



**Federal Aviation
Administration**

Government and Industry Affairs

Fiscal Year 2012 Business Plan



FY2012 AGI Business Plan

The first impression, and indeed, in some cases, the only contact Members of Congress and their staff have with the Federal Aviation Administration is with the Office of Government and Industry Affairs. This customer-oriented office, small by comparison to every other organization in the FAA, works directly for the Administrator, and is the principal linkage between the agency and the legislative branch of government.

AGI works with other staff organizations to coordinate and present the FAA's legislative message. It is AGI that must work with other organizations within the FAA to facilitate their relations with Congress. And it is AGI that must consistently monitor and gauge the interest and needs of the members and leadership on Capitol Hill. This relationship also extends to coordinator our legislative initiatives and responses with the Department of Transportation.

This kind of vigorous outreach is not limited to Congress. AGI also serves as the liaison with the aviation industry, from manufacturers to carriers, and with other aviation related organizations. Additionally, AGI also serves as the principal point of contact for state and local governments.

Aviation Access

Core Measure: Enterprise Architecture and Technology Insertion

Implement and manage Enterprise Architecture and eGov technology insertion to meet FAA, DOT, and OMB requirements. In FY2012 update and submit the FAA Enterprise Architecture Roadmap to OMB and meet all special project IPv6 requirements and targets by August 31, 2012.

Core Initiative: Enterprise Architecture Conformance

Promote and manage enterprise architecture development and governance.

Core Activity: Enterprise Architecture (EA) Compliance

Enhance the FAA Enterprise Architecture to support IT Investment Management and Portfolio Management. Coordinate NAS and Non-NAS EA alignment where possible with common policy, procedures and tools. Note that all of AGI's IT support and requirements are provided by ATO; IT technical expertise is not resident in AGI.

Activity Target 1:

Provide Monthly review of LOB/SO EA repository/compliance questionnaire response and artifacts. Provide assistance to load LOB/SO investment teams EA artifacts in the EA repository, as applicable. Due September 30, 2012

Activity Target 2:

Provide EA and roadmap data per the CY2013 EA and Roadmap Guidance. Assist ARD in the development of the FAA EA update. Due August 15, 2012

Core Activity: Enterprise Architecture (EA) Governance

Provide a Non-NAS Governance model and operational support for the development of architecture, configuration management, IT standards, and investment artifacts. Note that all of AGI's IT support and requirements are provided by ATO; IT technical expertise is not resident in AGI.

Activity Target 1:

Provide Quarterly Status of all investments for JRC program review packages at least three weeks prior to JRC schedule. Due September 30, 2012

Workplace of Choice

The following AGI activities support the Workplace of Choice goal area.

Core Measure: Congressional Relations

Provide timely and accurate responses to inquiries.

Core Initiative: Congressional Communication

Communicate in a timely fashion to Congress on behalf of Administrator and Management Board.

Core Activity: Information Collection and Coordination

Enhance AGI's daily interaction with LOBs and SOs, and senior management officials by proactively soliciting LOB and SOs information sharing cooperation in order to improve communication on areas of interest or concern to Congress.

Activity Target 1:

Participate in weekly meetings with LOBs and SOs to discuss and stay current on major safety policies, initiatives, and significant rulemaking activities. Due September 30, 2012

Core Activity: Safety Policies, Initiatives and Rulemaking

Inform key members of Congress and their staff in a timely fashion on FAA safety policies and initiatives.

Activity Target 1:

Provide appropriate and timely notification on all major notices to Congressional Members and their staff before it becomes public. Due September 30, 2012

Core Activity: Reports to Congress

Manage the Reports to Congress program and functions as Agency's Report to Congress liaison with Congressional Authorizing and Appropriations staffs to clarify definitions of Congressional intent. Also manages entire coordination process between FAA, OST, and OMB and encourages timely LOB and SO responses to targeted deadlines.

Activity Target 1:

Research legislation to determine directed actions from the Congress to identify reports to be completed by the FAA. Due September 30, 2012

Activity Target 2:

Determine appropriate FAA organization responsible for compiling report required and assign it as office of primary interest (OPI) responsible for preparing the Report to Congress. Due September 30, 2012

Activity Target 3:

Develop and assign LOB and SO report timelines to ensure due dates are met. Due September 30, 2012

Activity Target 4:

Review and edit OPI draft reports; and facilitate Agency and Departmental coordination and forward final reports to AOA-1 for review and approval. Due September 30, 2012

Core Activity: Briefings

Assists in preparing Agency officials for Congressional meetings and briefings. AGI's role is to foster a better understanding of the Agency's policies and programs by Members of Congress and their staff, and afford them the opportunity to interact directly with key FAA policy and decision making officials. This proactive approach also enhances

Congressional Members and their staffs' confidence in the Agency's policies and programs.

