ORDER

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

1100.148B

12/06/88

SUBJ: FAA ORGANIZATION MANUAL

1. PURPOSE. This order implements and transmits as Appendix 1, Order DOT 1100.62B, Department of Transportation Organization Manual, Federal Aviation Administration.

2. DISTRIBUTION. This order is distributed to the director level in Washington, regions, and centers, and to the division level in the Management Systems and Resource Management Divisions in the regions and Management Systems Divisions at the centers.

3. CANCELLATION. Order 1100.148A, Federal Aviation Administration Organization Manual, dated November 29, 1982, is canceled.

4. EXPLANATION OF CHANGES.

a. This revision contains the new agency organizational structure including the four executive director positions, new associate administrators, and the straightline reporting relationship of certain regional and center organizational elements.

b. The first page of Order DOT 1100.62B contains an explanation of the significant changes.

c. This revision incorporates changes 1 through 24 to Order DOT 1100.62A.

5. DESCRIPTION. Appendix 1 contains the mission and functions statements for the executive directors, associate administrators, and offices reporting to the administrator or to an executive director. The Secretary of Transportation reserves the authority to approve these statements.

Michael D. Sherwin
Director of Management Systems

Distribution: A-W-1; A-X(MS/RM)-1; A-X(MS/RM)-2; A-YZ(MS)-1; A-YZ(MS)-2

Initiated By: AMS-530

U.S. Department of Transportation
Office of the Secretary of Transportation

1100.148B
Appendix 1
12/6/88

ORDER

DOT 1100.62B

11-4-88

Subject: DEPARTMENT OF TRANSPORTATION ORGANIZATION MANUAL, FEDERAL AVIATION ADMINISTRATION

1. PURPOSE. This Order contains the organizational structure, mission, and functions of the Federal Aviation Administration.

2. CANCELLATION. Order DOT 1100.62A, Department of Transportation Organization Manual, Federal Aviation Administration, of 6-17-82, is canceled.

3. EXPLANATION. This revision:

   a. Contains a completely revised organization manual to reflect the restructured Washington headquarters and to document the straightline reporting of the regional program divisions as it affects the Washington headquarters. This revision establishes new Associate Administrators and new offices.

   b. Revises the regional structure to place the program divisions--Aircraft Certification, Flight Standards, Aviation Medical, Airway Facilities, Air Traffic, Airports, and Civil Aviation Security--under the executive direction of the Washington headquarters counterpart organization. The legal function also comes under the executive direction of the Washington headquarters.

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

   e. Places the Regional Administrators under the executive direction of the Executive Director for Policy, Plans, and Resource Management.

   f. Updates the functional statement for the Office of Civil Rights to reflect current responsibilities, as well as deleting the contract compliance functions.

