Federal Aviation Administration

Security and Hazardous Materials Safety

Fiscal Year 2013 Business Plan

FY2013 ASH Business Plan

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The Security and Hazardous Materials Safety (ASH) Mission is to develop and administer policies and programs that help ensure aviation safety, support national security and promote an efficient airspace system. The ASH Vision is to continually provide quality services to the flying public and FAA employees, and be recognized as the global leader having maximum impact on the enhancement of national security and aviation safety. To succeed in our Mission, ASH believes in the following guiding principles. Mission, people, and their families come first. Integrity is non-negotiable. Everyone will be treated with respect and dignity. Loyalty is a two-way street. Flexibility is a sign of a high-performing organization. All employees are accountable. Disagreement does not equal disrespect. Simple is good. We must define, measure, analyze, and continuously improve to achieve desired results. We can learn from our mistakes. Communication is critical to success. We can overcome all challenges.

ASH has the primary responsibility for security and critical infrastructure protection, emergency operations, contingency planning, intelligence activities, and the safe transportation of hazardous materials in air commerce. ASH has four major program areas and staff offices that assist in carrying out these functions which are vital to both its mission, and to the FAA's mission. These are the Office of Hazardous Materials Safety, the Office of Security, the Joint Offices and Centers, and the Office of Emergency Operations, Communications and Investigations.

The protection of FAA's critical infrastructure is a national and homeland security concern that continues to receive a high level of attention. In recognition of the impact that the National Airspace System (NAS) has on our country's transportation infrastructure, ASH develops and implements policy to protect FAA employees, contractors, facilities, and assets. ASH conducts assessments and inspections at FAA facilities to determine compliance with facility security, communications security, and classified information orders and directives. ASH conducts counterintelligence activities to minimize exploitation by foreign intelligence services, drug traffickers, and terrorist organizations, identifies vulnerabilities that may be exploited, and maintains a defensive capability to mitigate these risks to the FAA personnel, programs, and information. ASH manages the ID media program for the agency, conducts suitability investigations of employees and contractors, and investigations of employees, non-employees, contractors and airmen suspected of violating FAA orders and regulations. Additionally, ASH is responsible for developing and implementing national policy on hazardous materials through inspections, training, and outreach to those involved in the hazardous materials industry worldwide. The Washington Operations Center Complex (WOCC) is located in ASH, as well as the

Preparedness and Response and Command and Control Divisions which provides crisis management support, including fielding contingency communications and classified messaging equipment, and Continuity of Operations (COOP) planning and implementation. ASH also supports the national security and intelligence responsibilities of the FAA through the Special Activities and Law Enforcement Support Division and the Intelligence Threat Analysis Division.

Next Level of Safety

Security and Hazardous Materials Safety is committed to supporting the FAA's vision of continuously improving the safety and efficiency of flight. We continue to work with all of our partners to focus our experience, expertise, and new technology in order to ensure a safer and more secure global airspace. A description of the activities and performance targets ASH will complete in support of the FAA Destination 2025 goal of Next Level of Safety is listed below.

Strategic Measure: Commercial Air Carrier Fatality Rate

Reduce the commercial air carrier fatalities per 100 million persons on board by 24 percent over 9-year period (2010-2018). No more than 6.2 in 2018 FY13 Target: 7.4

Strategic Initiative: Hazardous Materials Safety

Improve the safety of transporting hazardous materials by air.

Strategic Activity: Hazardous Materials Safety

ASH will enforce the hazardous materials regulations issued by the Department of Transportation's (DOT) Pipeline and Hazardous Materials Safety Administration (PHMSA) and implement strategic safety initiatives to strengthen those regulations. ADG will continue to implement strategic safety initiatives for the transport of hazardous materials in aviation by initiating studies, rulemakings and other documentation, and in partnership with PHMSA, other lines of business, and other government agencies as required, assist with a) the finalization of the Lithium batteries rules; b) the development of rules for other critical commodities; c) the development of operator regulations; and d) Harmonization of the Hazardous Materials Regulations (HMR) with international requirements (rulemaking) and development of additional rulemaking where appropriate.

Activity Target 1:
Support rulemaking and other initiatives related to transport of hazardous materials by air, in partnership with PHMSA, other FAA lines of business, and other government agencies as required. Support activities include, but are not limited to, conducting studies, performing research, collecting data, and providing technical expertise on the transport of hazardous materials by air. Due September 30, 2013

Activity Target 2:
Assist in drafting proposals for publication of ANPRM and NPRM, and drafting and evaluating final rules for publication as needed, by providing draft within 60 days of receipt of the request from PHMSA. Due September 30, 2013

Activity Target 3:
Evaluate written and oral public comments received from public rulemaking meetings within 90 days of the closing of the public commenting period. Due September 30, 2013

Activity Target 4:
Review air mode special permits and approvals requests, with the goal of responding to PHMSA on 80% of actionable applications within 30 days of receipt from PHMSA. Due September 30, 2013

Activity Target 5:
Respond to PHMSA on 80% of the air operator fitness determination requests within 10 days of receipt of completed reviews from the Regions. Due September 30, 2013

Activity Target 6:
Participate in 6 intermodal/interagency collaboration meetings per year associated with the advancement and enforcement of hazardous materials regulations and policies. Due September 30, 2013

Core Measure: Safe Transport of Hazardous Materials

Ensure that hazmat priorities are current and relevant by conducting a quarterly evaluation of program activities as they relate to PHMSA. Adjust activities within 90 days when the quarterly evaluation calls for changes.

Core Initiative: Safe Transport of Hazardous Materials

The Office of Hazardous Materials Safety (ADG) provides regulatory oversight of hazardous materials transported in cargo and passenger operations and

supports the FAA's goal to continuously improve the safety and efficiency of flight. The Office of Hazardous Materials Safety Compliance & Enforcement Division (ADG-100) manages the planning, development, implementation, and operational policy for implementation strategies of hazardous materials regulations within the domestic United States and the coordination of these activities in each of the regional offices. The International and Outreach Division (ADG-200) manages FAA's hazardous materials rulemaking efforts, represents the FAA on international efforts to coordinate oversight of hazardous materials regulations, and coordinates national and international outreach.

Core Activity: Automated Outreach

Airlines are required to provide the appropriate Hazardous Materials Safety Regional Office with reports (actionable airline passenger hazmat discrepancy reports) after hazardous materials are discovered in passenger checked baggage. Reports involving the discovery of certain hazardous materials, i.e., those that are determined to be non-critical (least dangerous), are forwarded to ADG. Through a letter, ADG informs and educates each identified passenger about the hazardous materials discovered in their respective checked baggage.

Activity Target 1:
Monitor regional compliance with the goal of responding to 80% of actionable airline passenger hazmat discrepancy reports through automated outreach on a quarterly basis. Due September 30, 2013

Core Activity: Coordination with Transportation Security Administration (TSA)

ADG will build a stronger relationship with the Transportation Security Administration for the purpose of gathering data for trend analysis in order to target our activities for inspections, outreach and enforcement.

Activity Target 1:
Meet with the TSA twice per year in order to propose, establish, and/or coordinate safety efforts and to ensure adherence with procedures established in the Memorandum of Understanding established on February 28, 2003. Due September 30, 2013

Activity Target 2:
Continuously monitor the potential impact of TSA's cargo screening procedures on the Hazardous Materials Safety Program, as they relate to shipments, through annual on-site evaluations. Due September 30, 2013

Core Activity: National Inspection and Investigations Methodologies

ADG will ensure the currency, dissemination and use of the National Inspection and Investigation Manual (NI2M).

