point within air traffic for consolidating, cataloging, and communicating all military operational requirements for operating within the national air traffic control system. This includes equipment requirements, flight planning services, national defense information, satellite systems, and aviation weather. The office works with the Air Traffic Plans and Requirements Service in its role as coordinator with the Department of Defense on long range planning for the National Airspace System.

CHAPTER 93. AIR TRAFFIC PLANS AND REQUIREMENTS SERVICE

FIGURE 93-1. FUNCTIONAL ORGANIZATIONAL CHART



CHAPTER 93. AIR TRAFFIC PLANS AND REQUIREMENTS SERVICE

93–1 MISSION. The Air Traffic Plans and Requirements Service manages, directs, and advises the Associate Administrator for Air Traffic in the planning and requirements of the air traffic system including facilities and equipment, and leased services programs, telecommunications systems, and aviation weather services; develops and manages national airspace programs, policies, and standards; and develops national software for the use of air traffic control automation throughout the agency.

93–2 FUNCTIONAL ORGANIZATION. The functional organization of the Air Traffic Plans and Requirements Service is shown in Figure 93–1.

93–3 FUNCTIONS. As the principal staff element of the FAA for air traffic plans and requirements.

a. Develops air traffic control operational plans, programs, and requirements and identifies aviation weather service and operational telecommunications requirements to support the air traffic control systems.

b. Assesses current programs and proposed planning requirements based on agency planning standards, guidelines, and recommended priorities, and develops and recommends plans and requirements for the provision of air traffic services in the National Airspace System.

c. Establishes and maintains ATC operational and associated support software for air traffic control automation systems, excluding maintenance and diagnostic software.

d. Acts as the agency focal point with the Department of Defense for coordination of long-range planning which will impact operational developments for the National Airspace System.

e. Plans air traffic system activities, develops, coordinates, and implements programs (Leased Services Communications and Facilities and Equipment Appropriations) required in accomplishing their mission.

f. Evaluates and certificates operational and associated support software developed for a future air traffic control automation system to satisfy air traffic operational requirements.

93–4 SPECIAL DELEGATION. The Director, Air Traffic Plans and Requirements Service, is delegated authority to approve on behalf of the Associate Administrator for Air Traffic those software computer standards and procedures pertaining to the operational maintenance and improvements of ATC automation activities conducted by air traffic field elements.

93–5 SPECIAL RELATIONS. The Air Traffic Plans and Requirements Service shall:

a. Coordinate with appropriate offices and services in the development and validation of requirements of the air traffic system.

b. Coordinate with the Program Engineering Service, Systems Maintenance Service, Acquisition and Materiel Service, and the Office of Airport Safety and Standards on proposed plans for improvement of the air traffic control and air navigation systems and changes in operational requirements or procedures in order that the service or office involved can ascertain the related actions required.

c. Use the planning standards and criteria formulated by the Office of Aviation Policy and Plans as a basis for determining aviation trends in the development of plans and requirements for the air traffic system.

d. Use the economic, environmental, and aeronautical forecasts of the Office of Aviation Policy and Plans as a basis for determining aviation trends in the development of plans and requirements for the air traffic system.

e. Utilize FAA Technical Center (ACT) provided support in the form of ATC computer hardware and laboratory services for the production and maintenance of air traffic control operational software accomplished by ATR tenant branches. The FAA Technical Center also provides administrative support, including payroll, personnel, and classification services.

f. Collaborate with other organizations as necessary in determining the points at which the air traffic control operational data systems and program data systems are interdependent or related, and jointly establishes procedures which will ensure that these systems are planned and operated in a coordinated manner.

g. Determine operational requirements for appropriate real-time data interchange capability between en route, terminal, and flight service elements of air traffic control automation systems.

93-6 OFFICE OF THE DIRECTOR. Under the executive direction of the Associate Administrator for Air Traffic, the Director, Air Traffic Plans and Requirements:

a. Provides assistance to the Administrator and other key officials of the agency on matters pertaining to air traffic plans and requirements.

b. Advises and assists the Administrator by providing justifications in support of budget estimates, the administration of executive decisions, the development and maintenance of productive relationships with the public, the aviation community, and other Government agencies.

c. Provides leadership and direction in the planning, management, and control of service activities.

d. Provides for the development and coordination, and is accountable to the associate administrator for the adequacy of FAA:

(1) Policies, standards, systems, and procedures.

(2) Public rules, regulations, and standards.

(3) Program plans issued by or on behalf of the Administrator.

e. Provides for effective evaluation of program performance and ensures the adequacy of followup to secure correction of deficiencies.

93-7 to 93-9 RESERVED.

93-10 SYSTEM PLANS AND PROGRAMS DIVISION. The System Plans and Programs Division is responsible for the planning and requirements of the air traffic system including facilities and equipment (F&E) programs, telecommunication systems, and aviation weather services provided by air traffic facilities. The division:

a. Develops plans, requirements, programs, and standards for system improvement, modification, and expansion, and maintains the air traffic system plan.

b. Establishes operational requirements for air traffic control systems throughout the agency. This excludes the development of operating procedures and separation standards.

c. Validates requirements and develops plans and programs for:

(1) Integrating the results of development efforts into the operating system.

(2) Expanding and improving the current system.

d. Develops specific capital investment priorities based upon air traffic system requirements for the F&E budgetary processes for current and future planning.

e. Plans, develops, coordinates, and implements the Leased Services Communications and F&E Appropriations programs required in the accomplishment of air traffic system activities.

f. Serves as the air traffic system focal point for coordination of programs and system requirements with other services, agencies, and organizations.

g. Collaborates with the Automation Software Division to ensure that validated requirements are being satisfied during development, testing, and evaluation of new systems through the factory testing phase of the procurement process.

h. Assesses current programs and proposed planning requirements, based on agency planning standards and guidelines, and recommended priorities for system improvement, modification, and expansion and makes adjustments as appropriate.

i. Develops air traffic system telecommunications requirements.

j. Serves as the AAT focal point for coordinating FAA policy and planning relating to aviation weather services provided by air traffic facilities.

k. Acts as the agency focal point for coordination with the Department of Defense for long-range planning which will impact operational developments for the National Airspace System.

93-11 AUTOMATION SOFTWARE DIVISION. The Automation Software Division is the principal element of the service with respect to air traffic control operational automation systems. The division:

a. Develops national software for the use of air traffic control automation services throughout the agency.

b. Is responsible for air traffic control operational software development, production, implementation, and maintenance for operational systems in use.

c. Serves as the focal point within Air Traffic for coordination with other offices and services, regional offices, and the FAA Technical Center (ACT) on all matters pertaining to air traffic control national automation program efforts involving automation systems in use. In this role, coordinates air traffic control operational automation matters with other Washing-

ton offices and services, agencies, and organizations including contractor services.

d. Analyzes field data, staff studies, and system design concepts to develop recommendations to the Associate Administrator for Air Traffic for improvements in the on line national air traffic control automation system.

e. Develops specific program goals and areas of emphasis to determine and recommend budgetary requirements pertaining to the software development, production, implementation, maintenance, and improvement of air traffic control automation systems.

f. Monitors computer program design, production test and evaluation activities, and provides direction to central programming elements to assure ATC operationally acceptable system performance.

g. Participates in the review and makes recommendations regarding the need for automation equipment for the air traffic control system.

h. Assesses the timely implementation of ATC operational software changes required to support new operations and procedures.

i. Collaborates with other organizations as necessary in determining the points at which the air traffic control operational data systems and program data systems are interdependent or related, and jointly establishes procedures which will ensure that these systems are planned and operated in a coordinated manner.

j. Determines operational requirements for appropriate real time data interchange capability between en route, terminal, and flight service elements of air traffic control automation systems.

k. Maintains, through the air traffic automation branches located at the FAA Technical Center, the development and support of the operational air traffic control software computer programs.

l. Approves on behalf of the Director, Air Traffic Plans and Requirements Service, those software computer standards and procedures pertaining to the operational maintenance and improvement of air traffic control automation activities conducted by air traffic field elements.

m. Conducts system analysis on a continuing basis on the performance of operational ATC automation systems, new operational requirements for those systems, and improves programming techniques and state-of-the-art technology.

n. Packages and produces functional changes to ATC operational software assigned to Air Traffic. Plans and manages computer system resources ensuring ATC operational systems meet requirements, accommodate projected traffic growth, and meet performance requirements.

o. Tests, evaluates, implements, and manages ATC field en route and terminal operational computer programs and related utility and support software. Provides routine and emergency technical support and program corrections to field ATC data systems staffs. Conducts formal tests and evaluations of new ATC operational computer programs or systems to determine their acceptability for operational use in air traffic control.

p. Serves as the focal point for configuration management decisions.

q. Participates in the review of software specification development for the purpose of assuring that software development for future ATC automation satisfies the operational requirements stated for the particular system(s).

r. Evaluates and certifies operational and associated support software developed for a future air traffic control automation system to satisfy air traffic operational requirements.

CHAPTER 94. OFFICE OF AIR TRAFFIC EVALUATIONS AND ANALYSIS

FIGURE 94-1. FUNCTIONAL ORGANIZATIONAL CHART

OFFICE OF AIR TRAFFIC EVALUATIONS AND ANALYSIS

OFFICE OF THE DIRECTOR

94-5 ATS-1

- Advice and assistance to the associate administrator
- Direction of the office
- Accountability for agency plans and programs

INVESTIGATIONS AND EVALUATIONS DIVISION

94-10 ATS-100

- Evaluation of air traffic policies, standards, procedures, programs
- Accident/incident investigation and analysis
- Technical assistance in air traffic litigation
- Evaluation of adequacy of implementation of agency air traffic policies, standards, and procedures

AIR TRAFFIC SYSTEM RESOURCE ANALYSIS DIVISION

94-11 ATS-200

- Data analyses, trends, forecasts
- Air Traffic Operations Budget, fiscal programs and management
- Resource allocation/utilization

CHAPTER 94. OFFICE OF AIR TRAFFIC EVALUATIONS AND ANALYSIS

94–1 MISSION. The Office of Air Traffic Evaluations and Analysis advises and assists the Associate Administrator for Air Traffic in directing, coordinating, controlling, and ensuring evaluation and analyses of air traffic system resource utilization and analyzes trends, appraisal of the quality and effectiveness of air traffic programs, policies, standards, and procedures.

94–2 FUNCTIONAL ORGANIZATION. The functional organization of the Office of Air Traffic Evaluations and Analysis is shown in figure 94–1.

94–3 FUNCTIONS. The Office of Air Traffic Evaluation and Analysis:

a. Maintains a comprehensive air traffic accident/incident data base covering all facets of air traffic operations.

b. Conducts analyses of operational errors, deviations, and accident/incident reports and statistics to identify critical air traffic safety trends and issues in order to develop recommendations to correct causes or prevent recurrences. Relays such analyses to responsible offices/services for appropriate followup. Also reviews special and annual summaries of operational errors and operational deviation analyses prepared by the Associate Administrator for Aviation Safety.

c. Develops national air traffic quality control programs and ensures they are being maintained and properly documented.

d. Conducts or assists in conducting comprehensive evaluations and analyses, emphasizing particularly:

(1) The adequacy of the regions' evaluation of their operating offices.

(2) The overall ATC system performance.

(3) Resource allocation and utilization.

(4) The adequacy of policies, standards, procedures, and programs.

e. Serves as the focal point within the Air Traffic organization for coordination and liaison through the Associate Administrator for Aviation Safety with the National Transportation Safety Board, the Office of Accounting, the Office of Inspector General, and the General Accounting Office on air traffic system matters.

f. Develops recommendations for national policies, procedures, and standards governing accident notification and participation by air traffic personnel in the investigation of aircraft accidents when air traffic functions are involved.

g. Participates in the investigation of aircraft accidents and incidents with respect to air traffic control or aeronautical communications facilities; provides technical and expert assistance in litigation matters involving air traffic services.

h. Develops and administers the operations budget, fiscal programs, and staffing allocations for the air traffic control system.

i. Performs statistical, analytical, qualitative, and engineering studies necessary to support resource management in staffing standards projects, develops analytical and statistical management tools and guidelines necessary to support the facility staffing management process.