Jim Burnley
Secretary of Transportation

DISTRIBUTION: All Secretarial Offices
All Operating Administrations

OPI: Office of Management Planning

DEPARTMENT OF TRANSPORTATION ORGANIZATION MANUAL

FEDERAL AVIATION ADMINISTRATION

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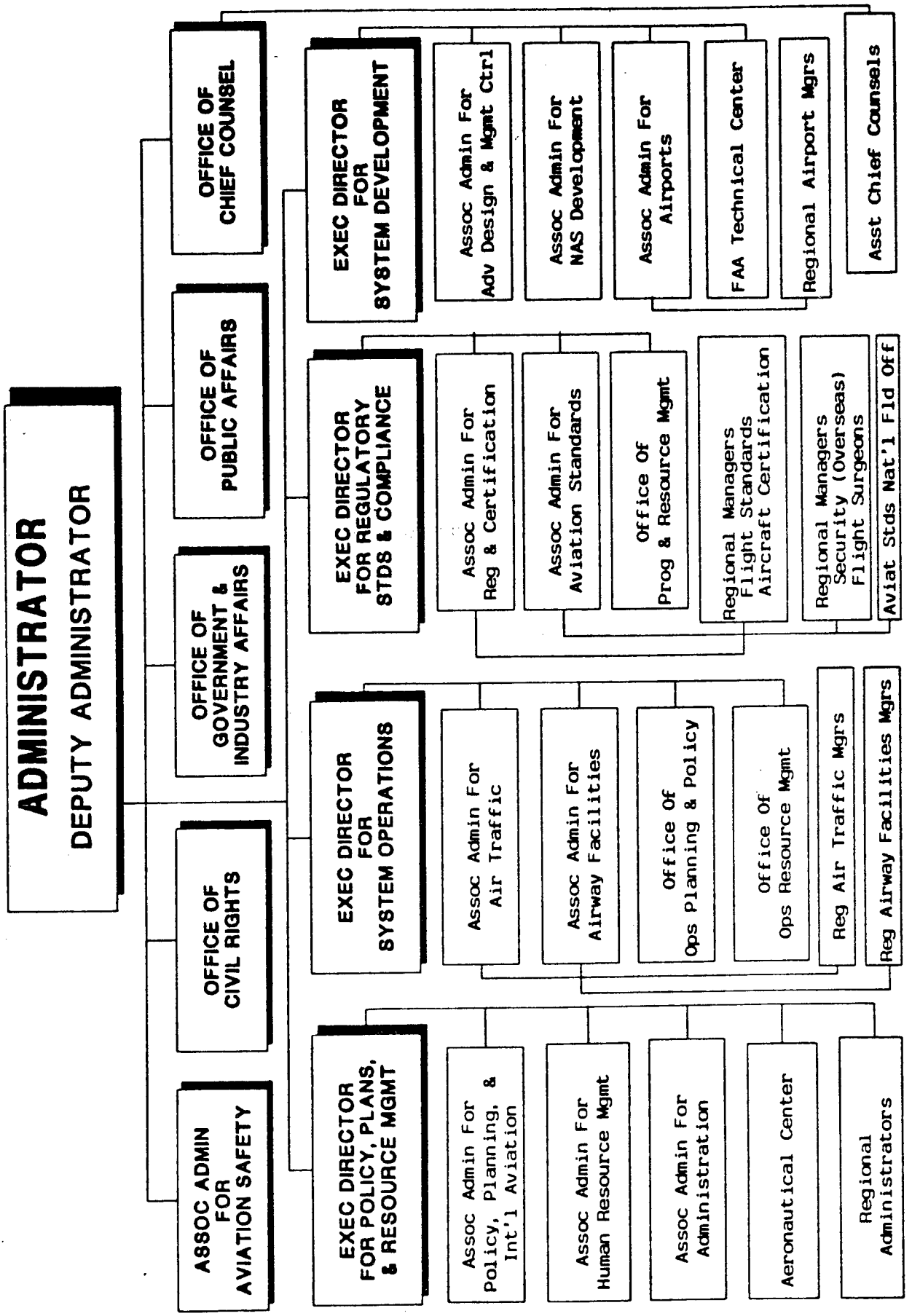
FEDERAL AVIATION ADMINISTRATION

A. GENERAL

DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION



FEDERAL AVIATION ADMINISTRATION

A. GENERAL

1. Origin and Missions.

a. The Federal Aviation Administration (formerly the Federal Aviation Agency) was established by the Federal Aviation Act of 1958. Many of its functions date back to the Lighthouse Service. It became a component of the Department of Transportation pursuant to the Department of Transportation Act.

b. The missions of the Federal Aviation Administration are:

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

(2) 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.

(3) The promotion, encouragement, and development of civil aeronautics.

(4) The consolidation of research and development with respect to air navigation facilities.

(5) The installation and operation of air navigation facilities.

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

(7) The development and implementation of programs and regulations to control aircraft noise, sonic boom, and other environmental effects of civil aviation.

2. Wartime Service.

a. The wartime mission of the Federal Aviation Administration (FAA) 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; to support 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 FAA will be transferred to DOD in event of war and will function as an adjunct of the Department of Defense. 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.

3. Overall Organization. The overall structure of the Federal Aviation Administration is shown on the organization chart, figure A-1.

4. General Description. The Federal Aviation Administration consists of two basic administrative levels of organization and four special complexes:

a. The Washington headquarters in Washington, D.C., which is responsible for agencywide program planning, direction, control, and evaluation and for managing program activities, including aircraft certification, flight standards, aviation medical, airway facilities, air traffic, airports, civil aviation security, and legal.

b. Regions which are responsible for logistics, accounting (where appropriate), management systems, public affairs, communications control, civil rights, human resource management, planning, and appraisal. The region participates in general policy, planning, and budget formulation and execution and is responsible for the budgets of those areas over which executive direction is exercised.

c. The Aeronautical Center in Oklahoma City, and the FAA Technical Center near Atlantic City, where certain centralized activities are conducted; a Europe, Africa, and Middle East Office headquartered in Brussels, Belgium, with responsibility for FAA programs and policy in its assigned area; and an Aviation Standards National Field Office, located at the Aeronautical Center in Oklahoma City, which performs certain fleet maintenance, flight inspection, and regulatory support functions.