Activity Target 1:
Monitor the use of the National Inspection and Investigations Manual (NI2M) on a quarterly basis through methods that include semi-annual site visits to ensure consistency in conducting inspections and investigations. Due September 30, 2013

Activity Target 2:
Work with the Training and Workforce Resources staff to develop technical training, including refresher training if necessary, on the NI2M and other hazardous materials topics, thus providing specific operational guidance and updated knowledge to all hazardous materials field agents. Due September 30, 2013

Activity Target 3:
Evaluate the inspection and investigation methods and practices of the HMSP through an annual review of the NI2M. Due September 30, 2013

Core Activity: Trend Analyses

ADG will conduct qualitative and quantitative analyses of all hazardous materials being transported by air. This will enhance ADG's trend analyses in identifying risk based commodities. Information developed will provide a baseline prediction for the identification of safety risks and enable more precise targeted enforcement initiatives.

Activity Target 1:
Continuously evaluate hazardous materials enforcement and inspection systems, and adjust as necessary, to ensure the needed information is obtainable, and to make better use of information that is developed. Due September 30, 2013

Activity Target 2:
Participate in the development of the Customs and Border Patrol (CBP) Automated Commercial Environment/International Trade Data System (ACE/ITDS) through DOT's International Freight Data System (IFDS) portal to gain information on international air transportation of hazardous materials useful in enforcement and outreach activities. Due September 30, 2013

Activity Target 3:
Attend two meetings each year with FAA's Office of Aviation Research and Development (Tech Center) or with external professional testing organizations on hazardous materials testing, such as fire hazards and packaging in air transportation environments, the results of which are used to set industry standards, identify potential regulatory changes, and develop and coordinate guidance useful for setting policy. Due September 30, 2013

Activity Target 4:
Use developed trend analyses to prioritize hazardous material field activities semi-annually. Due September 30, 2013

Core Activity: National/International Outreach Program

ADG will conduct outreach activities per the National/International Outreach Program plan in order to increase awareness of the dangers of hazardous materials transported on domestic and international passenger and cargo aircraft.

Activity Target 1:
Provide three (3) National or International Outreach presentations to educate the public, industry, air carriers, and aviation industry associations on the safe transportation of hazardous materials by air. Due September 30, 2013

Activity Target 2:
Write course content and provide training annually to national/international audience, including those responsible for developing and implementing safety enhancement projects, on air transportation of hazardous materials, in collaboration with ASH-20 or external organizations. Due September 30, 2013

Activity Target 3:
In coordination with Public Affairs through quarterly meetings, develop new approaches and products and update existing processes and products for effective outreach. Due September 30, 2013

Core Activity: Hazardous Materials Inspection Priorities

ADG will establish inspection priorities through the National Workplan.

Activity Target 1:
Develop an ASH Hazardous Materials Safety Program National Workplan that sets inspection priorities for the new fiscal year. Due September 15, 2013

Activity Target 2:
Monitor progress on the ASH Hazardous Materials Safety Program National Workplan on a quarterly basis. Due September 30, 2013

Core Activity: National Transportation Safety Board (NTSB) Safety Recommendations

ASH will support National Transportation Safety Board investigations and coordinate safety recommendations.

Activity Target 1:
Identify requirements necessary to effectively address and/or to support FAA's response to hazardous materials related NTSB recommendations within six months of ADG receiving recommendations from the NTSB. Due September 30, 2013

Core Activity: Flight Object Support to ATO

The hazardous cargo component of the Flight Object will provide timely and accurate information on an aircraft's hazardous cargo, increasing safety for passengers/crew onboard as well as those on the ground.

Activity Target 1:
Provide technical assistance to ATO on the current regulatory framework and processes related to the air transportation of hazardous materials. Meet with developers within 30 days of meeting request. Due September 30, 2013

Activity Target 2:
Ensure domestic and international (hazardous materials) stakeholders are apprised of work related to the hazardous materials component of the flight object. Conduct at least one outreach activity on the status of the hazardous materials component within 90 days after the completion of a phase. Due September 30, 2013

Activity Target 3:
Meet with ATO twice per year to assess requirements for the hazardous materials component of the flight object to be interoperable with emergency responder systems. Due September 30, 2013

Core Activity: Metric: Implement the FAA Safety Management System (SMS)

Expand the SMS data collection program to include the 20 largest 121 air carriers Certificate Management Teams and develop a SMS hazard tracking system to comply with the FAA SMS Implementation Plan.

Activity Target 1:
COMPLETED Due September 30, 2013

Core Activity: Hazardous Materials Safety Program Policies, Procedures and Guidance

ADG will provide national hazardous materials safety policies, procedures, and guidance for use by the FAA Hazardous Materials Safety Program.

Activity Target 1:
Evaluate current policies, procedures, and guidance annually, and develop new policies, procedures, and guidance as necessary. Due September 30, 2013

Core Activity: Metric: Post-Accident Hazardous Materials Cargo Investigation Guide

Develop a post-accident Hazardous Materials Cargo Investigation Guide that will be included as a chapter in our National Inspection and Investigations Manual and begin work to develop a standard training course that addresses cargo investigations.

Activity Target 1:
completed. Due September 30, 2013

Core Initiative: Support International Committees and Panels on Hazardous Materials

Support for International Committees and Panels on hazardous materials.

Core Activity: International Committees and Panels

ASH will represent the FAA by serving as aviation advisor to the United Nations (UN) Subcommittee on the Transportation of Dangerous Goods and as the U.S. Panel Member for the International Civil Aviation Organization (ICAO) Dangerous Goods Panel.

Activity Target 1:
Participate in two UN subcommittee meetings on the transportation of dangerous goods, review documentation such as working papers from the U.S. and other countries and information papers, develop U.S. position summary in coordination with PHMSA, and produce after-action reports for FAA. Due September 30, 2013

Activity Target 2:
Participate in two ICAO dangerous goods panels, develop, submit, and review documentation such as working papers from the U.S. and other countries and information papers, develop U.S. position summary in coordination with PHMSA, and produce after-action reports for FAA. Due September 30, 2013

Activity Target 3:
Support the Continuous Monitoring System, formerly known as the Universal Safety Oversight Audit Programme (USOAP), as and when requested by ICAO, through activities including but not limited to conducting audits and developing protocols for audits. Due September 30, 2013

Core Activity: International Civil Aviation Organization (ICAO)-Annex 6

ASH will continue with the ASH-initiated Annex 6 operational specification study. Annex 6 states that the operation of aircraft engaged in international air transport must be as standardized as possible to ensure the highest levels of safety and efficiency.

Activity Target 1:
Complete any additional work that the ICAO Operations Panel might deem necessary on the Annex 6 study based on the FY2009 procedures and guidelines. Due September 30, 2013

Core Measure: Investigations

Complete 95% of all investigations within their specified timeframes.

Core Initiative: Investigations

The Investigation Programs and Operations Division (AEO-500) initiates and conducts investigations on FAA employees, contractors, non-employees and certificated airman suspected of violating various FAA orders and regulations. The types of investigations include Administrative, Civil, Regulatory and other Special Inquiries. It also develops and implements policy, as required, for the FAA's Investigations Program and serves as the investigative authority over agency employee misconduct and recommends applicable airmen/aircraft regulatory action.

Core Activity: Allegations of Misconduct

ASH will investigate all allegations of misconduct by FAA employees, contractors, non-employees and certificated airman suspected of violating various FAA orders and regulations.