94–4 RESERVED.

94–5 OFFICE OF THE DIRECTOR. Under the executive direction of the Associate Administrator for Air Traffic, the Director of Air Traffic Evaluations and Analysis, assisted by a deputy director:

a. Provides assistance to the Executive Director for System Operations and other key officials of the agency on matters pertaining to air traffic system evaluation and analysis.

b. Advises and assists the Administrator by providing justifications in support of budget estimates, the administration of executive decisions, the development and maintenance of productive relationships with the public, the aviation community, and other Government agencies.

c. Provides leadership and direction in the planning, management, and control of office activities.

d. Provides for the development and coordination, and is accountable to the associate administrator for the adequacy of FAA:

(1) Policies, standards, systems, and procedures.

(2) Public rules, regulations, and standards.

(3) Program plans issued by or on behalf of the Administrator.

e. Provides for effective evaluation of program performance and ensures the adequacy of followup to secure correction of deficiencies.

94–6 to 94–9 RESERVED.

94–10 INVESTIGATIONS AND EVALUATIONS DIVISION. The Investigations and Evaluations Division is responsible for conducting assessments to ensure quality is maintained in programs and activities under the Associate Administrator for Air Traffic sphere of responsibility and for identifying trends in the air traffic system by evaluating and analyzing the application of air traffic control standards, criteria, procedures, policies, and effectiveness/efficiency of overall air traffic services. The division:

a. Monitors air traffic effectiveness in quality control, communications, responsiveness, coordination of program and activity through periodic review of reports and/or documentation.

b. Disseminates reports of evaluation and trend analysis to air traffic organizational elements.

c. Plans, coordinates, and conducts multifacility evaluations and assessments to determine interoperational and traffic management effectiveness.

d. Develops policies, guidelines, and criteria for the conduct of evaluations.

e. Is the focal point and has lead responsibility for conducting full facility check evaluations of air route traffic control centers, Level V terminals, and TRACONS with regional participation. Conducts special and followup evaluations as assigned or required.

f. Conducts inflight evaluations of the air traffic system using agency/rental aircraft and air carrier cockpit authority.

g. Ensures that appropriate regional and headquarters elements are informed or significant problem areas identified in evaluation activity and reports.

h. Conducts evaluations of facility quality assurances offices or staffs.

i. Participates and supports other divisions as required in accomplishing functions assigned to the office.

j. Develops recommendations for national policies, procedures, and standards governing accident notification and participation by air traffic personnel in the investigation of aircraft accidents.

k. Participates in both civil and military aircraft accident investigations in accordance with Order 8020.11, Aircraft Accidents and Incidents—Notification, Investigation, and Reporting, and other established directives.

l. Recommends changes or additions to procedures or instructions contained in air traffic operating handbooks as a result of accident investigation and analysis.

m. Provides technical assistance to the Office of the Chief Counsel in National Transportation Safety Board accident hearings and to the Department of Justice attorneys in support of the U.S. Government's position in lawsuits.

n. Serves as the air traffic focal point for liaison with National Transportation Safety Board (through the Office of Aviation Safety Analysis), military safety centers, industry, and others in the area of air traffic accident investigations.

o. Serves as the air traffic focal point for communications procedures and alerts the director and/or associate administrator of accidents involving air traffic control handling.

94–11 AIR TRAFFIC SYSTEM RESOURCE ANALYSIS DIVISION. The Air Traffic System Resource Analysis Division is responsible for air traffic field related resource requirements, designing and implementing new or improved quality control procedures and quality assurance programs, analyses of system performance and identification of potential changes. The division:

a. Develops the annual budget and 5 year program for the air traffic activity of the operations appropriation:

(1) Develops program guidelines for issuance with the annual Call for Estimates.

(2) Reviews and consolidates regional budget submissions.

(3) Prepares justifications, exhibits, and supplemental data for various agency level reviews and for use in appeals.

(4) Ensures that agency and air traffic plans are reflected in annual budgets and 5-year programs.

b. Monitors execution of the air traffic operations fiscal programs. Recommends initial program allowances and quarterly adjustments based on fiscal status reviews.

c. Allocates available air traffic staffing resources equitably in the form of tentative and initial allowances, with adjustments as required.

d. Develops staffing requirements for individual facilities through application of the agency staffing standards. Monitors regional compliance and adjusts allocations as required.

e. Develops analytical and statistical management tools necessary to support the facility staffing management process.

f. Performs statistical, analytical, qualitative, and engineering studies necessary to support resource management and ensure efficient utilization of resources.

g. Develops, recommends, and issues changes to air traffic facility organizational structures to assure efficient utilization of human resources, effective organizational structures, and adherence to sound management principles.

h. Develops and recommends systemwide quality control procedures and quality assurance programs/projects in order to identify and evaluate options for improving system operational safety performance and meeting future requirements.

i. Develops and maintains data bases and models for analyzing air traffic control system safety employing state-of-the-art techniques such as mathematical programming, queuing theory and network analysis, and, as required, develops new methods or changes to existing techniques.

j. Maintains operational safety, optimization, and performs system analyses of potential changes in the air traffic control system, system trends, certification practices, and other underlying policies.

k. Advises FAA management officials of the advantages and disadvantages of potential changes in the ATC system, its operation, policies, and practices.

l. Serves as the office focal point for coordination and liaison with the General Accounting Office and the Office of Inspector General on air traffic system studies/reports as it relates to operational errors/deviations and near midair collision reports and coordinates with other organizations as required.

m. Manages the Unsatisfactory Condition Reporting (UCR) program, Operational Error/Deviation Investigation and Reporting Program, and other programs as designated by the director. Acts as the focal point within air traffic for the Aviation Safety Reporting System program.

CHAPTER 98. ASSOCIATE ADMINISTRATOR FOR AIRWAY FACILITIES

98-1 MISSION. The Associate Administrator for Airway Facilities advises and assists the Executive Director for System Operations and the Administrator in directing, coordinating, controlling, and ensuring the adequacy of FAA plans, operations, and programs for system engineering, system acquisition, production, implementation, maintenance, and field support of current systems that comprise the National Airspace System (NAS).

91-2 ORGANIZATIONAL STRUCTURE. The organizational structure for the Associate Administrator for Airway Facilities is shown in figure 1-1. The Associate Administrator for Airway Facilities exercises executive direction over the:

a. Program Engineering Service.

b. Systems Maintenance Service.

98-3 FUNCTIONS. The Associate Administrator for Airway Facilities:

a. Manages the frequency spectrum.

b. Represents FAA, both nationally and internationally, on all matters related to spectrum engineering policy.

c. Manages and operates the FAA telecommunications program, including leased and owned network planning, engineering, and administration.

d. Develops technical and maintenance standards, policies, plans, and programs for engineering associated with NAS modernization, development, installation, and maintenance.

e. Ensures the adequacy of the test and evaluation and configuration management of development, installation, and maintenance programs,

f. Ensures continuous and effective liaison and coordination of and operational NAS maintenance activities with the Department of Defense.

g. Exercises line authority over the regional Airway Facilities Divisions.

98-4 AUTHORITY. With respect to all matters within the associate administrator's sphere of responsibility, the Associate Administrator for Airway Facilities is authorized to:

a. Take action and issue orders in the name of the Administrator and Executive Director for System Operations, except for those matters for which the Administrator and/or executive director has specifically reserved authority or otherwise provided.

b. Represent the Executive Director for System Operations.

c. Act on any matter for which specific delegation of authority has been made to the associate administrator or to any element under the associate administrator's executive direction.

98-5 RESERVED.

98-6 SPECIAL RELATIONS. The Associate Administrator for Airway Facilities has line authority for operational control over the maintenance of the NAS. In addition, and within the assigned mission, excluding specific ATC automation systems and facilities and new advanced systems, the Associate Administrator for Airway Facilities has line authority for management control of system development, engineering, design, production, installation, and construction of current systems. Included are all matters pertaining to maintenance and installation of current systems, system evaluation, overall technical and engineering support to the regions and centers for all F&E implementation activities, and policy direction to assure standardization and uniformity throughout the system. Regional administrators are responsible for administrative support encompassing resources, personnel, and logistics support.

98-7 RESOURCE MANAGEMENT STAFF. The Resource Management Staff provides overall resource management and administrative management for the Associate Administrator for Airway Facilities (AAF). Within the assigned mission and in conjunction with concerned organizations, the staff:

a. Serves as the focal point and is the liaison with ABU, OST, OMB, and the Congress for all AAF organizations regarding written responses pertaining to all budgets, fiscal programs, 5 and 10 year plans, and questions and answers related to the above.

b. Provides direction for development and execution of all budgets and fiscal programs under the purview of the Associate Administrator for Airway Facilities.

c. Provides fiscal and administrative management support to the Office of the Associate Administrator for Airway Facilities, and the AAF staffs reporting to

the associate administrator for budget, financial, personnel, paperwork, and space management.

d. Serves as the focal point for AAF organizations regarding involvement with the OIG and GAO. This includes establishment and coordination of AAF attendance at entrance and exit interviews, monitoring and progress of audits, and collecting and consolidating written AAF organizational responses to OIG and GAO inquiries, reports, etc.

e. Serves as the data base manager for computerized systems that track fiscal AAF data such as the Operations Financial Management System (OPS-FMS). Receives input data from various AAF organizations, operates and updates the computer systems, and provides Operations fiscal status reports to the Office of the Associate Administrator as needed.

f. Handles OMB Circular A-123 matters as pertains to AAF.

g. Serves as focal points for A-76 activities within the AAF complex; attends A-76 meetings, represents associate administrator, and formulates AAF position on A-76 matters for the associate administrator, as required.

h. Serves as lead AAF representative and focal point for the F&E Inter-Service Working Group.

i. Oversees for the Associate Administrator for Airway Facilities the preparation and coordination of materials for executive and congressional hearings, including followup activities.

j. Serves as the technical focal point for the associate administrator's internal review and approval of activities of selected system support contractors.

k. Consolidates engineering and technical support services requirements from AAF organizations for the associate administrator.

l. Serves as the AAF lead and focal point for organizational development activities within AAF, including the implementation of management development programs, program manager development and training, career progression and rotation programs, supervisory training programs, etc.

98-8 SYSTEM ENGINEERING STAFF. The System Engineering Staff designs and plans the implementation of systems improvements and interfaces; develops the system engineering policies and standards; performs technical administration of the Systems Engineering and Integration (SEI) and MITRE contracts; manages and controls the configuration and architecture; monitors the status of NAS Plan projects; and coordinates and participates in technical programs with DOD, NASA, and the international community for the Associate Administrator for Airway Facilities (AAF). Within the assigned mission and in conjunction with concerned organizations, the staff:

a. Provides Airway Facilities portion of the NAS Plan for facilities and equipment.

b. Performs program analyses to support the Airway Facilities F&E Program.

(1) Conducts alternative trade studies to determine the best means of satisfying NAS requirements.

(2) Develops AAF position on systems engineering design matters; ensures functional allocations and performance requirements and interface standards for AAF components of the NAS are consistent.

(3) Formulates and recommends programs or actions to satisfy NAS requirements.

c. Manages the configuration of the NAS by:

(1) Maintaining baseline descriptions of the AAF NAS systems.

(2) Controlling the accounting for proposed changes to NAS baselines, including system requirements, acquisition, and operational support baseline documentation.

(3) Implement NAS configuration management policies and develop procedures for the operational NAS.

(4) Manages the AAF Specification Review Board process and chairing the SRB.

(5) Maintain surveillance of and provide oversight to regional configuration control boards and configuration management activities.

(6) Provides configuration management engineering to support to AAF NAS Plan acquisition; provides configuration management support to other FAA organizations/personnel (Air Traffic, Regions, etc.) as appropriate.