B. HEADQUARTERS ORGANIZATION

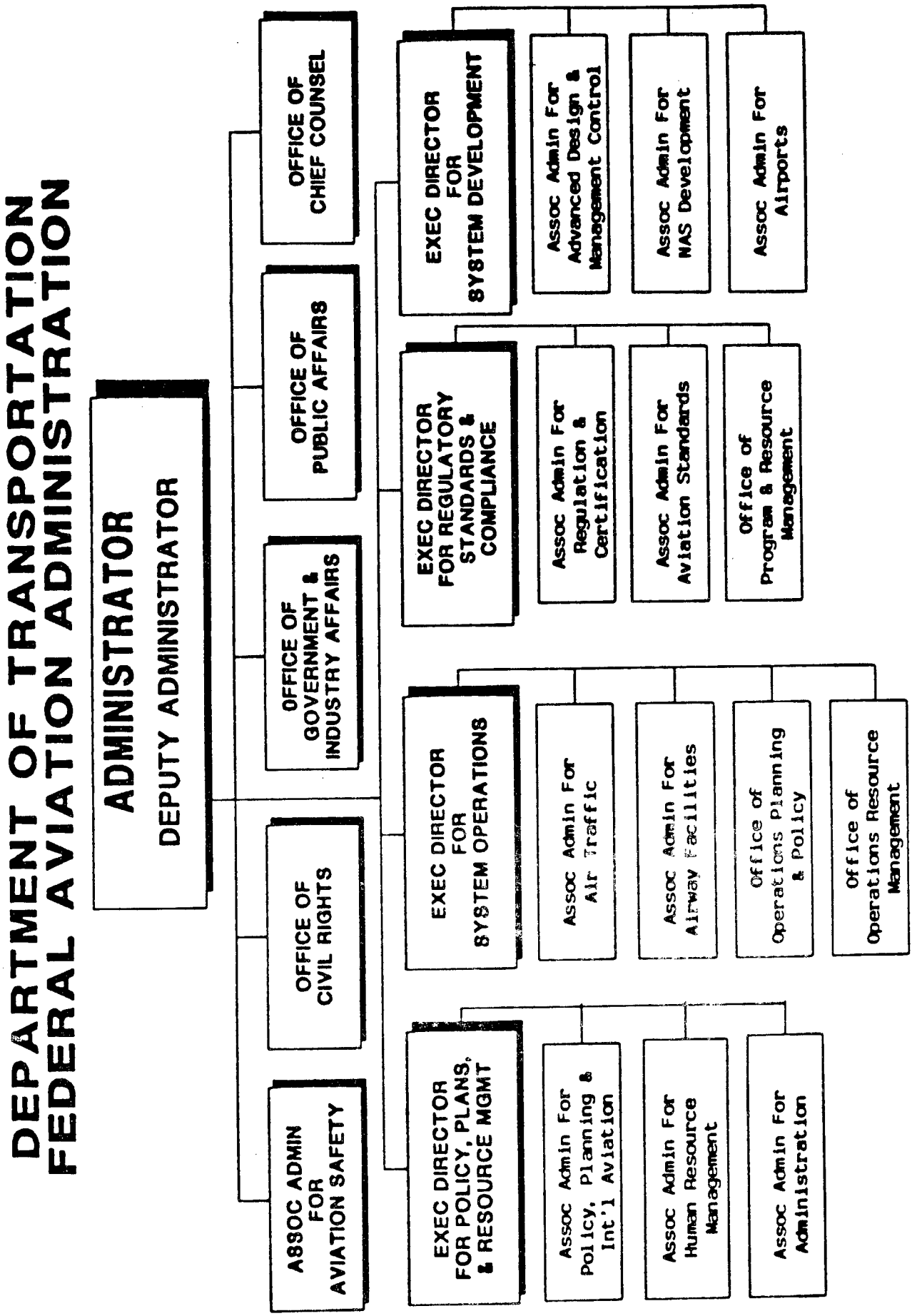

DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION
ADMINISTRATOR
DEPUTY ADMINISTRATOR
OFFICE OF CHIEF COUNSEL
OFFICE OF PUBLIC AFFAIRS
OFFICE OF GOVERNMENT & INDUSTRY AFFAIRS
OFFICE OF CIVIL RIGHTS
ASSOC ADMIN FOR AVIATION SAFETY
EXEC DIRECTOR FOR SYSTEM DEVELOPMENT
Assoc Admin For Advanced Design & Management Control
Assoc Admin For NAS Development
Assoc Admin For Airports
EXEC DIRECTOR FOR REGULATORY STANDARDS & COMPLIANCE
Assoc Admin For Regulation & Certification
Assoc Admin For Aviation Standards
Office of Program & Resource Management
EXEC DIRECTOR FOR SYSTEM OPERATIONS
Assoc Admin For Air Traffic
Assoc Admin For Airway Facilities
Office of Operations Planning & Policy
Office of Operations Resource Management
EXEC DIRECTOR FOR POLICY, PLANS, & RESOURCE MGMT
Assoc Admin For Policy, Planning & Int'l Aviation
Assoc Admin For Human Resource Management
Assoc Admin For Administration

Figure B-1.

B. HEADQUARTERS ORGANIZATION

1. Structure. The structure of the Washington headquarters is shown on the organization chart, Figure B-1.

2. General Plan of Organization. The Washington headquarters consists of:

a. The Office of the Administrator, which is responsible for:

(1) Overall planning, direction, and control of FAA activities.

(2) Executive relationships with the Secretary and Deputy Secretary of Transportation, the Assistant Secretaries, the Heads of other Operating Administrations, the Congress, other agencies, the aviation community, and the public.

b. Executive Directors who:

(1) Provide leadership, direction, and guidance relating to plans and programs within their spheres of responsibility.

(2) Exercise executive direction over functional areas assigned to them.

c. Associate Administrators who:

(1) Direct, coordinate, control, and ensure the adequacy of FAA plans and programs within their spheres of responsibility.

(2) Exercise executive direction over offices assigned to them.

d. Offices and services which are responsible for:

(1) Formulating overall objectives, plans, policies, programs, standards, and procedures for issuance by or on behalf of the Administrator.

(2) Developing FAA rules and regulations to be promulgated by or on behalf of the Administrator for observance by FAA and members of the public.

(3) Providing technical guidance, coordination, and review and evaluation of regional program performance.