Activity Target 1:
Assign allegations of misconduct received from the Department of Transportation, Office of Inspector General Hotline (DOT/OIG), Safety Hotline, Administrator's Hotline, Whistleblower Hotline, the Accountability Board, the Office of Audit and Evaluation, and FAA Senior Management Officials to the appropriate SSE for investigation. Due September 30, 2013

Activity Target 2:
Complete 95% of investigations based upon Department of Transportation, Office of Inspector General Hotline (DOT/OIG) complaints within DOT/OIG's various specified times of 30, 60, or 90 days, excluding those prolonged for reasons beyond the investigator's control. Due September 30, 2013

Activity Target 3:
Complete 95% of Accountability Board investigations within 30 work days, excluding those prolonged for reasons beyond the investigator's control. Due September 30, 2013

Activity Target 4:
Complete 95% of investigations based upon Safety Hotline complaints and Administrator's Hotline complaints within 30 work days, excluding those prolonged for reasons beyond the investigator's control. Due September 30, 2013

Activity Target 5:
Refer information that falls outside the scope of the ASH investigative mission to the appropriate agency with primary investigative jurisdiction. Due September 30, 2013

Core Activity: Investigations Program

Implement and manage the Investigations Program in accordance with FAA Orders 1600.38 and 1600.20.

Activity Target 1:
Review the Investigations program, develop, and implement policy, as required. Due September 30, 2013

Activity Target 2:
Conduct an ASH-wide review of at least one investigative activity contained in the Investigations Tracking Systems for adherence to FAA orders and ASH policy. Due September 30, 2013

Activity Target 3:
Conduct annual review of completed Reports of Investigation for investigative sufficiency and compliance with FAA Orders. Due September 30, 2013

Activity Target 4:
Conduct preliminary investigations on referrals from the Transportation Security Administration (TSA) and transfer to the applicable geographical SSE as warranted within ten business days of referral 95% of the time. Due September 30, 2013

Core Activity: Law Enforcement Assistance Program

ASH will conduct regulatory investigations on airman and aircraft involved in illegal drug activity or threatening National Security by using the National Airspace System (NAS) to commit criminal acts.

Activity Target 1:
Review the LEAP program, develop and implement policy and outreach materials as required and as funding allows. Due September 30, 2013

Activity Target 2:
Visit two counterpart agencies to maintain and improve working relationships. Due September 30, 2013

Activity Target 3:
Provide briefings to other agencies, as requested if in the local area or funding permits. Due September 30, 2013

Activity Target 4:
Review the Prison Match program and make adjustments as necessary. Due September 30, 2013

Activity Target 5:
Assign LEAP requests for assistance to the appropriate SSE as necessary. Due September 30, 2013

Activity Target 6:
Conduct an annual review of completed Enforcement Investigative Reports for investigative sufficiency and compliance with FAA Orders. Due September 30, 2013

Core Activity: Metric: Internal Investigations Process and Training

Improve investigative support to FAA customers (LOBs/SOs) by developing a more customer-friendly Report of Investigations (ROI) format. Draft changes to FAA Order 1600.20, Investigations Handbook, formalizing the new ROI format and coordinate with Joint Offices/Centers to provide final product to ASH-1 for signature. Work with AWM to develop and implement training for the new ROI format. Train 90% of the current ASH Special Agent workforce and

management involved in internal investigations on the new format.

Activity Target 1:
Completed Due September 30, 2013

Core Measure: National Security Support and Intelligence Evaluations

The Special Activities and Law Enforcement Support Division (SALES) ensures US Government National Security initiatives and operations receive FAA support, and provides critical evaluated intelligence to senior FAA leadership in support of operational and policy decision-making. The Division accomplishes this by reviewing and sending 99% of request packages within specified time frames; providing operational support to sensitive national defense and sensitive law enforcement operations with 100% response and quarterly liaison visits; and brokering information from relevant counterintelligence sources to facilitate security-related decision making within specified time frames.

Core Initiative: National Security Support and Intelligence Evaluations

The Special Activities and Law Enforcement Support Division (SALES)coordinates and supports US Government National Security initiatives and operations as they pertain to the Federal Aviation Administration. SALES conducts the following actions to accomplish their mission: SALES is the FAA focal point for all threat matters involving the U.S. Intelligence and National-level Law Enforcement and responsible agent for providing operational support to sensitive national defense and sensitive law enforcement operations. SALES is building a counterintelligence program to minimize the exploitation of personnel, programs, and information by foreign intelligence services, drug traffickers, and terrorist organizations, identifies vulnerabilities that may be exploited, and maintains a defensive capability to mitigate these risks to the FAA. SALES also provides intelligence and security briefings to FAA senior leadership, lines of business, program offices, and overseas representatives, and brokers information from relevant counterintelligence sources to facilitate security-related decision making, and provides defensive travel briefings to FAA Sensitive Compartmented Information (SCI) indoctrinated personnel traveling abroad. SALES is also responsible for the implementation and management of FAA's SCI Program, which includes the nomination, adjudication, and indoctrination of personnel for SCI access, and oversight for all construction, certification, and management of SCI facilities within FAA. Lastly, SALES is responsible for managing and protecting FAA's SCI

programs, including networks, circuits, JWICS access, telecommunications and data.

Core Activity: Sensitive Compartmented Information (SCI) Management
Implement and manage FAA's SCI Program, through the nomination, adjudication, and indoctrination of personnel for SCI access.

Activity Target 1:
Review 99% of SCI request packages for suitability determination within seven business days. Due September 30, 2013

Activity Target 2:
Send 99% of SCI request packages meeting suitability determinations to the relevant security authority within five business days. Due September 30, 2013

Core Activity: Support to Sensitive Activities
Provide operational support to sensitive national defense and sensitive national, state and local law enforcement operations, as well as support to the El Paso Intelligence Center (EPIC).

Activity Target 1:
Respond to 100% of requests for operational support from external customers within four business days. Due September 30, 2013

Activity Target 2:
Conduct quarterly liaison visits with relevant external customers or intelligence community members. Due September 30, 2013

Activity Target 3:
Represent FAA in six interagency intelligence meetings, or working groups during the fiscal year. Due September 30, 2013

Core Activity: Counterintelligence Program Support
Conduct counterintelligence activities which will foster an open exchange of sensitive and classified national security intelligence with senior-level FAA decision makers and key FAA personnel.

Activity Target 1:
Develop and implement a FAA Workforce CI awareness, engagement and incident reporting program. Due September 30, 2013

Activity Target 2:
Engage AIN and AIO to identify requirements and

begin development and implementation of a FAA insider threat monitoring, audit and investigations process. Due September 30, 2013

Core Activity: Cyber Intelligence Support
Provide the agency with intelligence on cyber threats to the NAS, mission and administrative systems.

Activity Target 1:
Provide FAA decision makers with intelligence on cyber threats to the NAS, mission and administrative systems by providing monthly updates to AIO, AIS, and other FAA Executives as warranted. Due September 30, 2013

Core Activity: Classified Intelligence Network Support
Responsible for maintaining and supporting the critical FAA classified network environment for communications and collaboration efforts with the Intelligence and Law Enforcement Communities on the Joint Worldwide Intelligence Communications System (JWICS).

Activity Target 1:
Mission-Critical Systems will be accessible and available 24/7 with a 99.45% availability (48 hours downtime). Due September 30, 2013

Core Activity: Metric: Counterintelligence Briefings
Support US Government Counterintelligence (CI) initiatives and operations by providing critical CI threat and awareness information and decisional support to senior FAA leadership through preparation and presentation of CI incident, threat, and programmatic briefings to at least six executive management teams within FAA Regions, Mike Monroney Aeronautical Center,r or WIlliam J. Hughes Technical Center. Represent the FAA's global civil aviation national security interests and promote the FAA's CI Program at 12 U.S. Intelligence Community or Federal LE CI Interagency events.