(7) Provides for the establishment and management of a computer aided engineering graphics system for publication, update and storage of graphics for NAS technical documentation.

d. Provides Airway Facilities input to the architecture for the future NAS.

e. Participates in the establishment of technical, cost, benefit, and schedule baselines for National Airspace System (NAS) Plan projects; aggregates baselines for National Airspace System (NAS) Plan

projects; aggregates baselines into logical groupings to form an overall NAS Plan baseline and monitors progress compated to the baselines; measures and assesses actual accural of savings benefits against FAA operating budgets and measures of safety and efficiency.

f. Establishes and reviews project and contract performance thresholds in coordination with AAF management to assure that the baseline goals are met; and alerts the appropriate management level when the thresholds are exceeded.

g. Reviews and coordinates NAS Plan level baseline changes; assesses the schedule, cost, technical, and benefits impacts on the NAS Plan; and assures that changes to the baseline are made in a traceable and formalized manner.

h. Tracks status of related project acquisition documentation.

i. Assists the National Airspace System Configuration Control Board and the Systems Engineering Configuration Control Board in evaluating the cost, schedule, and benefits impacts of proposed system changes.

j. Performs technical administration of the Systems Engineering and Integration (SEI) and MITRE contracts, keeps the Contracting Officer Technical Representative informed of any technical or contractual difficulties encountered, progress of the work, and potential problem areas under the SEI and MITRE contracts.

k. Reviews or conducts analyses and evaluations for NAS program impacts concerning problems and alternative plans for management deliberation. This will include, but is not limited to, risk, cost, schedule, and benefit impact assessment.

l. Serves as executive secretariat to AAF Deployment Readiness Reviews (DRR).

(1) Manages NAS program DRR process and DRR policy.

(2) Supports project management in meeting DRR responsibilities.

(3) Advises AAF Management on DRR matters.

m. Provides staff support to the associate administrator for the conduct of international technical assistance programs and manages International Civil Aviation Organization (ICAO) technical activities which fall under the purview of the organization by developing U.S. positions and criteria responsive to the participation of the Associate Administrator for Airway Facilities ICAO meetings.

CHAPTER 99. PROGRAM ENGINEERING SERVICE

PROGRAM ENGINEERING SERVICE

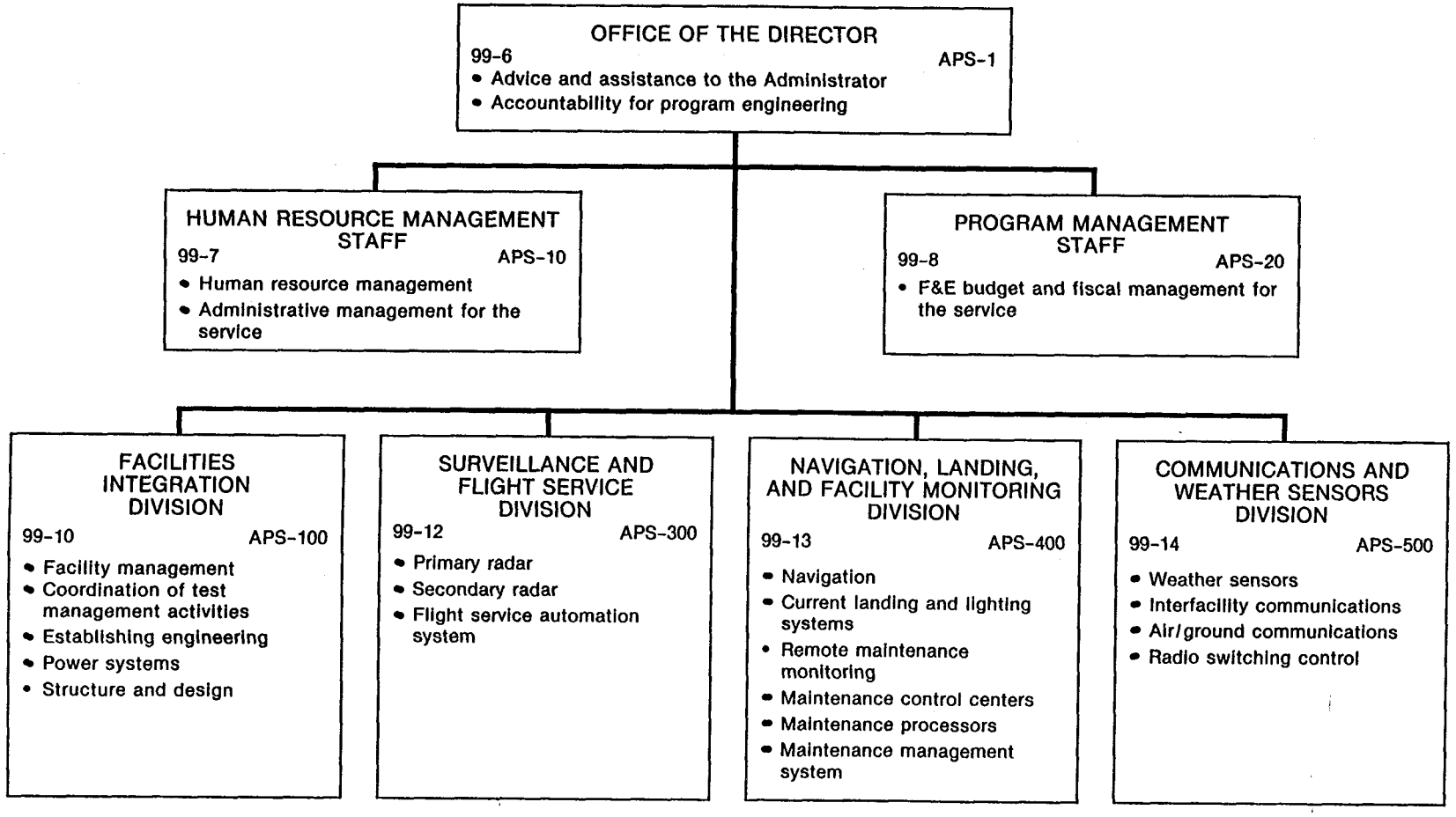


FIGURE 99-1. FUNCTIONAL ORGANIZATIONAL CHART

CHAPTER 99. PROGRAM ENGINEERING SERVICE

99-1 MISSION. The Program Engineering Service manages, directs, and executes FAA's acquisition engineering and management activities to ensure that the National Airspace System (NAS) is efficient, economical, and responsive to operational needs. The scope of this responsibility encompasses the necessary acquisition engineering, production, construction, and installation of additional air/ground and interfacility communications systems, facilities design, air navigation, landing aids, weather, and air traffic control (ATC) facilities and equipment required to support the operational NAS.

99-2 FUNCTIONAL ORGANIZATION. The functional organization structure of the Program Engineering Service is shown in figure 99-1.

99-3 FUNCTIONS. Within the assigned mission, excluding specified ATC automation systems and facilities and new advanced system development, the Program Engineering Service:

a. Is responsible for:

(1) Program management leadership for assigned technical and functional programs.

(2) Engineering, design, production, installation, testing, implementation, and construction of assigned equipment in support of the NAS.

(3) Technical and engineering support to the regions and sectors for F&E implementation activities.

(4) Regional and facility implementation of NAS Plan projects.

b. Formulates facility establishment and modernization plans, policies, programs, and procedures based on requirements, systems plans, policies, and standards developed by the office of the Associate Administrator for Airway Facilities and the Systems Maintenance Service concerning:

(1) Engineering and acquisition development of necessary modification or replacement of existing equipment to satisfy operational requirements.

(2) Installation and construction of air/ground and interfacility communications systems, facilities design, air navigation, landing aids, weather, and air traffic control facilities and equipment.

(3) Achieving equipment performance that meets established test, policy, standards, and requirements; and interface requirements.

c. Develops fiscal plans, budgets, and programs for the Program Engineering Service with respect to the facilities and equipment (F&E); research, engineering, and development (RE&D); and operations (OPS) funded programs.

d. Implements the FAA maintenance philosophies, concepts, and plans as part of the acquisition and establishment activities of the service.

e. Provides technical representation for the contracting officer on all contracts for assigned programs.

f. Develops and recommends the agency installation work program to meet agency requirements and assigns approved work programs for accomplishment.

g. Monitors and controls the scheduling of the requirements of acquisition, construction, installation, and dismantling or relocation of equipment and related structures in accordance with validated requirements and manages the in-transit material for construction and installation.

h. Analyzes the service financial and physical progress against established goals.

i. Prepares technical installation instructions for the national airway facilities program as a normal part of the acquisition process.

j. Establishes requirements and approves plans for test and evaluation of selected program engineering activities of the FAA Technical Center.

k. Provides technical guidance as a normal part of the acquisition process to the support activities of the Aeronautical Center engaged in the engineering fabrication, manufacture, overhaul, and repair of equipment and components for the airway facilities program, and evaluates the effectiveness, efficiency, and economy with which these activities are performed.

l. Provides support to the Systems Maintenance Service for reestablishing services destroyed by natural disasters, vandalism, or accidents.

m. Reviews the estimated costs of proposed F&E projects for conformity with historical costs of like projects and secures engineering estimates of anticipated costs of projects for which no cost experience exists. Provides facility cost data for economic and other studies.

n. Provides, in conjuction with the Acquisition and Materiel Service and the Systems Maintenance Service, technical guidance to define logistics support for proper provisioning of new equipment.

o. Provides guidance and direction to the regional Airway Facilities Divisions with respect to regional and facility implementation planning.

p. Provides guidance to the Aeronautical Center and FAA Technical Center with respect to their technical support activities.

q. Provides, in conjunction with the Advanced System Acquisition Service, identification of components for joint procurement with the military services.

99-4 RESERVED.

99-5 SPECIAL RELATIONS.

a. ***With the Acquisition and Materiel Service (ALG).***

(1) The Program Engineering Service is responsible for the management of in-transit materials for construction and installation. Management of in-transit materials is defined as:

(a) Determining the specific equipment required for planned installation projects.

(b) Assigning units of equipment to particular projects.

(c) Establishing schedules for delivery of specified equipment to project sites.

(d) Reviewing project materiel inventory data to establish the feasibility of shifting earmarked materiel between projects or releasing project materiel for other application to accommodate changes in priority.

(e) Approving proposed changes in planned use of project materiel.

(f) Identifying and releasing for appropriate disposition project materiel or materiel on hand following a facility decommissioning which is not needed for planned facility installation.

(2) The Program Engineering Service will serve as primary source of engineering advice, consultation, and program guidance to the contracting officer during the procurement of facility installation project materiel and, in consonance with the contracting officer, provide technical consultation with and representation to the contractor.

(3) The Program Engineering Service will coordinate development of plans and requirements that establish the need for real property.

b. ***With the Aeronautical Center (AAC).*** The Program Engineering Service participates with AAC in:

(1) Identifying the need for stocking insurance (lead time to procure and consumption rate) items, forecasting demand for recurring items, and determining repair requirements, and quantity levels as a normal part of the acquisition process.

(2) Making common item procurements.

(3) Identifying the need for test beds, FAA Academy and FAA Depot space, and other resources necessary to support APS activities.

c. ***With the Associate Administrator for NAS Development (AND).*** The Program Engineering Service provides assistance necessary for program activities as agreed upon between the Associate Administrator for Airway Facilities and the Associate Administrator for NAS Development.

d. ***With the Office of International Aviation (AIA).*** The Program Engineering Service provides technical support and obtains equipment for AIA for NAS-type facilities and equipment covered by AID, military service request, conducts special studies and prospects to support aviation activities in foreign countries, and other reimbursable type projects in coordination with the National Airspace System Program Management Staff.

e. ***With the Office of Aviation Policy and Plans (APO).*** The Program Engineering Service is responsible for providing pertinent data input to APO for the formulation of airway planning standards.

f. ***With the FAA Technical Center (ACT).*** The Program Engineering Service:

(1) Provides tasking with respect to research, development, testing, and evaluation of NAS projects which are conducted under actual operating conditions to demonstrate reliability and safety before new equipment is introduced into the NAS.