(4) Conducting Seat-of-Government functions relating to such matters as legislation, request for appropriations, and interagency coordination at the national level.

(5) Conducting activities, which in the interest of effectiveness, efficiency, and economy must be performed centrally.

ADMINISTRATOR

The Administrator directs and controls the operations of the Federal Aviation Administration and acts as principal advisor to the Secretary and Deputy Secretary of Transportation on civil aviation matters and air transportation.

DEPUTY ADMINISTRATOR

The Deputy Administrator assists the Administrator in the discharge of the Administrator's responsibility with authority to act for the Administrator in all matters not reserved to the Administrator by law, order, or instruction of the Administrator.

EXECUTIVE DIRECTORS

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 subsequent pages.

ASSOCIATE ADMINISTRATOR FOR AVIATION SAFETY

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.

2. 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.

OFFICE OF THE CHIEF COUNSEL

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.

2. FUNCTIONS. The office:

a. Serves as the principal staff 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 executive direction over the legal functions in the regions and centers.

OFFICE OF CIVIL RIGHTS

1. MISSION. The Office of Civil Rights assists, represents, and advises the Administrator on civil rights and equal opportunity matters so as to ensure 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.

2. FUNCTIONS.

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

      (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 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 at 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 (1) deemed necessary to assure effective program implementation or, (2) 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 coordinates 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 Historically Black Colleges and Universities (HBCU) Program (Executive Order 12320) to remove barriers, to improve administrative infrastructure, and to provide financial support for HBCUs to increase their capacity to participate in FAA-sponsored programs.

j. Conducts complaint investigations as required by OST under 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.

OFFICE OF GOVERNMENT AND INDUSTRY AFFAIRS

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.