Activity Target 1:
Completed. Due September 30, 2013

Core Measure: Continuity of Operations
The FAA Continuity Program is a risk-management effort designed to ensure the FAA is capable of continuing its mission under all circumstances. The program ensures that the FAA has the means -- prepared leadership and staff, facilities, and communications -- in place to execute FAA Mission Essential Functions across the spectrum of

potential disruptions, from natural disasters to manmade disasters or attacks.

Core Initiative: Web-Based Emergency Operations Tools

Develop web-based emergency operation information-sharing tools that create a common operational picture and support effective decision making.

Core Activity: ASH Efforts to Develop Emergency Operation Information Sharing

EON will promote agency-wide seamless information integration. EON will increase the amount of useful data feeds within the network and implement the data discovery toolset to understand, analyze, and act on this data in emergencies.

Activity Target 1:
Increase the EON data feeds to include one new Non-NAS data feed, one NAS data feed, and one interagency data set. Due September 30, 2013

Activity Target 2:
Migrate the collaborative, situational awareness, and GIS systems to the latest software versions and add redundancy to each set of services for higher availability. Due September 30, 2013

Core Activity: Metric: Training and Expansion

Expand collaboration and information sharing through development and implementation of a web based training service for Emergency Operations Network (EON) users throughout the FAA. Training shall be conducted through no less than 12 sessions with accommodation of at least 24 students per session. EON shall also incorporate a minimum of 6 data feeds to complement the EON mission of collaboration and situational awareness.

Activity Target 1:
Completed. Due September 30, 2013

Core Initiative: Emergency Operations and Crisis Management Integration

Integrate agency-wide emergency operations and crisis management by improving information flow among FAA Lines of Business and staff offices.

Core Activity: Emergency Operations Conferences and Exercises

Conduct biennial emergency operations conferences if funding levels permit, with emergency planners and CROC/ROC managers and an annual Regional Exercise.

Activity Target 1:
Conduct a HQ/Regional exercise. Due September 30, 2013

Activity Target 2:
If funding levels permit, conduct a biennial emergency operations conference with emergency planners and CROC/ROC managers. Due September 30, 2013

Core Initiative: Crisis Management and Contingency Planning

Through an integrated system of policy, procedures, personnel, facilities, and communications, the Emergency Operations Division (AEO-200) ensures FAA officials have timely, decision-quality information to plan and then direct essential operations in times of crisis--both natural and man-made. It also issues policy and guidance for Continuity planning, and COOP implementation.

Core Activity: AEO - Planning, Preparation and Response for Serious or Catastrophic Incidents

ASH will ensure a national emergency operations plan and structure exists to support national and regional operations during any serious or catastrophic incidents (natural or technological disasters, terrorism incidents, wide-spread communications outages, etc.) and National Special Security Events (NSSE); and to provide national-level management, training, exercises and policy guidance regarding emergency preparedness and response.

Activity Target 1:
Perform Emergency Event Coordinator duties as required in accordance with FAA Order 1900.1, as amended. Due September 30, 2013

Activity Target 2:
Participate in appropriate interagency exercises as scheduled by DHS, DOD, or other governmental agencies and produce after-action reports as required. Due September 30, 2013

Activity Target 3:
Ensure Situation Reports are published during significant events that actually or potentially impact the FAA and produce after-action reports as required. Due September 30, 2013

Activity Target 4:
Provide overall management and train cadre members and provide adequate appropriately cleared staffing for a 24/7 on-call schedule for the Department of Transportation's Crisis Management Center. Begin notification of FAA cadre members within 30 minutes of initial request for deployment. Due September 30, 2013

Activity Target 5:
Provide National Communications System (NCS) Government Emergency Telecommunications Service (GETS) cards and training to FAA Headquarters Senior Executives and to persons identified with emergency essential functions. Process applications for GETS cards within 2 business days of request. Due September 30, 2013

Activity Target 6:
Continue to maintain the National Communications System (NCS) Wireless Priority Service (WPS) cellular system within FAA HQ. Process applications for WPS within 2 business days. Due September 30, 2013

Core Activity: Continuity of Operations

ASH will ensure that viable continuity of operations facilities and procedures, to include communications and logistics, are continually available and regularly exercised through readiness exercises and training, maintaining continual facility operational capability, and Continuity cadre management.

Activity Target 1:
Verify and update contact information of Continuity cadre members quarterly. Due September 30, 2013

Activity Target 2:
Conduct quarterly training meetings or exercises at FAA Headquarters or a relocation facility or site. Due September 30, 2013

Activity Target 3:
Participate in secure communications tests as required. Due September 30, 2013

Core Initiative: Crisis Response and Notification

The Washington Operations Center Complex (WOCC) is the hub of the FAA's national network of operations centers. The WOCC collects information, provides decision support, coordinates activities essential to the daily conduct of the FAA, and serves as an action center for concentrated and accelerated agency efforts in times of national emergencies, natural disasters, and major

incidents/ accidents. The 24/7 facility, is staffed with Operations Officers, and structured to support all FAA Lines of Business (LOBs) in the following areas: security, hazardous materials; aircraft accidents/incidents; air traffic operations; aircraft/airmen certification; commercial space transport; public affairs; congressional inquiries; and aviation intelligence liaison. The WOCC monitors national and global events that impact the aviation industry, coordinates and disseminates this real time information with government operation centers including the White House, State Department, the Department of Homeland Security, the Department of Defense, and the NTSB. The WOCC possesses flexible operational capability and maintains portable assets in order to provide continuity of operations should events require evacuation of the FAA Headquarters building. Additionally, the WOCC staff supplements the Continuity of Operations (COOP) Team, provides COOP cadre and management notifications, and participates as the FAA point of contact in the Federal government's interagency continuity communications plan.

Core Activity: Crisis Response and Notification Requirements

ASH will conduct a revalidation of the Lines of Business (LOB) crises response and notification requirements and will support Agency LOBs in responding to serious and catastrophic incidents and major events affecting the FAA and the NAS.

Activity Target 1:
Poll all LOBs quarterly for changes to notification requirements. Due September 30, 2013

Activity Target 2:
Make all updates within 10 calendar days. Due September 30, 2013

Core Activity: AEO - Washington Operations Center Complex (WOCC)

In support of the Administrator, Deputy Administrator, senior FAA management, and the entire agency, 24 hours a day/seven days per week and during emergency operations, the WOCC will conduct the following activities during FY 2013:

Activity Target 1:
Conduct a relocation exercise each quarter to improve response time and ensure continuity of operations at all WOCC relocation facilities. Exercises will include the transfer of operations to a C-ROC, to perform as the WOC back-up facility. Due September 30, 2013

Activity Target 2:
To maintain and improve working relationships

with counterpart operations centers, WOCC personnel will visit at least two area operations centers for familiarization tours; and the WOCC will provide briefings and tours to representatives of two area operation centers. A visit or tour will be conducted each quarter. Due September 30, 2013

Activity Target 3:
To increase situational awareness for all WOCC in-house partners, conduct "Incident Reviews" on significant events to improve the facility's operational readiness and to review information sharing practices. An Incident Review will be conducted each quarter, if required. Due September 30, 2013

Core Initiative: Command and Control Communications

Emergency Communication Division (AEO-400) provides solutions to analyze, engineer, implement, train and maintain devices and tools to support the Agency's Emergency Operations Communication (EOC) requirements, to include Continuity of Operations (COOP) and Continuity of Government (COG) efforts. AEO-400 also deploys its Communications Support Team (CST) throughout the U.S. to support FAA national security and emergency response requirements associated with crises, incidents, and special events.

Core Activity: Command and Control Communications

ASH will ensure the availability of command and control communications support to the Washington Operations Center Complex and regional entities by planning, procuring, engineering, designing, testing, implementing/fielding command and control communications, including classified messaging equipment FAA-wide.