(2) Provides tasking with respect to integrating numerous equipment and procedures into complex working models in order to translate concepts into operating systems.

(3) Sponsors ACT requirements for resources necessary to support project testing which may require a unique, complex of airspace, airfield facilities, specialized engineering laboratories, test facilities, and experimental facilities.

(4) Evaluates plans for meeting requirements in terms of cost/benefit relationships and responsiveness.

g. *With the Systems Maintenance Service (ASM).* The Program Engineering Service coordinates with and supports ASM in:

(1) Restoring critical services destroyed by natural disasters, vandalism, fire, and accidents.

(2) Implementing the National Airspace Integrated Logistics Support (NAILS) and NAILS Management Team process.

(3) Using operational facilities for test purposes and commissioning of test facilities.

(4) Developing Integrated Logistics Support Plans, including the development of maintenance concepts and scenarios.

(5) Implementing maintenance philosophies concepts, plans, and requirements as part of the acquisition and establishment activities.

h. *With Other Functional Organizations.* Under the system acquisition management process, certain significant programs are designated as MAJOR SYSTEMS and a program manager is assigned to each major system. The program manager directs activities and administratively reports to the Director, Program Engineering Service. Special management procedures contained in Order 1810.1D, Major Systems Acquisition, will be followed.

i. *With the System Engineering Staff in the Office of the Associate Administrator for Airway Facilities:* The Program Engineering Service:

(1) Supports and provides programmatic input to the development of the NAS Plan. Ensures program integration and is responsive to policies and standards, incorporates functions and operational requirements into program documentation, and ensures compliance with higher level NAS documents; e.g., NAS system specification, NAS system requirements, and NAS transition plan.

(2) Participates in implementing NAS configuration management (CM) policies and procedures. This includes participation on the various CCB's and the Specification Review Boards (SRB).

j. *With the Associate Administrator for Advanced Design and Management Control (ADM).* The Associate Administrator for Advanced Design and Management Control performs the program review responsibility for designated major programs and makes independent reports and recommendations. The Associate Administrator for Advanced Design and Management Control provides for the independent assessment of operational testing and evaluation of major system acquisition (see Order 1810.2) products before a commitment is made for full production.

99-6 OFFICE OF THE DIRECTOR. Under the executive direction of the Associate Administrator for Airway Facilities, the Director, Program Engineering Service:

a. Advises and assists the Executive Director for System Operations in providing support in the justification of budget estimates, in the administration of executive decisions, and in the development and maintenance of productive relationships with the public, the aviation community, and other Government agencies.

b. On matters within the purview of the service, provides for the development and coordination and is accountable to the Administrator for the adequacy of agency:

(1) Policies, standards, systems, and procedures.

(2) Public rules, regulations, orders, and standards.

(3) Program plans issued by or on behalf of the executive director.

c. Provides leadership and direction in the planning, management, and control of service activities.

d. Prepares service position, provides service representation in planning, and coordinates the service program for FAA emergency operations.

99-7 HUMAN RESOURCE AND MANAGEMENT STAFF. The Human Resource Management Staff:

a. Provides management staff support services concerning:

(1) Developing and operating a management system which identifies service goals; records priorities, resource application, target dates, and objectives; provides pertinent feedback for management use and decision making; and establishing guidelines for, and monitors, service program reviews. Identifying actions taken to resolve management alternatives.

(2) Establishing and participating in program and fiscal reviews for the director and providing for any required followup action.

(3) Overseeing the preparation of program plans for the service.

b. Plans, implements, and evaluates human resource management programs, including education, technical training requirements, career development, organiza-

tional development, staffing, position management, and incentive awards.

c. Develops service EEO plan and monitors execution of the program.

d. Ensures compliance with FAA Human Relations Policy.

e. Provides administrative management staff support services concerning:

(1) Paperwork management (directives, forms, reports, and records).

(2) Office services (space, telephones, and property).

(3) Physical and personnel security.

(4) Administrative standards and related activities.

f. Conducts management analyses, staff studies, evaluations activities, and other special projects for the director.

g. Provides the service coordination for the Freedom of Information Act and the Privacy Act.

h. Develops and recommends service organization concepts and plans.

i. Develops, justifies, and administers service headquarters resource requirements.

j. Provides service representation in planning and coordinates service program for FAA emergency operations.

k. Serves as the service point of contact and liaison with the OST, OIG, and GAO.

99-8 PROGRAM MANAGEMENT STAFF. The Program Management Staff:

a. Formulates and coordinates policies, standards, and guidance governing financial resources, and:

b. Is responsible for service input to AAF budgetary and planning processes for the research and establishment programs; represents the service on the Inter service Working Group (ISWG); and prepares service presentations for the F&E, Operations, and RE&D appropriations.

c. Translates decisions and actions of the ISWG that affect the service, prepares and presents internal staff briefing papers for the use of top management, prepares position papers, collects data, and supports the director in high level meetings involving the F&E program.

d. Is responsible for service program guidance relative to F&E, RE&D, and Operations portions of the agency's Call for Estimates.

e. Compiles required justification and cost estimates to support the Program Engineering Service headquarter's portion of the AAF budget submission, spring preview, and 5-year plan. Prepares responses for the service director to issues raised by OST, OMB, or the Congress during the review of these submissions.

f. Based on new F&E appropriations, prepares distribution of Washington costs, descriptive material (project scope, etc.), and pricing adjustments for the service director to allow the Office of Budget to prepare and issue formal budget documentation on the approved program.

g. Administers funds allocated to the Program Engineering Service for the F&E, RE&D, and Operations programs by the service; coordinates programming priorities for F&E, RE&D, and headquarters Operations programs with agency elements having vested interests; and, within authority delegated by the director, recommends allocation or reallocation of funds and assignment of work programs.

h. Develops and distributes 5-year commissioning schedules, develops a data feedback system to allow refinement of long-range forecast planning efforts by program managers and regional personnel, monitors planning progress, and takes appropriate action to accomplish established goals.

i. Assures that the plans, schedules, and management of the approved establishment program for facilities from authorization of funds to facility commissioning is effected and maintains the service commissioning schedule for assigned implementation programs.

j. Establishes, monitors, and controls for the director fiscal management activities associated with the service internal RE&D and F&E fiscal control process and the national F&E project schedule reporting system.

k. Provides the expertise and is the focal point of the service for the Project Materiel Management System.

l. Serves as focal point within the service for inquiries and development or procurement actions and policy for the Small Business Administration 8(a) Minority Business Enterprise (MBE) Program.

m. Reviews reprogramming proposals to determine their impact on current facility installation and oper-

ations programs and, as appropriate, recommends action on the proposal; following agency determination, adjusts work programs and schedules as necessary.

n. Obtains cost data and estimates in accordance with normal policy and budgetary procedures for review, planning, and programming purposes; participates in cost/benefit analysis of proposed F&E and RE&D programs; and prepares F&E and RE&D cost estimating standards.

99-9 RESERVED.

99-10 FACILITIES INTEGRATION DIVISION. The Facilities Integration Division is responsible of overall management and direction of the technical support services contract, direction of the facilities design program, establishment engineering planning and management and direction of the power systems programs. This includes (1) development, direction, and management of national installations plans including resource requirements for carrying out to these plans; (2) configuration management of facilities and associated administrative space in conjuction with air traffic; and (3) the engineering design and configuration of buildings and structures, and environmental support systems for facilities including electrical/mechanical, architectural, energy, ecology, grounding and lighting protection, and safety systems and overall program and configuration control for ATC/tower, TRACON, ARTCC facilities. With respect to the foregoing, the division:

a. Serves as member of the FAA Transition Working Group.

b. Establishes, and cochairs with Air Traffic, the Cluster Configuration Control Board (CCB) for specific facility types; including, Centers, Automated Flight Service Stations, TRACON towers, and standards for remote facilities. Coordinates these activities within the airway facilities organization.

c. Managers the establishment and execution of a Technical Support Services Contract which provides the necessary resources to accomplish the implementation of NAS system and subsystems into the regions, AAC, and ACT.

d. Provides focal point for regional site adapted design (Level IV) activities including consolidated resource requirements and required contracting support.

e. Sponsors and defends requirements and submittals for the regional AF F&E manpower.

f. Sponsors and defends overall facilities and power programs and budget requirements.

g. Represents regional AF F&E planning and establishment engineering branches with FAA headquarters and other organizations in matters relative to regional contracting support and implementation.

h. Coordinates with other organizations to provide engineering support to the regional AF divisions, as necessary.

i. Represents the Association Administrator for Airway Facilities on related implementation meetings and working groups within FAA and with either industry and Government activities.

j. Manages the Facility Management Program which is the principal element of the division for assigned design, development, and implementation responsibilities for buildings and structures related to terminal and en route facilities and systems, communications facilities, radar, and navigational air facilities. These systems, subsystems, facilities, and equipment include structures, roads, grounds, utilities, and associated hardware and/or software. The program also provides overall program and configuration control for standards designs, supports other divisions on structures, and manages all SEI contractor architectural and engineering support issues for unmanned facilities. Responsible for the proposed and actual use of administrative space in conjuction with ASM and AAT in technical purpose buildings.

k. Develops, directs, and manages a national establishment plan to assure timely installation of systems into the NAS.

l. Manages the Facility Power Systems Program which is the principal element of the division for assigned design, development, and implementation responsibilities for electrical generation, power conditioning, distribution, and utilization including alternate source design and implementation systems; facility environmental systems such as lighting, heating, air conditioning, ventilation, plumbing, lightning/surge/transient protection, humidification; environmental control systems and equipment; electro mechanical devices; and the airport cable program. In addition to those functions, the Facility Power Systems Program is also responsible for providing engineering management, guidance, and standards for implementation of the agency power policy.

m. Manages the Facility Management and Facility Power Systems Programs. In managing the program, the division:

(1) Manages systems development and equipment engineering including design, development, testing,

acceptance, and implementation of systems and equipment.

(2) Prepares specifications for development and production systems.

(3) Manages the installation activities for current and future systems to assure high system performance.

(4) Supports major system acquisition program offices in accomplishing objectives within area of assigned responsibility and in accordance with mutually agreed upon program directives.

(5) Translates validated requirements into specific plans and proposed development and establishment projects. Provides cost estimates and supporting budget justification, develops and prepares life-cycle cost analyses, and develops and prepares typical program cost estimates.

(6) Established goals, plans, and schedules and manages the accomplishment of the approved development and establishment program assuring that objectives are accomplished within authorized cost limitations and within the scheduled timeframe.

(7) Plans, manages, and performs approved programs from system engineering through deployment. This includes responsibility for systems design, man-machine interface, component design, and related functional, technical, and performance characteristics. Arranges for and monitors the field test and evaluation of equipment for inclusion in the NAS relative to the integration of such equipment into the operating systems.

(8) Provides the engineering, development, design, and systems analyses associated with the acquisition and acceptance of software for the NAS in the area of the division's responsibility.

(9) Develops and recommends engineering standards and procedures governing the installation of equipment, facilities, and systems.

(10) Initiates acquisition documentation and prepares procurement requests based on technical program requirements and planned installation schedules, and monitors equipment procurement to determine adherence to approved specifications and the facilities installation schedule.

(11) Develops the Integrated Logistics Support Plan (ILSP), as a normal part of the acquisition process, in accordance with NAILS requirements, policies, and guidelines for equipment, facilities, and systems in assigned program areas. Within this plan, identifies support requirements such as training, provisioning, test and working equipment repair, etc.

(12) Provides engineering advice and consultation to the contracting officer during the procurement cycle. Acts as the contracting officer's technical representative.

(13) Manages in-transit material and maintains currency of the material systems and control over the facilities and equipment inventory.

(14) Reviews proposed program changes, including those submitted by regions, and validates proposals against agency policy, system needs, and original program scope.

(15) As a normal part of the integration and implementation process, analyzes equipment performance, identifies area of deficiency and reasons therefor, and initiates appropriate corrective action.