2. 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 FAA's 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. Provides executive direction for the National Airspace Review Enhancement Program and serves as the focal point within FAA for any special projects relating to the program; recommends policy actions and provides staff support to the National Airspace Review Enhancement Advisory Committee.

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

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

   i. Manages the Reports to Congress program within FAA. 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.

OFFICE OF PUBLIC AFFAIRS

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

2. FUNCTIONS. The Office of Public Affairs:

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

      (1) Serves as the source and point of primary coordination for supplying the employees, the public, the aviation community, State and local governments, 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.

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

   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's central office for the coordination of all agency audiovisual productions and procurements.

   d. Provides FAA employees, communities, organizations, and individuals with information about FAA through publications, audiovisuals, 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.

EXECUTIVE DIRECTOR FOR POLICY, PLANS, AND RESOURCE MANAGEMENT

1. MISSION. 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, plans, evaluation and appraisal, procurement, and property management.

2. 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.

ASSOCIATE ADMINISTRATOR FOR ADMINISTRATION

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 information resource management, administrative management, budget and financial management, appraisal and evaluation of programs and activities, procurement, and property management.

2. 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 resource management, management and productivity improvement, and administrative standards and procedures.

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

ASSOCIATE ADMINISTRATOR FOR HUMAN RESOURCE MANAGEMENT

1. MISSION. The Associate Administrator for Human Resource Management 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 personnel and technical training, human resource planning and evaluation, organizational effectiveness, and labor and employee relations. The Associate Administrator for Human Resource Management provides operating personnel, training, and labor relations services to designated organizational elements.

2. FUNCTIONS. The Associate Administrator for Human Resource Management:

   a. Provides for human resource development and management by developing, recommending, guiding, evaluating, and administering the appropriate 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.

   c. Administers FAA's relationship with labor organizations, professional societies, and organizations of supervisors and managers.

   d. Provides for equal opportunity use of positions 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.

   e. Develops policies, programs, standards, systems, and procedures for human resource technical training activities.

ASSOCIATE ADMINISTRATOR FOR POLICY, PLANNING, AND INTERNATIONAL AVIATION

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.

2. 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 systemwide 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 impact upon 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.

EXECUTIVE DIRECTOR FOR REGULATORY STANDARDS AND COMPLIANCE

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.

2. 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.

ASSOCIATE ADMINISTRATOR FOR AVIATION STANDARDS

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.

2. 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.

ASSOCIATE ADMINISTRATOR FOR REGULATION AND CERTIFICATION

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.

2. 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 ensure 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.

OFFICE OF PROGRAM AND RESOURCE MANAGEMENT

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.

2. FUNCTIONS. With respect to all matters within the scope of the Executive Director's authority and direction, the Office of Program and Resource Management is responsible for:

   a. Evaluation activities.

   b. Aviation safety data automation program and policy development.

   c. Civil aviation emergency operations planning.

   d. Human resource management programs.

   e. Budget and fiscal resource management.

EXECUTIVE DIRECTOR FOR SYSTEM DEVELOPMENT

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.

2. 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.

ASSOCIATE ADMINISTRATOR FOR ADVANCED DESIGN AND MANAGEMENT CONTROL

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.

2. 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 ensure 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.

ASSOCIATE ADMINISTRATOR FOR AIRPORTS

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 Improvement Program (AIP) grants; 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.

2. 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.

   e. Exercises executive direction over the Regional Airport Divisions.

ASSOCIATE ADMINISTRATOR FOR NAS DEVELOPMENT

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.

2. FUNCTIONS. The Associate Administrator for NAS Development:

   a. Directs FAA's acquisition engineering and management activities for NAS Plan programs associated with next generation 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.

EXECUTIVE DIRECTOR FOR SYSTEM OPERATIONS

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.

2. 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. Ensures 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.

ASSOCIATE ADMINISTRATOR FOR AIR TRAFFIC

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.

2. FUNCTIONS. The Associate Administrator for Air Traffic:

   a. 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 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 program

   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 executive direction over the Regional Air Traffic Divisions.

ASSOCIATE ADMINISTRATOR FOR AIRWAY FACILITIES

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).

2. 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 executive direction over the Regional Airway Facilities Divisions.

OFFICE OF OPERATIONS PLANNING AND POLICY

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.