Activity Target 1:
Conduct national bi-monthly satellite exercises to ensure continued system viability, and arrange for maintenance and repair as required. Due September 30, 2013

Activity Target 2:
Conduct quarterly testing of Communications Support Team equipment to ensure system readiness. Due September 30, 2013

Core Activity: Communications Security and INFOSEC Management

ASH will ensure that Division and supporting personnel have adequate access to and training in the operation of secure communications equipment by providing national level management, training and

policy guidance on the FAA-wide secure voice and facsimile program and support various classified programs.

Activity Target 1:
Provide support to the secure voice portion of the COMSEC training course, both in course development and instruction, as required. Due September 30, 2013

Activity Target 2:
Conduct quarterly national secure facsimile exercises to ensure continued system viability and to identify maintenance issues. Due September 30, 2013

Core Measure: Facility and Information Security

Improve the Facility Security Assessment/Inspection methodology by reducing the number of new "Other Findings" by 5%.

Core Initiative: Facility and Information Security

The ASH Security Division (AIN) supervises nation-wide security program areas and provides program policy guidance, oversight and evaluations, and establishes activity targets. It provides operational Servicing Security Element (SSE) services to FAA Headquarters level customers and represents ASH and the FAA in various intradepartmental and inter-agency policy forums. AIN also supervises and provides Information Technology support to all ASH program levels and serves as the ASH Chief Information Officer.

Core Activity: Facility Security Management Program

ASH will work with ATO/AJW-234 (formerly ATO-W) during the process of implementing protective measures at FAA facilities. ASH will identify security measures for implementation as a result of conducting trend analyses on FAA reported incidents.

Activity Target 1:
Conduct seven facility security assessments, inspections, and/or technical outreach visits at FAA Washington Headquarters-leased office spaces and Headquarters facilities located away from the primary Headquarters facility. Due September 30, 2013

Activity Target 2:
Present a draft Facility Security Management Program (FSMP) Order 1600.69C for broad LOB

concurrence and obtain AOA-1 signature. Due
September 30, 2013

Activity Target 3:
Present one prototype web-based technical period
of instruction to regional FSMP personnel. Due
September 30, 2013

Activity Target 4:
Continue oversight of FSMP implementation by
hosting four quarterly telcons/polycons for FSMP
field personnel. Due September 30, 2013

Activity Target 5:
Provide ongoing technical and operational
guidance to FSRM implementation to ensure
adherence to FAA requirements. Due September
30, 2013

Activity Target 6:
Provide leadership over an operations study of
ARC and ATO facilities with assigned Contract
Security Officers. Due September 30, 2013

Activity Target 7:
Work with external stakeholders to develop a
standard approach and guidance for FAA
response to Violence in the Workplace issues.
Due September 30, 2013

Core Activity: COMSEC and Classified/National Security Information/Controlled Unclassified Information (C/NSI/CUI)

Develop and promulgate the needed security
measures and oversight to be implemented for the
expansion within the FAA of processing C/NSI and
CUI information in electronic form and an electronic
keying environment of COMSEC. This also includes
the required certification and accreditation of National
Security Systems.

Activity Target 1:
Conduct COMSEC inspections at each facility that
has an appointed COMSEC Responsible Officer.
Due September 30, 2013

Activity Target 2:
Conduct security assessment of CNSI
safeguarding accounts (i.e. security control
points/classified material accounts) under AWA
security cognizance, Due September 30, 2013

Activity Target 3:
Respond to all external department and national
level classified information program reporting

requirements within established time parameters.
Due September 30, 2013

Activity Target 4:
Continue developing and promulgating the
C/NSI/CUI program guidance and oversight
(including NSS C&A process and oversight) to
region and center SSE organizations. Due
September 30, 2013

Activity Target 5:
Provide assistance and briefings to other agencies
and/or LOBs as requested. Due September 30,
2013

Activity Target 6:
Evaluate current policies, procedures, and
guidance annually, and develop new policies,
procedures, and guidance, as necessary. Due
September 30, 2013

Activity Target 7:
Complete all key orders within four (4) working
days of request for cryptographic keys. Due
September 30, 2013

Core Activity: TSCM Surveys and Inspections

ASH will conduct Technical Surveillance
Countermeasures surveys and inspections to
determine compliance with FAA Order 1600.12.

Activity Target 1:
Schedule and conduct 8 TSCM inspections, if
funding is available. Due September 30, 2013

Activity Target 2:
Evaluate current policies, procedures, and
guidance annually, and develop new policies,
procedures, and guidance, as necessary. Due
September 30, 2013

Activity Target 3:
Respond to 100% of TSCM survey requests within
four (4) business days request. Due September
30, 2013

Activity Target 4:
Provide assistance and briefings to other agencies
and/or LOBs as requested. Due September 30,
2013

Core Activity: Metric: Special Emphasis Program

Work with external stakeholders to develop an action plan detailing a standard approach and guidance for FAA response to Violence in the Workplace issues.

Activity Target 1:
Completed. Due September 30, 2013

Core Measure: Personnel Security

Initiate and adjudicate background investigations, and reinvestigate employees and contractors for suitability between 5 days and 30 days depending on circumstances, through the electronic questionnaire investigative process (eQIP), as outlined in Personnel Security activities.

Core Initiative: Personnel Security

The Personnel Security program develops and/or implements policy, as required, for the FAA's Personnel Security Program, Contractor and Industrial Security Program. These programs support the agency by initiating and adjudicating all employee and contractor suitability and security requests. AIN is responsible for processing all required reinvestigations for persons occupying national security and high risk positions and for providing national security indoctrination briefings and debriefings to employees approved for security clearances and access to classified information. AIN serves as the adjudicative authority over all agency security clearance denials and revocations.

Core Activity: Background Investigations

AIN will conduct background investigations on FAA employees and contractors using the electronic Questionnaire for Investigation Processing (eQIP).

Activity Target 1:
80% of contractor fingerprints will be adjudicated within 10 days of receipt of the fingerprint results. Due September 30, 2013

Activity Target 2:
80% of contractor background investigations will be adjudicated within 30 days of the closing date of the OPM investigation. Due September 30, 2013

Activity Target 3:
80% of employee fingerprints will be adjudicated within 10 days of receipt of the fingerprint results. Due September 30, 2013

Activity Target 4:
Employee background investigations will be adjudicated within 30 days of the closing date of the OPM investigation. Due September 30, 2013

Core Activity: Metric: International and Domestic Visitor Program

Meet with key stakeholders, develop requirements and roll out phase one of a Domestic Visitor Application within one Region in each Service Area and one Center, for the processing of domestic visitors to FAA facilities.

Activity Target 1:
AIN-400 will process foreign visit requests within 5 days of receipt. Due September 30, 2013

Activity Target 2:
AIN-400 will monitor use of the automated system nationwide and meet with key officials to discuss changes in requirements for the automated system Due September 30, 2013

Core Activity: Credentialing

ASH Headquarters will conduct program evaluations and inspections on the implementation of each credentialing program within the FAA to determine their compliance with FAA Orders 1600.25 and 1600.69, DOT Order 1680.3, and specific credential program orders.

Activity Target 1:
Conduct 2 inspections of current FAA Credentialing Programs. Due July 31, 2013

Core Measure: Common Identification Standard (CIS)

ASH shall continue to implement the Common Identification Standard as instituted by Homeland Security Presidential Directive--12 (HSPD-12) agency-wide, to include DOT, in accordance with standards developed. ASH shall provide guidance and oversight on the issuance of all FAA identification cards to include the PIV card, implenting new technologies and Federal policies and standards as they are developed.