(16) As a part of the normal acquisition process, develops technical requirements and standards for overhaul of equipment.

(17) Plans, schedules, and provides for approved dismantling or decommissioning of facilities and equipment; and determines current and future requirements for reassignment or other disposition of resulting equipment and structures.

(18) Represents the service and/or agency at interagency, intergovernmental, and Government, industry, and public meetings and forums in the areas of its responsibility.

99-11 RESERVED.

99-12 SURVEILLANCE AND FLIGHT SERVICES DIVISION. The division:

a. Is responsible for the design, development, testing, integration, and implementation of systems in the areas of primary and secondary radar and flight service automation systems. This includes the:

(1) Management of systems development and equipment engineering, including design, development, testing, acceptance, and implementation of systems and equipment.

(2) Preparation of specifications for development and production systems.

(3) Management of the installation activities for current and future systems to assure high system performance.

(4) Support of major system acquisition program offices in accomplishing objectives within area of assigned responsibility and in accordance with a mutually agreed upon program directive.

b. Translated validated requirements into specific plans and proposed development and establishment projects. Provides cost estimates and supporting budget justification, develops and prepares life-cycle cost analyses, and develops and prepares typical program cost estimates.

c. Establishes goals, plans, and schedules and manages the accomplishment of the approved development and establishment program assuring that objectives are accomplished within authorized cost limitation and within the scheduled timeframe.

d. Plans, manages, and performs approved programs from system engineering through deployment. This includes responsibility for systems design, man-machine interface, component design, and related functional, technical, and performance characteristics. Arranges for and monitors the field test and evaluation of equipment for inclusion in the NAS relative to the integration of such equipment into the operating system.

e. Provides the engineering, development, design, and systems analyses associated with the acquisition and acceptance of software for the NAS in the area of the division's responsibility.

f. Develops and recommends engineering standards and procedures governing the installation of equipment, facilities, and systems.

g. Initiates acquisition documentation and prepares procurement requests based on technical program requirements and planned installations schedules, and monitors equipment procurements to determine adherence to approved specification and the facilities installation schedule.

h. Participates in the development of the Integrated Logistics Support Plan (ILSP), as a normal part of the acquisition process, in accordance with NAILS requirements, policies, and guidelines for equipment, facilities, and systems in assigned program areas. Within this plan, identifies support requirements such as training, provisioning, test and working equipment repair, etc.

i. Provides engineering advice and consultation to the contracting officer during the procurement cycle. Acts as the contracting officer's technical representative.

j. Manages in-transit material and maintains currency of the material systems and control over the facilities and equipment inventory.

k. Reviews proposed program changes, including those submitted by regions, and validates proposals against agency policy, system needs, and original program scope.

l. As a normal part of the integration and implementation process, analyzes equipment performance, identifies area of deficiency and reasons therefor, and initiates appropriate corrective action.

m. As a part of the normal acquisition process, develops technical requirements and standards for maintenance or overhaul of equipment.

n. Plans, schedules, and provides for approved dismantling or decommissioning of facilities and equipment; and determines current and future requirements for reassignment or other disposition of resulting equipment and structures.

o. Represents the service and or agency at interagency, intergovernmental, and Government, industry, and public meetings and forums in the areas of its responsibility.

p. Implements and maintains NAS configuration management policies and procedures for assigned programs. Chairs the appropriate cluster CCB and assures division representation on the other cluster CCB's and the maintenance engineering (ME) CCB.

q. Provides primary point of contact with the services for identification of components for joint procurement with the military services for primary and secondary radar traffic control systems.

99-13 NAVIGATION/LANDING AND FACILITY MONITORING DIVISION. The division:

a. Is responsible for the design, development, testing, integration, and implementation and facilities requirements in the areas of navigation systems, landing systems, remote maintenance monitoring systems (RMMS), maintenance control centers (MCC), and associated maintenance automation projects for airway facilities systems and equipment. This includes the:

(1) Management of systems development and equipment engineering, including design, development, testing, acceptance, and implementation of systems and equipment.

(2) Preparation of specifications for development and production systems.

(3) Management of the installation activities for current and future systems to assure high system performance.

(4) Support of major system acquisition program offices in accomplishing objectives within area of as-

signed responsibility and in accordance with a mutually agreed upon program directive.

b. Translates validated requirements into specific plans and proposed development and establishment projects. Provides cost estimates and supporting budget justification, develops and prepares life-cycle cost analyses, and develops and prepares typical program cost estimates.

c. Establishes goals, plans, and schedules and manages the accomplishment of the approved development and establishment program assuring that objectives are accomplished within authorized cost limitations and within the scheduled timeframe.

d. Plans, manages, and performs approved programs from system engineering through deployment. This includes responsibility for systems design, man-machine interface, component design, and related functional, technical, and performance characteristics. Arranges for and monitors the field test and evaluation of equipment for inclusion in the NAS relative to the integration of such equipment into the operating system.

e. Provides the engineering, development, design, and systems analyses associated with the acquisition and acceptance of software for the NAS in the area of the division's responsibility.

f. Develops and recommends engineering standards and procedures governing the installation of equipment, facilities, and systems.

g. Initiates acquisition documentation and prepares procurement requests based on technical program requirements and planned installation schedules, and monitors equipment procurement to determine adherence to approved specifications and the facilities installation schedule.

h. Develops the Integrated Logistics Support Plan (ILSP), as a normal part of the acquisition process, in accordance with NAILS requirements, policies, and guidelines for equipment, facilities, and systems in assigned program areas. Within this plan, identifies support requirements such as training, provisioning, test and working equipment repair, etc.

i. Provides engineering advice and consultation to the contracting officer during the procurement cycle. Acts as the contracting officer's technical representative.

j. Manages in-transit material and maintains currency of the material systems and control over the facilities and equipment inventory.

k. Reviews proposed program changes, including those submitted by regions, and validates proposals against agency policy, system needs, and original program scope.

l. As a normal part of the integration and implementation process, analyzes equipment performance, identifies area of deficiency and reasons therefor, and initiates appropriate corrective action.

m. As a part of the normal acquisition process, develops technical requirements and standards for overhaul of equipment.

n. Plans, schedules, and provides for approved dismantling or decommissioning of facilities and equipment; and determines current and future requirements for reassignment or other disposition of resulting equipment and structures.

o. Represents the service and or agency at interagency, intergovernmental, and Government, industry, and public meetings and forums in the areas of its responsibility.

p. Provides primary point of contact with the service for identification of components for joint procurement with the military services of navigation and landing systems currently used to support commercial and military aviation.

q. Implements and maintains NAS configuration management policies and procedures for assigned programs. Chairs the appropriate cluster CCB and assures division representation on the other cluster CCB's and the maintenance engineering (ME) CCB.

r. Integrates all maintenance automation projects from technical, cost, and schedule standpoints to ensure timely and effective deployment of products to the field.

s. Provides the primary point of contact within the service for identification, development, and coordination of 80/90's maintenance philosophies, concepts, and plans. Implements the 80/90's maintenance as part of the RMMS acquisition and establishment activities. Serves as the liaison with other service clusters, ASM, and the regions to ensure that field user needs and requirements are appropriately and effectively addressed in a timely manner. Ensures compliance and compatibility of program requirements by full participation in the Deployment Readiness Review (DRR) process internally and with other service clusters.

99-14 COMMUNICATIONS AND WEATHER SENSOR DIVISION. The division:

a. Is responsible for the design, development, testing, integration, and implementation of systems and programs which include communications systems, detection processing and distribution of weather information. These requirements are in the following areas: air/ground communications, such as remote communications facilities, national radio communications system (NARACS), and voice recorders, transmitters, and receivers; communications/data switching systems, such as the National Airspace Data Interchange Network (NADIN), integrated communication switching system (ICCS), radio control equipment, radar microwave link (RML), data voice multiplexing network, and weather sensors (except radar).

(1) Management of systems development and equipment engineering, including design, development, testing, acceptance, and implementation of systems and equipment.

(2) Preparation of specifications for development and production systems.

(3) Management of the installation activities for current and future systems to assure high system performance.

(4) Support of major system acquisition program offices in accomplishing objectives within area of assigned responsibility and in accordance with a mutually agreed upon program directive.

b. Translates validated requirements into specific plans and proposed development and establishment projects. Provides cost estimates and supporting budget justification, develops and prepares life-cycle cost analyses, and develops and prepares typical program cost estimates.

c. Establishes goals, plans, and schedules and manages the accomplishment of the approved development and establishment program assuring that objectives are accomplished within authorized cost limitations and within the scheduled timeframe.

d. Plans, manages, and performs approved programs from system engineering through deployment. This includes responsibility for systems design, man-machine interface, component design, and related functional, technical, and performance characteristics. Arranges for and monitors the field test and evaluation of equipment for inclusion in the NAS relative to the integration of such equipment into the operating system.

e. Provides the engineering, development, design, and systems analyses associated with the acquisition and acceptance of software for the NAS in the area of the division's responsibility.

f. Develops and recommends engineering standards and procedures governing the installation of equipment, facilities, and systems.

g. Initiates acquisition documentation and prepares procurement requests based on technical program requirements and planned installation schedules, and monitors equipment procurement to determine adherence to approved specifications and the facilities installation schedule.

h. Develops the Integrated Logistics Support Plan (ILSP), as a normal part of the acquisition process, in accordance with NAILS requirements, policies, and guidelines for equipment, facilities, and systems in assigned program areas. Within this plan, identifies support requirements such as training, provisioning, test and working equipment repair, etc.

i. Provides engineering advice and consultation to the contracting officer during the procurement cycle. Acts as the contracting officer's technical representative.

j. Manages in transit material and maintains currency of the material systems and control over the facilities and equipment inventory.

k. Reviews proposed program changes, including those submitted by regions, and validates proposals against agency policy, system needs, and original program scope.

l. As a normal part of the integration and implementation process, analyzes equipment performance, identifies area of deficiency and reasons therefor, and initiates appropriate corrective action.

m. As a part of the normal acquisition process, develops technical requirements and standards for overhaul of equipment.

n. Plans, schedules, and provides for approved dismantling or decommissioning of facilities and equipment; and determines current and future requirements for reassignment or other disposition of resulting equipment and structures.

o. Represents the service and/or agency at interagency, inter-governmental, and Government, industry, and public meetings and forums in the areas of its responsibility.

p. Implements and maintains NAS configuration management policies and procedures for assigned programs. Chairs the appropriate cluster CCB and

assures division representation on the other cluster CCB's and the maintenance engineering (ME) CCB.

q. Provides primary point of contact with the services for identification of components for joint procurements with the military services for manual and automated air/ground communication systems and weather sensors (except radar).

CHAPTER 100. SYSTEMS MAINTENANCE SERVICE

SYSTEMS MAINTENANCE SERVICE

OFFICE OF THE DIRECTOR

100-6 ASM-1

- Advice and assistance to the Administrator
- Management and direction of the national program for systems maintenance
- Labor-management relations

PROGRAM MANAGEMENT STAFF

100-7 ASM-10

- Service level support
- Budget consolidation
- Personnel and organization
- Paperwork management
- Congressional coordination
- Emergency planning
- Employee suggestions
- Budget and fiscal management

FIELD EVALUATION STAFF

100-8 ASM-20

- Evaluation plans, systems, and policies
- Field program evaluation and special studies
- Follow-up system
- Aircraft accident coordination

MAINTENANCE ENGINEERING DIVISION

100-10 ASM-100

- Joint Radar Planning Group (JRPG) co-chairperson
- Performance analysis and reporting
- Technical documentation
- System certification
- Test and working equipment
- Maintenance engineering configuration control board and National Airspace Integrated Logistics Support implementation
- National engineering field support

MAINTENANCE OPERATIONS DIVISION

100-11 ASM-200

- Personnel policy, standards, and guidelines
- Personnel certification and training
- Field organization
- Staffing standards and resource planning
- Contract maintenance
- Information resource management
- Concepts and policy
- Strategic planning

TELECOMMUNICATIONS MANAGEMENT AND OPERATIONS DIVISION

100-12 ASM-300

- Operations telecom network management
- Administrative telecom network management
- Telecom network planning and engineering
- Leased systems acquisition management
- Telecom budget analysis
- Telecom data base development

SPECTRUM ENGINEERING DIVISION

100-14 ASM-500

- Frequency allocation
- Frequency engineering
- Network planning

FIGURE 100-1. FUNCTIONAL ORGANIZATIONAL CHART

CHAPTER 100. SYSTEMS MAINTENANCE SERVICE

100-1 MISSION. To ensure that the facilities and equipment in the air navigation, air traffic control, and aeronautical communication systems, and telecommunications network of the National Airspace System function continuously at acceptance levels of performance, that the management, maintenance, and support of the systems and associated environmental facilities and telecommunications support are efficient, economical, and responsive to operational needs and to the requirements of aviation safety and national defense; and manages the aviation frequency spectrum; and manages the FAA operational and administrative telecommunication network.