2. FUNCTIONS. The Office of Operations Planning and Policy:

a. Ensures 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. Ensures 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 and coordinates, and serves as spokesperson for, major system level policy issues, as well as high visibility technical programs with considerable user concern or impact.

e. Maintains a regular interface with the organizations under the executive direction of the Executive Director for System Development to assist in the definition of long-term improvements to the air traffic control system.

OFFICE OF OPERATIONS RESOURCE MANAGEMENT

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.

2. FUNCTIONS. The Office of Operations Resource Management, 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 the Office of the Secretary of Transportation, the Office of Management and Budget, and the Congress for all organizations under the executive direction of the Executive Director for System Operations regarding responses to budget, and fiscal programs.

   b. Resolves fiscal issues involving the Executive Director for System Operations.

   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 offices under the Executive Director for System Operations.

   e. Coordinates on all Senior Executive Service selections for the offices under the Executive Director for System Operations 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.

C. NATIONAL CENTERS

MIKE MONRONEY AERONAUTICAL CENTER

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. The Aeronautical Center has operating and support functions which are national in scope, which are not required to be performed in the Washington headquarters, and which are not susceptible of assignment to, or division among, the regions as regional operating programs. The term "Aeronautical Center" includes only those organizations that report to the Director, Aeronautical Center. Tenant organizations located on the Aeronautical Center property are not integral parts of the Aeronautical Center.

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.

3. 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.

FAA TECHNICAL CENTER

1. GENERAL DESCRIPTION. The FAA Technical Center is a major organizational complex headed by a Director who reports to the Executive Director for System Development. Located near Atlantic City, New Jersey, the FAA Technical Center conducts National Airspace System (NAS) test and evaluation activities; associated field support services; an engineering, research, and development program; and test and evaluation activities supporting the FAA-approved engineering, research, and development program. The term "FAA Technical Center" includes only those organizational elements which report to the Director, FAA Technical Center. Tenant organizations located on the FAA Technical Center property are not integral parts of the FAA Technical Center.

2. MISSION. The FAA Technical Center:

   a. Operates and administers a national test center providing laboratories, facilities, skills, and services responsive to the research, development, test, implementation, field support, and maintenance programs of FAA.

   b. Develops, tests, and evaluates new or substantially improved NAS equipment, systems, materials, processes, techniques, and procedures.

   c. Performs or participates in research, engineering, and development to provide new or improved techniques or methodologies related to airport designs, layouts, construction, and operations; aviation security systems; improved or new aircraft safety systems and devices, improved crashworthiness designs and techniques, and improved or new aircraft control systems.

3. FUNCTIONS. Within the assigned mission, the FAA Technical Center:

   a. Manages and conducts NAS test and evaluations of specified items (available systems, subsystems, equipment, devices, materials, concepts, or procedures) at any phase in the cycle of their development, from conception to acceptance and implementation.

   b. Plans long-range airport/aircraft safety and aviation security development programs for the Executive Director for System Development and devises appropriate research and development programs for approved requirements.

   c. Manages and executes assigned aircraft safety and aviation security programs and executes assigned airport technology program for the Executive Director for System Development. Provides technical data required as a partial basis for improved procedures, criteria, minimum standards, and safety rules pertaining to the design, materials, construction, operation, and performance of civil aircraft, aircraft engines, equipment, airports, and aviation security systems.

d. Conducts applied research, as appropriate and/or requested by a developmental office or service.

e. Provides laboratory facilities and conducts hands-on research and development test and evaluation for the FAA advanced concepts program.

f. Participates with the Executive Director for System Development and the Associate Administrator for NAS Development in the preparation of the NAS Plan.

g. Manages, operates, and maintains the various technical, aviation, laboratory, simulation, and plant facilities of the Center and plans, develops, and executes the acquisition and technical improvements required to ensure responsiveness to FAA requirements. Provides technical facility support consistent with assigned mission and program activity.

h. Provides required support for the FAA research and development, flight inspection aircraft based at the FAA Technical Center, and services for visiting aircraft, as required.

i. Provides for aircraft and avionics engineering and modification in support of the research and development projects.

j. Manages and operates the FAA Technical Center, Atlantic City International Airport, ensuring conformance with airport safety regulations and criteria.

k. Provides administrative, logistics, and space support to the other FAA, other Government, military, and contractor activities collocated at the FAA Technical Center.

l. Develops and presents to the Executive Director for System Development the annual FAA Technical Center budget with appropriate assistance from other organizations.

m. Provides facilities for Federal law enforcement and military agencies in support of anti-hijacking and anti-terrorist exercises and training programs.