Core Initiative: Common Identification Standard (CIS)

The Common Identification Standard (CIS) Program covers the spectrum of activities to comply with and take maximum advantage of the new federal CIS. By Presidential Order (HSPD-12) the federal government is adopting a government-wide CIS. Implementing guidance from OMB and technical specifications issued by the National Institute of Standards and Technology (NIST), pursuant to the Presidential Order require both the creation of new technical systems and changes in

business practice for all elements of the FAA with respect to: (1) Verifying employee and contractor identity; (2) Increased and standardized criteria for background investigations on all employees and contractor personnel; (3) A significantly greater emphasis on maintaining the integrity of the initial employee identification and investigation process, requiring additional information being provided by the affected individuals and more direct contact between contractors and employees, on one hand, and professional security specialists on the other; (4) Development and deployment of a system to create and deliver new standardized identification media (cards) embodying advanced "smart card" technology to recipients; (5) Provisioning of these cards to make possible improvements in protection of personal privacy information, more effective and efficient physical facility security and data system cyber security, and potentially to achieve cost savings through automation of security control processes and efficiency gains through improved ability to use the new cards to allow the authorized cardholders to more easily access required data systems while at the same time restricting access to the facilities and systems to which the individuals require access.

Core Activity: ID Media
ASH shall provide guidance and oversight on the issuance of FAA Identification cards to include the PIV card.

Activity Target 1:
Reissue approximately 20,000 PIV cards to the employees and contractors who were issued PIV cards in 2009. Due September 30, 2013

Activity Target 2:
Tech refresh for the satellite sites created in 2010. Due September 30, 2013

Activity Target 3:
Keep HSPD-12 credentialing current with new technology and Federal Policy and Standards. Due September 30, 2013

Activity Target 4:
Work with AJW in getting a minimum of 10 FAA sites connected and automated using the PIV Authentication Database. Due September 30, 2013

Activity Target 5:
Continuing providing the necessary technical support to both the FSRM program for Physical access and the AIO organization for Logical Access. Due September 30, 2013

Activity Target 6:
Continue providing the necessary technical support to both the FSRM program for Physical Access and the AIO organization for Logical Access. Due September 30, 2013

Core Measure: Center and Executive Operations
Maintain a level of service commensurate with 100% of the targets of key workplan activities. This performance measure is reflected as a percentage derived from the weighted average of key internal security activities. These activities are defined as (1) outreach efforts (weight=.05); (2) facility security inspections (weight=.3); (3) COMSEC inspections (weight=.05); (4) background investigations (weight=.3) and investigative timelines (weight=.3).

Core Initiative: Mike Monroney Aeronautical Center Internal Security Operations
The Security and Investigations Division, AMC-700 implements ASH internal security programs through the Internal Security Branch, AMC-750 which includes: personnel security programs, background investigations, internal investigations, identification media, facility security and communication security inspections and assessments. Regulatory Enforcement and external support programs are administered through the Regulatory Investigations Branch, AMC-760. These programs consist of the national DUI/DWI enforcement program, airmen/aircraft regulatory enforcement programs, and assistance rendered to federal, state, local law enforcement agencies, ASH Headquarters and field elements.

Core Activity: Background Investigations
AMC will conduct background investigations on FAA employees and contractors using the electronic Questionnaire for Investigation Processing (eQIP).

Activity Target 1:
80% of contractor fingerprints will be adjudicated, on average, within 10 days of receipt of the fingerprint results. Due September 30, 2013

Activity Target 2:
80% of employee fingerprints will be adjudicated, on average, within 10 days of receipt of the fingerprint results. Due September 30, 2013

Activity Target 3:
80% of employee and contractor suitability investigations will be adjudicated within 60 days of the closing date of the OPM investigations. Due September 30, 2013

Activity Target 4:
80% of employee national security background investigations will be adjudicated within 30 days of the closing date of the OPM investigation. Due September 30, 2013

Core Activity: Administrative Investigations

AMC will investigate allegations of misconduct by FAA employees and contractors.

Activity Target 1:
Complete 95% of all Accountability Board investigations within 30 work days, excluding those prolonged for reasons beyond the investigator's control. Due September 30, 2013

Activity Target 2:
Complete 95% of all investigations based upon Safety Hotline complaints and Administrator's Hotline complaints within 30 workdays, excluding those prolonged for reasons beyond the investigator's control. Due September 30, 2013

Activity Target 3:
Complete 95% of investigations based upon Department of Transportation, Office of Inspector General (DOT/OIG) Hotline complaints within DOT/OIG's various specified times of 30, 60, or 90 days, excluding those prolonged for reasons beyond the investigator's control. Due September 30, 2013

Core Activity: Regulatory Investigations

AMC will conduct regulatory investigations on FAA certificated airmen or aircraft involved within illegal drug activity or in threatening National Security by using the National Airspace System to commit criminal acts.

Activity Target 1:
Initiate preliminary regulatory investigations of airmen when information is received or made available that they are in alleged noncompliance with alcohol-related motor vehicle action reporting requirements within five business days 95% of the time. Due September 30, 2013

Activity Target 2:
Conduct a minimum of eight outreach activities to educate the aviation community about the reporting requirements of alcohol related motor vehicle actions. Due September 30, 2013

Activity Target 3:
Support the Civil Aviation Registry, located at the Aeronautical Center by conducting preliminary

investigations on requests. If applicable, coordinates and transfers the investigation to the applicable Joint Office of Security and Hazardous Materials or Flight Standards District Office for further investigation. Preliminary investigations and/or referrals to the Joint Office or Flight Standards will be accomplished within ten business days of receipt 95% of the time. Due September 30, 2013

Core Activity: Facility Security Management Program

AMC will conduct facility security assessments and inspections at AMC facilities to determine the status of the facility security management program and compliance with FAA Order 1600.69.

Activity Target 1:
Conduct facility security assessments at AMC facilities as required by FAA Order 1600.69 and scheduled in the Facility Security Reporting System. This activity will be measured against the completion of all assessments by the target date. Quarterly evaluations will be conducted to determine status throughout the year. Due September 30, 2013

Activity Target 2:
Conduct facility security inspections at AMC facilities as required by FAA Order 1600.69 and scheduled in the Facility Security Reporting System. This activity will be measured against the completion of all assessments by the target date. Quarterly evaluations will be conducted to determine status throughout the year. Due September 30, 2013

Activity Target 3:
Validate the implementation of security measures at FAA facilities and accredit 90% of facilities within 15 days of all findings being verified as closed. Due September 30, 2013

Core Activity: COMSEC and Classified Program Inspections

AMC will conduct Communications Security (COMSEC) inspections and inspect areas that store classified national security information to determine compliance with FAA Order 1600.8E, FAA Order 1600.2, and other relevant directives.

Activity Target 1:
Conduct COMSEC inspections at FAA facilities as required by the Center workplan. This activity target will be measured against the completion of all COMSEC inspections by the target date. Evaluations will be conducted at the end of each

quarter and compared against interim milestones contained in the workplan. Due September 30, 2013

Activity Target 2:
Conduct classified information inspections at FAA facilities as required by the Center workplan. This activity target will be measured against the completion of all classified information inspections by the target date. Evaluations will be conducted at the end of each quarter and compared against interim milestones contained in the workplan. Due September 30, 2013

Core Activity: ID Media
AMC will issue PIV cards to eligible FAA employees and contractors.

Activity Target 1:
Issue Personal Identity Verification (PIV) compliant identification (ID) media to MMAC employees and contractors per FAA Order 1600.78. Due September 30, 2013

Activity Target 2:
Issue PIV compliant ID media to air traffic control students attending training at the FAA Academy (AMA). Due September 30, 2013

Activity Target 3:
Meet quarterly with AMA officials to evaluate the process of issuing PIV compliant ID media to air traffic control students and make operational changes as necessary. Due September 30, 2013

Core Activity: Law Enforcement Assistance
AMC will support local, state, federal, tribal law enforcement and our regional counterparts by conducting and refer investigations on airmen and aircraft involved in illegal drug activity or who threaten National Security by using the National Airspace System to commit criminal acts.