100-2 FUNCTIONAL ORGANIZATION. The functional organizational structure of the Systems Maintenance Service is shown in figure 100-1.

100-3 FUNCTIONS. The Systems Maintenance Service:

a. Provides for the maintenance and technical functioning of air navigation, air traffic control, and aeronautical communications systems, and telecommunications network and facilities which are owned, controlled, or maintained by FAA.

b. Provides for the reliability, maintainability, supportability, and personal safety aspects of elements of systems which are owned, controlled, or maintained by FAA.

c. Formulates national systems maintenance objectives, plans, policies, programs, standards, and procedures for issuance by or on behalf of the Administrator.

d. Provides the Chairmanship of the Joint Surveillance System (JSS) and Joint Radar Planning Group (JRPG); provides for the necessary coordination with DOD and other Government and non-Government organizations on matters pertaining to systems maintenance.

e. Performs maintenance engineering, performance and operations analysis, and related technical support functions required to discharge the service mission.

f. Provides the engineering effort for and authorizes the modification of subsystem and component equipment to ensure compliance with prescribed standards and to effect needed improvement in reliability, maintainability, and personal safety.

g. Coordinates systems maintenance matters at the national level.

h. Evaluates national and regional systems maintenance objectives, policies, standards, guides, plans, programs, performance, productivity, and economy of operation.

i. Provides advice and assistance on systems maintenance and telecommunications matters to the Office of the Administrator, other offices and services, and the field organization.

j. Provides policy and technical guidance to the regional AF divisions for the maintenance, repair, and decontamination of air navigation and traffic control facilities under defense emergency and post attack conditions, and procedures for assessing and reporting the effects of enemy attack on these facilities. Coordinates and ensures the adequacy of emergency and contingency plans needed to restore facilities damaged during an emergency or other disaster.

k. Provides policy and technical guidance to the Mike Monroney Aeronautical Center for the repair and overhaul of equipment in the commissioned system, and evaluates the effectiveness, efficiency, and economy of this activity.

l. Formulates, analyzes, and executes the Systems Maintenance Service portion of the AAF budget, for system maintenance, telecommunications, equipment, and ADP budgets.

m. Implements and maintains NAS configuration management policies and procedures for operational systems in the NAS; and serves as a member of the NAS and Systems Engineering Configuration Control Boards.

n. Participates in DRR activities to ensure acceptability of acquisition programs for deployment.

o. Manages the aviation frequency spectrum for the NAS.

p. Formulates policies and standards applicable to the utilization of radio frequencies. Represents FAA, both nationally and internationally, on all matters relating to spectrum engineering policy by:

(1) Executing radio frequency spectrum policy, plans, and standards.

(2) Engineering, obtaining, and protecting the necessary radio frequency authorizations and allocations to satisfy the requirements of the NAS.

q. Performs, with respect to the above, service level planning, management, and program evaluation functions.

100-4 SPECIAL DELEGATIONS. Reserved.

100-5 SPECIAL RELATIONS.

a. *With the Program Engineering Service (APS) and the Automation Service (AAP),* the Systems Maintenance Service develops the National Airspace Integrated Logistics Support (NAILS) policy, serves on the NAILS Management Team (NAILSMT), and coordinates and assists APS and AAP program and project managers to ensure the development of an ILSP and compliance with such plans.

b. *With the AAF System Engineering Staff,* the Systems Maintenance Service supports and provides maintenance program requirements input to the development of the NAS Plan. In conjunction with the System Engineering Staff (AAF-4) the Systems Maintenance Service ensures program integration in planning activities.

c. *With the Associate Administrator for Airway Facilities (AAF),* the Systems Maintenance Service appraises and evaluates Airway Facilities programs.

100-6 OFFICE OF THE DIRECTOR. Under the executive direction of the Associate Administrator for Airway Facilities, the Director, Systems Maintenance Service:

a. Advises and assists the Executive Director for System Operations on matters within the purview of the Systems Maintenance Service by providing support in the justification of budget estimates, in the administration of executive decisions, and in the development and maintenance of productive relationships with the public, the aviation community, and other Government agencies.

b. Provides for the development and effective coordination of FAA objectives, plans, policies, programs, standards, and procedures for issuance by or on behalf of the Administrator which pertain to systems maintenance and telecommunications services.

c. Advises and assists the Office of Labor and Employee Relations (ALR) on labor management relations matters, participates in contract negotiations, and provides advice and counsel to ALR and the regions on issues arising from contract administration.

d. Develops policy, standards, and criteria for sector manager/assistant sector manager selection process; and arranges for periodic performance based interviews and National Review Boards for the purpose of establishment and maintenance of eligibility lists.

e. Provides leadership and direction in the planning, management, and control of service programs and in the appraisal and evaluation of AAF programs.

f. Creates and maintains an atmosphere of positive human relations and open communications for all Systems Maintenance Service employees and among the service and headquarters, regions, and field organizations.

100-7 PROGRAM MANAGEMENT STAFF. The Program Management Staff provides overall functional management in matters pertaining to the acquisition, maintenance, and utilization of resources. The staff:

a. Plans, administers, and provides service level support activities necessary for the implementation of service fiscal plans, programs, and systems. This includes:

(1) Formulates, analyzes, executes, and administers the service's headquarters budget activity.

(2) Serves as focal point within the service for coordinating and consolidating the service's total fiscal requirements (SM field operations, leased telecommunications, and ADP budgets). Coordinates, in conjunction with operating divisions, with the Associate Administrator for Airway Facilities to resolve issues involving the RE&D, F&E, and Operations appropriations.

(3) Reviews, supports, and justifies regional airway facilities OPS budget and fiscal program estimates of staffing and funding requirements and provides service recommendations to AAF-10 on position and funding distributions. These functions are performed annually, quarterly, and at other times as required.

(4) Develops detailed budget justifications supporting airway facilities program and resource requirements for systems maintenance and the field for review by the service and AAF including participation at Airway Facilities review levels.

(5) Monitors resource commitments and fiscal status for both Systems Maintenance Service and the field, prepared required AAF reports, and apprises ASM and AAF-10 managers of current fiscal status of the entire OPS appropriation; recommends to AAF-10 program adjustments, and internal fiscal management procedures compatible with AAF budget and fiscal systems.

(6) Monitors the F&E program to ensure consistency with long range system planning goals and readjusts these planning goals to reflect changes in policy and analyzes impact on operations appropriation.

(7) Develops and operates a management system which identifies service goals; records priorities, resource application, target dates, and objectives; provides pertinent feedback for management use and decisionmaking; and establishes guidelines for and monitors service program reviews.

b. Assists the director in planning, development, direction review and status evaluation of service programs. This includes the organization, structure, and reporting of programs and the development of appropriate program management plans.

c. Is responsible for monitoring and evaluating the service system of internal controls and vulnerability assessments required by OMB Circular A-123.

d. Provides administrative management support services concerning:

(1) Service organization and staffing, personnel services, training needs, and awards.

(2) Paperwork management (directives, forms, reports, records).

(3) Office services (space, telephones, property).

(4) Physical security and personnel security.

(5) Administrative standards and related activities.

(6) Management analyses.

(7) Evaluation of employee suggestions.

(8) Compliance with service and FAA human relations policy.

e. Provides the liaison for the Equal Employment Opportunity (EEO) program and develops the service EEO plan.

f. Provides service coordination for the Freedom of Information Act and the Privacy Act.

g. Advises and assists the director and elements of the service on administrative management problems brought to the attention of the headquarters organization.

h. Provides a focal point for consultation and coordination between the service and other FAA headquarters offices on matters of administrative and management support.

i. Develops and recommends service organization concepts and plans.

j. Develops, justifies, and administers service resource requirements.

k. Prepares service position, provides service representation in planning, and coordinates service program for FAA emergency operations.

100-8 FIELD EVALUATION STAFF. The Field Evaluation Staff is the principal element of the service for the evaluation of field program performance. The staff:

a. Develops service policies, systems and overall plans for the review, evaluation, and investigation of field program activities within the purview of the Associate Administrator for Development and Logistics.

b. Develops standards, procedures, techniques, and criteria for comprehensive program review and evaluation.

c. Provides advice and assistance to the AAF services and to regional AF divisions on evaluation matters.

d. Conducts comprehensive reviews and evaluation of the overall field program performance of each region and as required by the AAF services.

e. Determines the adequacy of policies, standards, procedures, and program advice and assistance to the regions.

(1) Determines the efficacy of overall performance in terms of public benefits and FAA costs.

(2) Determines the adequacy of the regions' evaluation of their operations.

f. Conducts special evaluation studies and investigations as assigned.

g. Administers a follow-up system to ensure that corrective action is taken on deficiencies disclosed by reviews and evaluations.

h. Coordinates service participation in the investigation of aircraft accidents.

i. Represents the service on compliance matters and collaborates as required with the Office of Civil Aviation Security in conducting investigations.

j. Serves as the service point of contact with AAF for coordination with the Office of Accounting, the Office of Inspector General, and the General Accounting Office to assure timely response and

follow-up action to audit reports and approved recommendations.

k. Serves as the service coordination point for NTSB recommendations, the Aviation Safety Reporting System (ASRS), and Transportation Safety Information System (TSIS).

100-9 RESERVED.