D. REGIONS

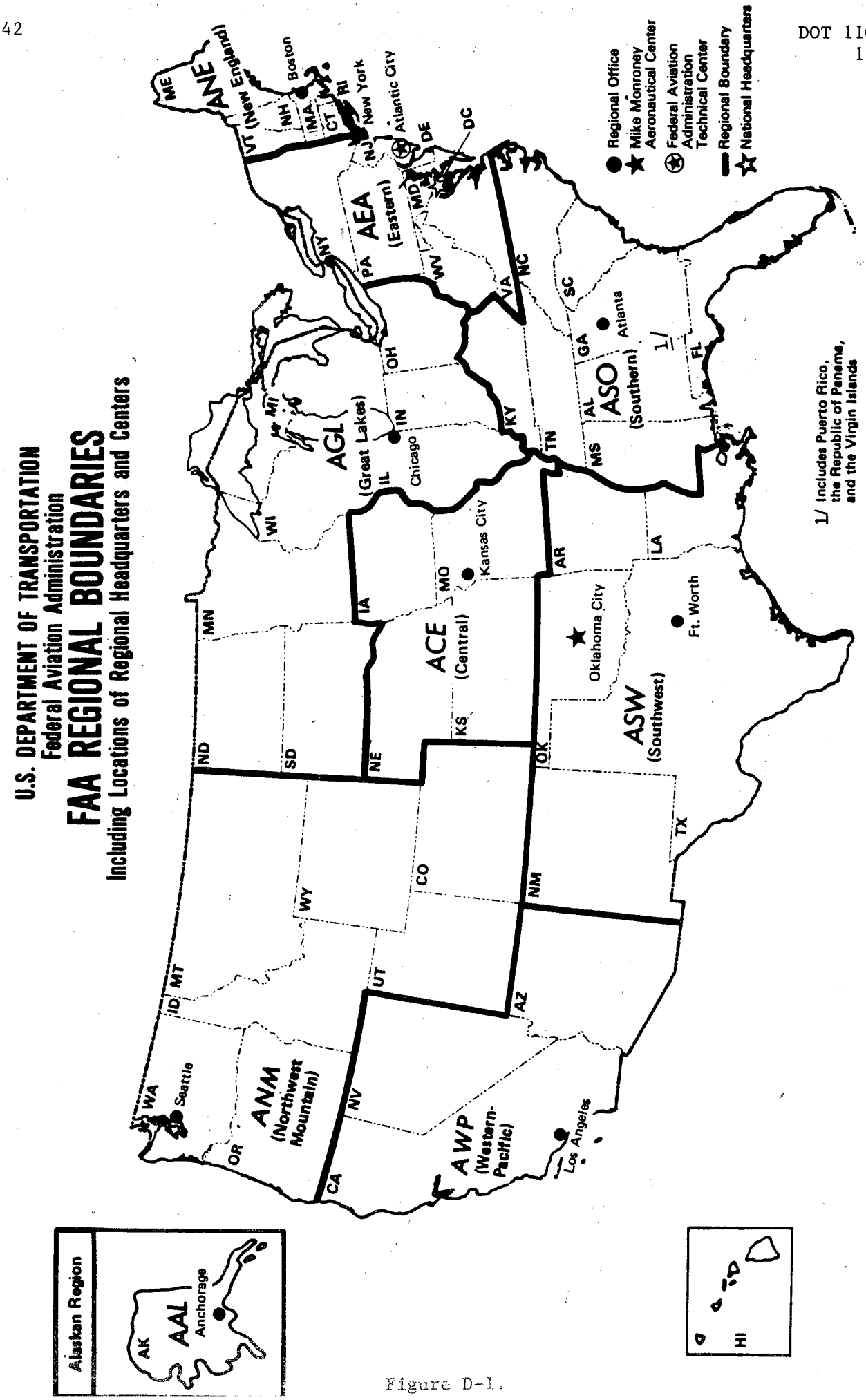

U.S. DEPARTMENT OF TRANSPORTATION
Federal Aviation Administration
FAA REGIONAL BOUNDARIES
Including Locations of Regional Headquarters and Centers
Regional Office
Mike Monroney Aeronautical Center
Federal Aviation Administration Technical Center
Regional Boundary
National Headquarters
ANE
ME
VT (New England)
NH
Boston
MA
CT
RI
New York
NJ
Atlantic City
DE
DC
MD
AEA
(Eastern)
NY
PA
WV
VA
NC
SC
GA
Atlanta
ASO
(Southern)
1/
FL
AL
MS
TN
KY
OH
IN
Chicago
IL
AGL
(Great Lakes)
MI
WI
MN
IA
MO
Kansas City
ACE
(Central)
KS
NE
ND
SD
AR
LA
Oklahoma City
Ft. Worth
ASW
(Southwest)
OK
TX
NM
CO
WY
UT
AZ
MT
ID
NV
CA
OR
WA
Seattle
ANM
(Northwest Mountain)
AWP
(Western-Pacific)
Los Angeles
1/ Includes Puerto Rico, the Republic of Panama, and the Virgin Islands
Alaskan Region
AK
AAL
Anchorage
HI

Figure D-1.

REGIONS

1. GENERAL DESCRIPTION. Each FAA region consists of a regional headquarters and field offices and facilities.

   a. The regions, within assigned geographic areas of responsibility, provide:

      (1) Air traffic operational services.

      (2) Flight standards inspection, certification, and surveillance services (not provided by all regions).

      (3) Facilities and equipment installation and maintenance services.

      (4) Airport development and certification services.

      (5) Airman medical certification and employee health services.

      (6) Civil aviation security services.

      (7) Legal counsel services.

      (8) Ancillary supporting services.

   b. The regional headquarters consists of:

      (1) The Office of the Regional Administrator, which is responsible for overall planning, direction, organization, management of resources, administration of assigned programs, and evaluation of program performance throughout the region.

      (2) Staffs and staff support divisions which advise and assist the Regional Administrator.

      (3) Program divisions which direct operational activities of subordinate field offices and facilities. As a result of straightlining, program divisions have a direct reporting relationship to their respective Associate Administrator. In some cases this reporting line includes the heads of offices and services reporting to an Associate Administrator. Legal counsel have a direct reporting relationship to the Chief Counsel.