Activity Target 1:
Ensure initial response to inquiries from federal, state, local and tribal law enforcement, ASH headquarters and field elements within 24 hours of request 95% of the time. Due September 30, 2013

Activity Target 2:
Coordinate and review stolen aircraft data with the El Paso Intelligence Center (EPIC) on a monthly basis to ensure accuracy. Due September 30, 2013

Core Initiative: William J. Hughes Technical Center Internal Security Operations
The Security and Investigations Division, ACT-8, will serve as the Servicing Security Element (SSE)/liaison between the FAA Tech Center and the many federal, state, municipal and private sector tenant organizations located within its campus. ACT-8 will ensure compliance with all ASH security policies, regulations and orders in support of its mission to provide quality services, and in support of national security and the national aerospace system. This function will be carried out in a timely, professional, respectful and courteous manner, ensuring that our customers receive stellar services in a manner that reflects favorably on ASH and the FAA, consistent with a high performing, efficient organization.

Core Activity: Background Investigations
ACT will continue to support and administer the FAA's Personnel Security Program, and Contractor and Industrial Security Program by initiating and adjudicating all employee and contractor suitability and security requests. ACT is responsible for processing all required reinvestigations for persons occupying national security and high risk positions and for providing national security indoctrination briefings and debriefings to employees approve for security clearances and access to classified information. ACT will conduct background investigations on FAA employees and contractors using the electronic Questionnaire for Investigation Processing (eQIP).

Activity Target 1:
80% of contractor fingerprints will be adjudicated, on average, within 10 days of receipt of the fingerprint results. Due September 30, 2013

Activity Target 2:
80% of employee fingerprints will be adjudicated, on average, within 10 days of receipt of the fingerprint results. Due September 30, 2013

Activity Target 3:
80% of employee and contractor suitability investigations will be adjudicated within 60 days of the closing date of the OPM investigations. Due September 30, 2013

Activity Target 4:
80 % of employee national security background investigations will be adjudicated within 30 days of the closing date of the OPM investigation. Due September 30, 2013

Core Activity: Facility Security Management Program

ACT will conduct facility security assessments and inspections at ACT facilities to determine the status of the facility security management program and compliance with FAA Order 1600.69.

Activity Target 1:
Conduct facility security assessments at ACT facilities as required by FAA Order 1600.69 and scheduled in the Facility Security Reporting System. This activity will be measured against the completion of all assessments by the target date. Quarterly evaluations will be conducted to determine status throughout the year. Due September 30, 2013

Activity Target 2:
Conduct facility security inspections at ACT facilities as required by FAA Order 1600.69 and scheduled in the Facility Security Reporting System. This activity will be measured against the completion of all assessments by the target date. Quarterly evaluations will be conducted to determine status throughout the year. Due September 30, 2013

Activity Target 3:
Validate the implementation of security measures at FAA facilities and accredit 90% of facilities within 15 days of all findings being verified as closed. Due September 30, 2013

Core Activity: COMSEC and Classified Program Inspections

ACT will conduct Communications Security (COMSEC) inspections and inspect areas that store classified national security information to determine compliance with FAA Order 1600.8E, FAA Order 1600.2, and other relevant directives.

Activity Target 1:
Conduct COMSEC inspections at FAA facilities as required by the Center workplan. This activity target will be measured against the completion of all COMSEC inspections by the target date. Evaluations will be conducted at the end of each quarter and compared against interim milestones contained in the workplan. Due September 30, 2013

Activity Target 2:
Conduct classified information inspections at FAA facilities as required by the Center workplan. This activity target will be measured against the completion of all classified information inspections by the target date. Evaluations will be conducted at the end of each quarter and compared against interim milestones contained in the workplan. Due September 30, 2013

Core Activity: ID Media

ACT will issue PIV cards to eligible FAA employees and contractors. ACT will continue to support ASH's efforts to continue implementation of directives as stated in HSPD-12, to include the PIV card. Additionally, ACT will continue to serve as liaison between ASH and the Technical Center, as it pertains to the development and implementation of the Access Key Credentialing System (AKCS).

Activity Target 1:
Issue Personal Identity Verification (PIV) compliant identification (ID) media to ACT employees and contractors per FAA Order 1600.78. Due September 30, 2013

Activity Target 2:
Establish a PIV Card processing and issuance to accommodate the PIV process for the swing and midnight shift FAA employees and contractors. Due September 30, 2013

Activity Target 3:
Continue to assist and provide guidance to the AKCS developers to ensure compliance with ASH policies, directives, and regulations as it pertains to the control, distribution and retrieval of access key cards to the federal and contractor workforce, as well as the various tenant organizations located on the Technical Center campus. Due September 30, 2013

Core Activity: ACT Wildlife Management

ACT will administer the security requirements pertaining to the wildlife management control-hunting program conducted on the ground of the William J. Hughes Technical Center (WJHTC).

Activity Target 1:
Maintain an initial activity report prior to commencement of hunting activities and an after-action report upon completion of the hunting season. Due September 30, 2013

Activity Target 2:
ACT will file an immediate report to Headquarters on any hunting accident or illegal hunting activity. A detailed report will be completed and forwarded within 24 hours. Due September 30, 2013

Core Measure: Joint Security and Hazardous Materials Safety

Office, East (AHE): Inspections and Investigations

Maintain a level of service commensurate with 100% of the targets of key workplan activities. This performance measure is reflected as a percentage derived from the weighted average of key Hazmat and Internal Security activities. These activities are defined as (1) shipper and repair station inspections (weight = .2); (2) air carrier inspections (weight = .2); (3) outreach efforts (weight = .05); (4) facility security inspections (weight = .2); (5) COMSEC inspections (weight = .05); (6) background investigations (weight = .2); and investigative timelines (weight = .1).

Core Initiative: Hazardous Materials - AHE

AHE hazardous materials agents will conduct inspections of shippers of hazardous materials that were identified during routine air carrier inspections; shippers of hazardous materials by air that have been prioritized into risk-based categories using information shared with all DOT modal administrations; air carriers and repair stations that ship hazardous materials by air.

Core Activity: Inspections

AHE hazardous materials agents will conduct inspections of shippers of hazardous materials that were identified during routine air carrier inspections; shippers of hazardous materials by air that have been prioritized into risk-based categories using information shared with all DOT modal administrations; air carriers that accept, ship and transport hazardous materials; and repair stations that ship hazardous materials by air.

Activity Target 1:
Conduct shipper and repair station inspections as identified in the National Hazardous Materials workplan and measure against the completion of all shipper and repair stations by the target date. Evaluate at the end of each quarter and compare against interim milestones published in the Hazardous Materials workplan. Due September 30, 2013

Activity Target 2:
Conduct focused air carrier station inspections as identified in the National Hazardous Materials workplan and measure against the completion of all air carrier station inspections by the target date. Evaluate at the end of each quarter and compared against interim milestones published in the National Hazardous Materials workplan. Due September 30, 2013

Activity Target 3:
Monitor the use of the NI2M on a semi-annual basis to ensure consistency in conducting inspections and investigations. Due September 30, 2013

Activity Target 4:
Use trend analysis developed by or in support of ADG to prioritize hazardous material field activities quarterly. Due September 30, 2013

Activity Target 5:
Review all air carrier Hazardous Material training programs and manuals submitted by the Flight Standards office holding the air carrier certificate and notify the Flight Standards office of any required changes or approval within 45 calendar days of receipt. Implement process for capturing electronic shipper data. Due September 30, 2013

Activity Target 6:
Provide direct assistance to ADG and AWM in support of national and international hazardous materials program initiatives. Some examples include: serving on national work groups; providing technical expertise on special permits and approvals; assisting in policy and development; providing associate staff for training; and the participation in pilot programs. Due September 30, 2013

Core Activity: Outreach - Critical Commodities

AHE will better educate the public, industry, and air carriers in the safe transportation of Hazardous Materials by air.