100-10 MAINTENANCE ENGINEERING DIVISION. The Maintenance Engineering Division is responsible for the formulation and coordination of national objectives, policies, standards, procedures, and guidelines governing the day-to-day and long term technical functioning, performance and certification of the National Airspace System; technical inspection of field facilities; and performance of engineering field support activities. The division also provides for the co-chairperson of the Joint Radar Planning Group (JRPG) and Joint Surveillance System (JSS) activities. With respect to the foregoing, the division:

a. Develops, maintains, and operates a system that will provide trend data on maintenance programs including facility/service performance, technical inspection accomplishment/deficiencies, non-Federal technical inspection accomplishment/deficiencies, preventive maintenance accomplishment, modification accomplishment, test equipment calibration, and technical training and certification.

b. Prepares periodic technical reports and data of the nature and scope of performance trends, the anticipated impact on services, and provides recommendations to organizations responsible for further investigation and corrective action. Supports the data requirements of divisions within the service.

c. Represents the agency in the collection, composition, and publication of facility/service performance data.

d. Develops and maintains general maintenance policies, standards, and guidelines involving electrical power, technical inspection, equipment certification, facility documentation, repair of equipment, and general maintenance requirements and procedures, including the OPI for the Airway Facilities General Maintenance Handbook.

e. Develops subparts A through J of the Federal Aviation Regulations Part 171 and manages the non Federal facilities program.

f. Manages the service's test equipment program, including Automated Test Equipment (ATE) program; develops requirements, schedules, and maintains national lists of preferred test equipment; coordinates requirements for test equipment with program offices, the FAA Depot, and regions; prepares F&E and operations test equipment budget requests; and takes or initiates action for procurement and distribution.

g. Develops and maintains policies, guidelines, and procedures for maintenance, modification, software development, and calibration of test equipment. Monitors calibration requirements and accomplishment data and takes or initiates required corrective actions.

h. Develops overall service policies, standards, guidelines, and programs for the use, handling, and disposal of hazardous waste materials for the airway facilities organization.

i. Develops and maintains national power policies, standards, and guidelines; including the critical load configuration at major facilities. Represents the service in development of policies and standards governing the use and consumption of energy.

j. Reviews acquisition documentation and reliability/maintainability proposals and evaluation plans submitted by offeror/contractors to ensure that designs, requirements, proposals and plans support maintenance plans, concepts, and objectives. Participates in the Integrated Logistics Support Management Team process.

k. Develops and maintains policies, standards, and guidelines for preparation of facility reference data files, joint acceptance inspection, commissioning, and decommissioning of airway facilities. Represents the service in development of agency systems test and evaluation policies, guidelines, and requirements.

l. Develops and maintains service policies, standards, and guidelines on and manages the Airway Facilities Personnel Safety Program. Ensures timely distribution of information on identified safety hazards.

m. Develops requirements, policies, plans, and procedures for the operation and monitoring of the NAS to ensure that significant interruptions/ incidents receive prompt and appropriate follow-up attention; keeps top management officials apprised of significant interruptions and the impact on air traffic operations as well as the current overall status of the NAS.

n. Monitors day-to-day and long-term facility/service performance and technical program data (e.g., technical inspection deficiencies); develops and maintains a system of charts, graphs, and statistical data representing performance and program trends; and in conjunction with the National Engineering Field Sup-

port Sectors, investigates and identifies causes for adverse performance trends and takes or initiates corrective actions.

o. Develops and maintains policies, guidelines, and procedures governing the National Airspace Performance Reporting System (NAPRS).

p. Implements and maintains NAS configuration management policies and procedures for the operational NAS; chairs the Maintenance Engineering Configuration Control Board (MECCB) and provides representation on cluster Configuration Control Board and Specification Review Board.

q. Implements NAILS policies and reviews procurement documentation to ensure systems acquisition programs conform to NAILS policies, objectives, and the NAILS Master Plan.

r. Represents the service as the NAILS Program Manager, and in this capacity, in coordination with other affected offices:

(1) Ensures that a NAILS Plan is developed for each acquisition program.

(2) Serves as the primary member of the National Airspace Integrated Logistics Support Management Team (NAILSMT) and assists the program/project manager in procurement planning, procurement documentation, proposal evaluation, and monitors and controls contractor's NAILS activities throughout the procurement cycle including production, testing, and deployment phases of acquisition program to ensure compliance with the NAILS Plan.

s. Provides hardware and software engineering support directly to field elements in the solution of site unique and/or national system problems as assigned by Order 1320.48.

t. Develops electronic and plant equipment modifications and in-service improvements for systems and subsystems; reviews and coordinates contractor and field developed modifications.

u. Analyzes system performance based upon reported problems and/or outages; identifies deficiencies in hardware and/or software; designs, develops, tests, and implements solutions.

v. Plans, develops, and issues, in accordance with national policy, maintenance technical handbooks and guidance material to support the field maintenance program.

w. Provides engineering support and conducts shakedown testing in the commissioning of new systems; and in this process, identifies problems and develops and tests modifications as required to bring equipment/systems to a commissioned status.

x. Maintains the NAS baseline configuration and status accounts the modification status of all systems, facilities, and equipment.

y. Develops system design and operational requirements in consideration of optimizing the maintenance and logistics support program for airway facilities as well as ATC services; and monitors system acquisition and implementation programs to ensure such requirements are met.

100-11 MAINTENANCE OPERATIONS DIVISION. The Maintenance Operations Division is responsible for the formulation and coordination of national objectives, policies, standards, procedures, and guidelines governing the human, automatic data processing (ADP), and formulation and development of concepts and policies for the MMC of the maintenance program. The division also serves as the information resource manager for AAF. With respect to the foregoing, the division:

a. Participates in the development of qualification and classification guides and standards for airway facilities personnel; and provides position classification review, advice, and counsel to the service, field, and Office of Personnel and Training on appropriateness of series and justification necessary to support requested grade level.

b. Develops national policy and guidelines for maintenance coverage and level of facility restoration response.

c. Develops policy and criteria for National SUPCOM Program; and arranges for meetings to identify and resolve supervisory issues.

d. Provides national technical training program guidance to the Office of Personnel and Technical Training through the submission of training proposals, review and approval of training plans, review of specifications and contractor-developed proposals in response to request for proposal for training, and the development of training courses and materials. Assists the program manager in developing a training plan for each system acquisition as part of an integrated logistics support plan (ILSP).

e. Develops national airway facilities technical training and personnel certification policies, standards, and guidelines.

f. Develops and updates the airway facilities technical training portion of the agency's 5-year program (spring preview); provides justification and response

to budgetary and program issues in support of valid training requirements; and determines national airway facilities training priorities.

g. Develops estimates of airway facilities training costs for new and proposed programs, facilities, and equipment and monitors the training data system to ensure equitable distribution of quota and travel funds.

h. Develops and recommends policies and standards for field organizational structures and personnel management plans and programs to meet maintenance operational requirements to achieve optimum effectiveness and efficiency.

i. Develops a system for measuring facility complexity and, in conjunction with Office of Training and Higher Education and the regions, applies complexity measures for determining grade levels of field positions.

j. Develops analytical methods and conducts analyses related to the demographics of field work force in terms of distribution, skill development, attrition, and other factors related to near-term and long-term personnel requirements planning.

k. Develops and maintains the human resource planning and provides implementation guidance to the regions.

l. Represents ADL and is the focal point for development, review, and approval of management information systems which fall under the functions of the Associate Administrator for Development and Logistics.

m. Provides for the operation with oversight functions of those ADP systems that collect and provide data related to all aspects of system/facility/equipment/service definition, acquisition, and operation.

n. Ensures, through data base management and administration and other technical expertise, the currency, accuracy, and interchangeability of all information in the assigned ADP systems; particularly, the ADL NAS Facilities Information System (NFIS).

o. Provides program management functions for all ADP systems tools that relate to the systems engineering and integration. This office is the primary interface with the SEI contractor for tool development and computer access.

p. Reviews, evaluates, recommends, approves, or disapproves ADL program management software and/or analysis tools required to implement the NAS Plan.

q. Reviews computer time-share usage and efficiency of programs; provides financial tracking and analysis of computer time-share funds; makes recommendations regarding implementation or retention of ADP programs; advises users of expenditures; places limits on programs as needed and prepares ADL ADP budget submissions and makes recommendations for necessary reductions.

r. Develops and coordinates short-term maintenance plans (1–3 years) in such areas as staffing, contract maintenance, etc., that allow an orderly transition from the establishment phase to the maintenance phase of facilities in the NAS by monitoring F&E current program activities including commissioning schedules and analyzing equipment configurations.

s. Develops schedules, in conjunction with Program Engineering Service, the Automation Service, and the advance system acquisition, service contract maintenance requirements, including necessary technical specifications required for specific equipment configurations and initiates any related funding requirements.

t. Reviews, supports, and justifies regional airway facilities OPS budget and fiscal program estimates of staffing and funding requirements and provides service recommendations to ADL–10 on position and funding distributions relating to field staffing requirements. These functions are performed annually, quarterly, and at other times as required.

u. Monitors the F&E program to ensure consistency with long-range system planning goals and readjusts these planning goals to reflect change in policy and analyzes impact on OPS appropriation relating to field staffing and training.

v. Develops national airway facilities sector staffing standards and participates in the development of agency staffing guides, staffing validation studies, and related staffing activities.

w. Administers an inventory system Facilities Master File (FMF) and Precommissioned Facilities File (PFF) for airway facilities and establishes standard codes for identification of facilities in agency data system.

x. Reviews all cost benefit studies in which maintenance costs are a factor and serves as the single source for all maintenance cost factors.

y. Develops and maintains concepts, plans, policies, and objectives for national maintenance programs to ensure that current and future operational require-

ments are achieved. This activity includes the responsibility for Orders 6000.26, 6000.27, and 6000.30.

z. Develops and maintains the System Description for End-State Maintenance and Support System (1995 NAS Support System) and the Strategic Systems Maintenance Plan. These systems and plans will consider the long-term role of the maintenance organization, human resources and relations, direct and contract maintenance, engineering field support, and physical and financial resources.

aa. Develops and maintains a set of documented maintenance operational requirements and Systems Requirements Statements. This activity considers the impact of proposed system concepts and air traffic operational requirements.

bb. Develops and maintains National Airspace Integrated Logistics Support (NAILS) plans, policies, and guidelines, including the NAILS Master Plan.

cc. Provides coordination within headquarters and among regions on the maintenance automation activities, the lead sector program, and NAS Plan Implementation Issues.

100-12 TELECOMMUNICATIONS MANAGEMENT AND OPERATIONS DIVISION. The Telecommunications Management and Operations Division is responsible for providing management and operation of all agency operational and administrative telecommunications resources, including the planning, engineering, information, and financial management functions. With respect to the foregoing, the division:

a. Develops and recommends national objectives, plans, policies, programs, standards, and procedures governing operational and administrative telecommunications networks, systems, and equipment.

b. Identifies, collects, and coordinates agency telecommunication service requirements. Prepares the agency budget submission, acquisition, and procurement strategy, allocates telecommunication resources and assures the provisioning of required services and equipment.

c. Provides network planning and engineering services, determining the most effective transmission medium, facilities and equipment to meet requirements. Provides operational and economic analysis and determination of leased or agency-owned resources, end-to-end circuit engineering and standards for services, systems, equipment, and interfaces.

d. Manages the operational and administrative networks (RCL, NADIN, ADTN, DMN, etc.); selects methods for satisfying requirements, user access, operating procedures, expansions, and modernizations.

e. Manages the agency leased service program. Prepares telecommunications service requests, performance specifications, and maintenance requirements for leased services and equipment. Serves as focal point for FAA leased telecommunications services and is the designated telecommunications certification office for the agency.

f. Provides engineering advice and consultation to the contracting officer during the procurement/leasing cycle; serves as the technical officer; reviews and certifies contractor requests for action and contractor progress payment.

g. Analyzes network and circuit performance, evaluates alternative transmission and equipment technologies. Recommends and effects networking strategy, transmission and equipment modernizations based upon performance and cost criteria.

h. Manages the agency telecommunications service improvement program. Coordinates with the regions and telephone companies, establishes service performance criteria, monitors performance, and ensures compliance with standards.

i. Establishes telecommunications maintenance and operations performance requirements. Coordinates with the appropriate offices and services and regional divisions concerning maintenance concepts, air traffic operational requirements, and compliance with standards.

j. Develops service input during the research, development, and acquisition cycle on the FAA telecommunications service and maintenance requirements necessary to support the installation, modernization, in-service improvements of systems, facilities and equipment through the 5-year, 10-year, and system acquisition plans and budget submissions.

k. Maintains liaison with the military regarding development of communications systems under the jurisdiction of the Department of Defense (DOD) and the potential impact of such developments and the possible integration of DOD and FAA telecommunications systems, in the furtherance of the national defense and FAA missions.

l. Maintains liaison and coordination with OST, GSA, and other Government agencies on telecommunications requirements, FIRMR activities, OMB Circulars, DOT orders, and the acquisition and maintenance of Federal Telecommunications Service (FTS).

m. Establishes and maintains the configuration management program for the agency telecommunications network(s). Develops and maintains data bases and automated systems necessary for baseline configuration management (circuit inventory, channel and port assignments, end-to-end connectivity) tariff and cost analysis, budget preparation and tracking, and service restoration.

100-13 RESERVED.