Activity Target 1:

Facilitate, coordinate, and participate in all Congressional briefings on major policy, safety initiatives, rulemaking, and other issues of concern; some of which are regularly scheduled by AGI. Due September 30, 2012

Core Activity: OST Governmental Affairs

Provide OST Governmental Affairs with factual, concise, and complete information from significant AGI Congressional contacts and activities.

Activity Target 1:

Continue to maintain and improve daily communications with OST Governmental Affairs. Due September 30, 2012

Activity Target 2:

Provide daily activity reports on Congressional contacts to AGI management officials. Due September 30, 2012

Activity Target 3:

Provide weekly Congressional activities report to the Administrator and senior DOT officials. Due September 30, 2012

Activity Target 4:

Provide Congressional activities input for inclusion in the Administrator's weekly White House Report. Due September 30, 2012

Core Activity: Congressional Correspondence

Serve as focal point for Congressional follow-up on written Agency responses.

Activity Target 1:

Review all Agency Congressional correspondence responses to ensure completeness, responsiveness, accuracy, and consistency with Administration, Departmental and Agency policies. Due September 30, 2012

Activity Target 2:

Improve AGI Congressional correspondence response by 5% over FY 2008 baseline. Due September 30, 2012

Activity Target 3:

Provide status to all of Congressional inquiries in to status of Agency response to Congressional correspondences. Due September 30, 2012

Core Measure: Industry Relations

Host at least one Industry meeting semi-annually to help strengthen industry relationships.

Core Initiative: Industry Relations

Foster strong partnerships with key industry stakeholders.

Core Activity: Industry Stakeholder Meetings

Meet with aviation industry representatives to strengthen industry relationships.

Activity Target 1:

Determine attendee list. Due September 30, 2012

Activity Target 2:

Coordinate meeting logistics for both meetings. Due September 30, 2012

Activity Target 3:

Identify meeting objectives agenda at least 30 days prior to each scheduled meeting. Due September 30, 2012

Core Activity: Industry Communication

Communicate Administration's position on key aviation issues.

Activity Target 1:

Prepare and distribute communications within 15 days of determining the Administration's position on a key issue. Due September 30, 2012

Core Measure: Congressional Correspondence FAA Milestones

Per direction of the Secretary of Transportation, all Congressional letters sent directly to the FAA must be answered within 30 calendar days of entry into the FAA Correspondence Control Management System (CCMS). DOT Congressional letters assigned to the FAA for response must be returned back to the Secretary of Transportation within 5 business days. 90% of all Congressional letters sent directly to the FAA must be responded to within 10 business days.

Core Initiative: FAA Congressional Correspondence Response

Per direction of the Secretary of Transportation, all Congressional letters sent to DOT must be answered within 30 days.

Core Activity: Response to Congressional Letters

Per direction of the Secretary of Transportation, all Congressional letters sent directly to the FAA must be answered within 30 calendar days of entry into the FAA Correspondence Control Management System (CCMS).

Activity Target 1:

Respond to 90% of assigned Congressional letters sent directly to the FAA within 30 calendar days of entry into CCMS. Due September 30, 2012

Core Measure: Alternative Dispute Resolution (ADR) Engagement

ACR in coordination with LOB/SO, will ensure that 30% of all EEO pre-complaint cases engage in the ADR process to reduce the number of formal EEO complaints.

Core Initiative: Alternative Dispute Resolution (ADR) Engagement

ACR in coordination with LOB/SOs will ensure that 30% of all EEO pre-complaint cases engage in the ADR process as a means by which to reduce FAA formal EEO complaints.

Core Activity: Alternative Dispute Resolution (ADR) Engagement

ACR in coordination with LOB/SOs will ensure that 30% of all EEO pre-complaint cases engage in the ADR process as a means by which to reduce FAA formal EEO complaints.

Activity Target 1:

ACR will provide each LOB/SO with a bi-annual report on their ADR participation. ACR will include best practices and suggestions on how to improve ADR participation. Due September 30, 2012

Activity Target 2:

LOB/SOs will ensure that 30% of all EEO pre-complaint cases engage in the ADR process as a means by which to reduce FAA formal EEO complaints. Due September 30, 2012