2. REGIONAL BOUNDARIES.

a. The FAA regional boundaries are shown in Figure D-1.

b. Several FAA regions have international areas of responsibility. These areas are identified in FAA Order 1100.5B, FAA Organization - Field (see appendix 2). A summary of the international geographic areas of responsibility of FAA's regions is as follows:

(1) Eastern Region. Canada east of 100 degrees west longitude; all of Canada for purposes of certification of foreign-made aircraft and components; and Greenland and Bermuda, excluding flight inspection.

(2) Southern Region. The Caribbean area, South America, Central America (excluding Mexico), Panama, the Canal Zone; that portion of the Gulf of Mexico in which domestic offshore control is exercised by ATC facilities of the Southern Region.

(3) Southwest Region. Mexico and that portion of the Gulf of Mexico covering the Oceanic Control Area and the domestic offshore control area under control of facilities located in the Southwest Region.

(4) Northwest Mountain Region. The designated oceanic area within the Oakland Flight Information Region; and Canada (west of 100 degrees west longitude), excluding certification of foreign-made aircraft and components.

(5) Western-Pacific Region. Pacific Ocean area west of the continental United States (including the designated oceanic area within the Oakland Flight Information Region, but excluding the Anchorage Flight Information Region) and east of Bangladesh and India, including the State of Hawaii, Wake Island, Guam, the Trust Territory of the Pacific, the area of Micronesia, Japan, North Korea, South Korea, the People's Republic of China, Hong Kong, Republic of China, Republic of the Philippines, Vietnam, Laos, Cambodia, Thailand, Burma, Malaysia, Singapore, Indonesia, the area of Melanesia, Australia, Antarctica, New Zealand, and the dependent territories and independent nations of Polynesia, including Tonga, Fiji, Tahiti, and Samoa.

(6) Alaskan Region. The area within the Anchorage flight information region, including the Arctic offshore area (control 1485) and the Arctic control area/flight information region; and flight inspection of assigned facilities in Canada.