100-14 SPECTRUM ENGINEERING DIVISION. The Spectrum Engineering Division is responsible for the planning and engineering of all FAA electromagnetic spectrum programs, and for the allocation of assigned portions of the electromagnetic spectrum in support of the National Airspace System (NAS), and represents FAA before national and international organizations involved with establishing radio frequency policy and regulations. This includes:

a. Developing and executing FAA radio frequency spectrum policy, plans, and standards.

b. Engineering, obtaining authorization, and protecting the frequency assignments necessary to satisfy the requirements of the NAS.

c. Providing engineering support to regional and field facilities in the resolution and prevention of radio frequency interference to NAS facilities.

d. Managing the classified frequency management computer program and associated secure computer facility in the Washington headquarters.

e. Performing engineering analysis of frequency assignment proposals by Government agencies, the Federal Communications Commission (non-Government), Canada, Mexico, and any other countries to determine the impact of the NAS and to preclude radio interference to the NAS.

f. Representing the agency on the Interdepartmental Radio Advisory Committee (IRAC) and other Government and industry committees/working groups in the field of spectrum management. FAA is managing the National Telecommunications Information Administration's field coordination program for all Government and non Government radar/radar beacon systems.

g. Representing the United States in meetings of the International Telecommunications Union (ITU) and the International Civil Aviation Organization (ICAO) which require frequency management expertise and deal with aviation interests.

h. Maintaining the FAA radio frequency portion of the Federal Government's mobilization plans.

i. Conducting engineering studies relating to incorporation of future systems within assigned portions of the radio spectrum in accordance with the NAS Plan and FAA Research, Engineering, and Development Plan.

j. Executing the radiation hazard measurement program.

k. Administering the electromagnetic compatibility portion of the agency's airspace case program.

l. Representing the agency on operational and technical aspects of international telecommunications facilities and services provided by the U.S. in support of ICAO.

m. Coordinating with the Department of Defense to ensure electromagnetic compatibility with the NAS.

n. Providing for communications, navigation, and surveillance network engineering and planning for the NAS Plan.

CHAPTER 102. OFFICE OF OPERATIONS PLANNING AND POLICY

102-1 MISSION. The Office of Operations Planning and Policy advises and assists the Executive Director for System Operations and the Administrator in the oversight and coordination required to ensure the effective operation and maintenance of the National Airspace System.

102-2 FUNCTIONAL ORGANIZATION. No functional organization is prescribed.

102-3 FUNCTIONS. The Office of Operations Planning and Policy:

a. Assures that an integrated process exists for the evaluation of system effectiveness. The office is responsible for developing air traffic and airway facilities evaluation plans in conjunction with the separate evaluation staffs of each associate administrator, as well as initiating special evaluations in support of airspace actions and major project initiatives.

b. Assures that system level plans and requirements are developed and coordinated; that integrated airway facilities and air traffic plans exist; and that airway facilities and air traffic actions are consistent with established system level policies and plans.

c. Maintains a regular interface with the organizations under the executive direction of the Executive Director for System Development and organizations under the executive direction of the Associate Administrator for Air Traffic and the Associate Administrator for Airway Facilities to facilitate joint planning and coordination and the definition of long-term improvements to the air traffic control system.

d. Establishes, coordinates, and serves as spokesperson for major system level policy issues, as well as high visibility technical programs with considerable user concern or impact.

CHAPTER 103. OFFICE OF OPERATIONS RESOURCE MANAGEMENT

103-1 MISSION. The Office of Operations Resource Management assists the Executive Director for System Operations and the Administrator in managing and controlling the functions involved in the maintenance and operation of the national airspace; ensures that adequate fiscal and human resources are available to operate and maintain the National Airspace System (NAS); develops policy and provides support for Air Traffic and Airway Facilities Human Resource Management Programs.

103-2 FUNCTIONAL ORGANIZATIONAL. No functional organization is prescribed.

103-3 FUNCTIONS. In coordination with the Associate Administrators for Air Traffic and Airway Facilities and the Office of Budget, formulates strategic policy and plans for fiscal resource management, and provides policy direction and support on all human resource management programs affecting air traffic and airway facilities employees. The office:

a. Serves as liaison with OST, OMB, and the Congress for all organizations under the executive direction of the Executive Director for System Operations regarding responses to budget, fiscal programs.

b. Resolves directorate fiscal issues.

c. Works with appropriate Human Resource Management Organizations, develops policy and provides support for Air Traffic and Airway Facilities Human Resource Management Programs including staffing, compensation, employee development and training, equal employment opportunity, organizational development, and labor management relations.

d. Develops and maintains an integrated management information system for the system operations complex.

e. Coordinates on all SES selections for the system operations complex with the Associate Administrator for Human Resource Management and the Office of the Secretary of Transportation.

f. Provides administrative support for the office of the executive director, and the Offices of Operations Policy and Planning, and Operations Resource Management.

APPENDIX 1. ILLUSTRATIVE CHAPTER OUTLINE FOR AN OFFICE OR SERVICE

This appendix outlines an office or service with subordinate structure. For those without subordinate structure, the chapter is generally limited to statements of mission, functions, and as necessary, special delegations and special relations.

CHAPTER 99. ***XYZ OFFICE.*** (Each office and service is assigned a separate chapter. The chapter number and title are centered on the first, odd-numbered page.)

FIGURE 99-1. Functional Organization Chart. (The chart is on the second page (an even page) of the chapter, on the back of the chapter title sheet.)

99-1. MISSION ..... Paragraph 99-1 starts on the third page of the chapter, opposite the functional organization chart.
99-2. FUNCTIONAL ORGANIZATION..... Paragraphs 99-2 to 99-5 follow without break.
99-3. FUNCTIONS
99-4. SPECIAL DELEGATIONS
99-5. SPECIAL RELATIONS
99-6. DIRECTOR ..... Paragraph 99-6 starts on a new odd page, and is followed by paragraphs 99-7 to 99-10.
99-7. EXECUTIVE STAFF
99-8. EVALUATION STAFF
99-9. ( ) STAFF
99-10. RESERVED
99-11. ABC DIVISION ..... Paragraph 99-11 starts on a new, odd page. Each ensuring paragraph starts at the top of the next page, whether odd or even, following the end of the preceding division statement.
99-12. DEF DIVISION
99-13. GHI DIVISION
99-14. JKL DIVISION

FIGURE 1. SAMPLE OFFICE OR SERVICE FORMAT

CHAPTER 99. XYZ OFFICE

This example illustrates only the manner of presenting functions. It is not complete or accurate in describing functions, etc.

99-1 MISSION. (In a brief paragraph describe the purpose of the office.) For example: The office is responsible for:

Airworthiness of aircraft.
Competence of airmen.
Adequacy of flight procedures and air operations.
Assurance of facility performance meeting user requirements.
Development, utilization, and maintenance of FAA's aircraft fleet.

99-2 FUNCTIONAL ORGANIZATION. State: "The functional organization of the XYZ Office is shown in figure 99-1." (The figure shall be a functional organization chart to the level of staffs and division reporting to the director. The chart is on the second page of the chapter. The organizational code number (routing symbol) and the paragraph number of the appropriate statement shall be shown in each box, in the manner illustrated; the sequence of the boxes follows the sequence of the paragraph numbers.)

99-3 FUNCTIONS. (In terse terms, state the key program responsibilities of the office, including emergency operation functions, for which the director is accountable.

a. Operates an aircraft maintenance base of the overhaul, repair, heavy maintenance, and assigned line maintenance of agency aircraft.

b. Conducts the national intermediate and high-altitude facility flight inspection and procedures operating program.

c. Develops plans and takes other steps required to ensure continuity of functions and operations within the cognizance of the office. This includes:

(1) (Spell out specific activities.)
(2)
(3)

99-4 SPECIAL DELEGATIONS. (In this paragraph list all special delegations of authority from the Administrator to the director. Delegations should be made to the head of the office. Authority to redelegate can be included. Omit authorities inherent in the exercise of assigned functions unless there are limitations upon this authority. Also omit authorities common to all directors, such as those pertaining to the authorization of office travel.)

99-5 SPECIAL RELATIONS. (In this paragraph publish statements of special relations where two or more offices have responsibilities relating to a function and the statement of functions needs amplification with respect to relationships. Use this paragraph sparingly.)

99-6 OFFICE OF THE DIRECTOR. (Use the following standard statement of functions, modified or supplemented, if necessary, of the specific office.) Under the executive direction of the Associate Administrator for (insert):

a. Advises and assists the Administrator and the Administrator's executive staff in providing support in the justification of budget estimates, in the administration of executive decisions, and in the development and maintenance of productive relationships with the public, the aviation community, and other Government agencies.

b. Provides for the development and coordination, and is accountable to the Administrator for the adequacy, of FAA:

(1) Policies, standards, systems, and procedures.

(2) Public rules, regulations, and standards.

(3) Program plans issued by or on behalf of the Administrator.

c. Provides for effective evaluation of program performance and ensures the adequacy of followup to secure correction of deficiencies.

d. Provides leadership and direction in the planning, management, and control of office activities.

99-7 EXECUTIVE STAFF. (Use the following standard statement of functions, modified or supplemented, if necessary, of the specific office.)

a. As the principal element of the office with respect to the staff aspects of office management, the staff:

(1) Develops and, following the director's approval, administers, and provides staff support services for, plans, programs, and systems pertaining to:

(a) Program planning guidelines for all segments of the office and field counterparts.

(b) Budget and financial management.

(c) Organization and staffing.

(d) Human resource management, training, and utilization.

(e) Paperwork management and other central services.

(f) Management information system.

(g) Security.

(2) Advises and assists the director and other executive personnel of the office and its regional counterparts on administrative management problems and action within the purview of the office.

(3) Provides operation research, management analysis, management information, and other central analytical services.

(4) Provides a focal point for consultation and coordination between the office and the central staff offices of the agency on matters of administration.

b. (Others as required. If there is no subparagraph 9906b, renumber preceding statements accordingly.)

99-8 EVALUATION STAFF. (Use the following standard statement of functions, modified or supplemented, if necessary, for the specific office.)

(1) Develops for the director, systems and overall plans for the review and evaluation of agency activities within the purview of the office.

(2) Develops procedures, techniques, and criteria for comprehensive program and review and evaluation.

(3) Provides guidance and assistance within the office and to the regions and centers the development of plans and criteria for technical review and evaluation of specialized functions.

(4) Coordinates the scheduling of all program reviews by any element of the office.

(5) Conducts or assists the director in conducting comprehensive reviews and evaluations in terms of public benefits and cost/effectiveness, emphasizing particularly:

(a) The overall program performance of each region.

(b) The comparative evaluation of regional performance.

(c) The adequacy of agency policies, standards, procedures, and programs, and of offices' staff advice and assistance to the regions.

(6) Reports on reviews, evaluations, and investigations.

(7) Administers a followup system to ensure that corrective action is taken on deficiencies disclosed by the review.

b. Conducts special studies as assigned.

c. (Others as required.)

99-9 to 99-10 (OTHER STAFF ELEMENTS). Use these paragraphs for the functions paragraphs of other staffs on the organization chart, using the same format as for paragraphs 99-06 and 99-07. If paragraphs 99-08 and 99-09 are not used they should be "RESERVED." Begin paragraph 99-10 on a new, odd-numbered page.

FIGURE 2. SAMPLE DIVISION FORMAT

This example illustrates only the manner of presenting functions.

99-11 ABC DIVISION. (In concise terms, state those elements of the office's program responsibilities set forth in paragraph 99-02 which are assigned to the division.) The division:

a. Is the principal element of the office with respect to the design, manufacture, inspection, and flight testing of aircraft of United States manufacture.

b. With respect to the foregoing:

(1) Develops and recommends agency policies, standards, systems, procedures, and program plans.

(2) Develops the substance of public rules, regulations, and technical standards.

(3) Advises the director, the Administrator, and other principal officials.

(4) Guides and assists the regions in the conduct of approved programs.

(5) Serves as a central point of contact for the aviation community.

(6) Evaluates the technical adequacy of regional program performance.

c. (Use additional subparagraphs as needed for other functions.)

d. (Do not repeat material in the statements of generic responsibilities set forth in chapter 2 of Order 1100.1A, FAA Organization—Policies and Standards.)

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