Activity Target 1:
Conduct outreach activities to shippers of critical hazmat commodities as required by the National Hazardous Materials workplan. Due September 30, 2013

Activity Target 2:
Conduct an evaluation of outreach activities at the end of each quarter and compare against interim milestones contained in the workplan. Due September 30, 2013

Activity Target 3:
Respond to all actionable airline passenger hazmat discrepancy reports through automated outreach. Due September 30, 2013

Activity Target 4:
Participate in or conduct a regional or national

Hazardous Materials Awareness Month Initiative. Due September 30, 2013

Core Activity: Investigations
Complete 90% of all hazardous materials investigations within 90 calendar days.

Activity Target 1:
Complete 90% of all hazardous materials investigations within 90 calendar days. Due September 30, 2013

Core Initiative: Facility and Information Security - AHE
AHE will conduct assessments and inspections at FAA staffed facilities to determine compliance with FAA Orders 1600.69, 1600.8E, 1600.2, and applicable directives.

Core Activity: Facility Security Management Program
AHE will conduct facility security assessments and inspections at FAA staffed facilities to determine status of the facility security management program and compliance with FAA Order 1600.69.

Activity Target 1:
Conduct facility security assessments and inspections at FAA facilities, as required by the AHE workplan, and measure against the completion of all facility security assessments by the target date. Evaluate at the end of each quarter and compare against interim milestones published in the workplan. Due September 30, 2013

Activity Target 2:
Validate the implementation of security measures at FAA facilities and accredit 90% of facilities within 15 days of all findings being verified as closed. Due September 30, 2013

Activity Target 3:
Work with Headquarters to pilot technology enhancements for inspectors that are designed to improve the inspection process for the facility security program. Due September 30, 2013

Activity Target 4:
Complete 80% of all incidents entered in the Facility Security Reporting System (FSRS) database for FY2013 and analyze the Incident Trending Report. Due September 30, 2013

Core Activity: Internal Security - COMSEC and Classified Program Inspections
AHE Security Agents will conduct Communications Security (COMSEC) inspections at FAA facilities to determine their compliance with FAA Order 1600.8, and National Security Agency (NSA)/United States Air Force (USAF) directives. AHE Security Agents will also inspect all areas that store classified national security information to determine compliance with FAA Order 1600.2 and other applicable directives.

Activity Target 1:
Conduct COMSEC inspections at FAA facilities as required by the AHE workplan and measure against the completion of all COMSEC inspections by the target date. Evaluate at the end of each quarter and compare against interim milestones contained in the workplan. Due September 30, 2013

Activity Target 2:
Conduct classified information inspections at FAA facilities as required by the AHE workplan and measure against the completion of all Classified Information Program inspections by the target date. Evaluate at the end of each quarter and compare against interim milestones contained in the workplan. Due September 30, 2013

Core Initiative: Internal Security and Investigations - AHE
AHE initiates and adjudicates all employee and contractor suitability and security requests; initiates and conducts investigations on FAA employees, contractors, non-employees and certificated airmen; conducts regulatory investigations on all airmen and aircraft; and supports the implementation of the Common Identification Standard.

Core Activity: Background Investigations
AHE Security Agents support the Personnel Security Core Business target by initiating and adjudicating all employee and contractor suitability and security requests. They are responsible for processing all required reinvestigations for persons occupying national security and high risk positions and for providing national security indoctrination briefings and debriefings to employees approved for security clearances and access to classified information within the Joint Office, East.

Activity Target 1:
80% of contractor fingerprints will be adjudicated, within 10 days of receipt of the fingerprint results. Due September 30, 2013

Activity Target 2:
80% of contractor public trust investigations will be adjudicated, on average, within 60 days of the closing date of the OPM investigations. Due September 30, 2013

Activity Target 3:
80% of employee fingerprints will be adjudicated, within 10 days of receipt of the fingerprint results. Due September 30, 2013

Activity Target 4:
80% of employee national security background investigations will be adjudicated within 30 days of the closing date of OPM investigations. Due September 30, 2013

Activity Target 5:
AHE will process all security background investigations through the use of the OPM eQIP system with 95% completion. Due September 30, 2013

Core Activity: Allegations of Misconduct

AHE initiates and conducts investigations on FAA employees, contractors, non-employees and certificated airmen suspected of violating various FAA orders and regulations. The types of investigations include Administrative, Civil, Regulatory and other Special Inquiries.

Activity Target 1:
Complete 95% of all Accountability Board investigations within 30 work days, excluding those prolonged for reasons beyond the investigator's control. Due September 30, 2013

Activity Target 2:
Complete 95% of all investigations based upon Safety Hotline complaints and Administrator's Hotline complaints within 30 work days, and complete 95% of investigations based upon Department of Transportation, Office of Inspector General (DOT/OIG) Hotline complaints within DOT/OIG's various specified times of 30, 60, or 90 days, excluding those prolonged for reasons beyond the investigator's control. Due September 30, 2013

Activity Target 3:
Implement changes to the investigate process to improve timeliness and efficiency. Due September 30, 2013

Activity Target 4:
Conduct investigations of all FAA employees and contractors other than hotline complaints,

concerning matters of misconduct within 45 days excluding those prolonged beyond the investigator's control. Due September 30, 2013

Core Activity: Law Enforcement Assistance Program

AHE will conduct regulatory investigations on all airmen and aircraft involved in illegal drug activity or in threatening National Security by using the National Airspace System to commit criminal acts.

Activity Target 1:
Initiate regulatory investigations on 95% of all airmen involved in sale or distribution of illegal drugs within 30 days of knowledge of a conviction or notification by law enforcement. Due September 30, 2013

Activity Target 2:
Initiate regulatory investigations on 95% of all aircraft involved in illegal activity within 30 days of knowledge of that activity. Due September 30, 2013

Activity Target 3:
Provide LEAP training, assistance and briefings to Federal, state and local law enforcement agencies as requested. Due September 30, 2013

Activity Target 4:
Conduct ramp checks at general aviation airports to validate airman certificates and aircraft certificates and registration. Due September 30, 2013

Activity Target 5:
Track all laser incidents requiring LEAP support in the Investigations Tracking System (ITS) and assist law enforcement agencies conducting Laser incident investigations. Due September 30, 2013

Core Activity: I.D. Media

AHE will support AIN in the implementation of the Common Identification Standard instituted by Homeland Security Presidential Directive -- 12 (HSPD-12) in accordance with standards developed.

Activity Target 1:
Complete issuance to FAA employees and contractors identified to receive or renew the PIV card for FY2013. Due September 30, 2013

Activity Target 2:
Support DOT PIV card issuance at Regional Offices. Due September 30, 2013

Core Measure: Joint Security and Hazardous Materials Safety Office, Central (AHC): Inspections and Investigations

Maintain a level of service commensurate with 100% of the targets of key workplan activities. This performance measure is reflected as a percentage derived from the weighted average of key Hazmat and Internal Security activities. These activities are defined as (1) shipper and repair station inspections (weight = .2); (2) air carrier inspections (weight = .2); (3) outreach efforts (weight = .05); (4) facility security inspections (weight = .2); (5) COMSEC inspections (weight = .05); (6) background investigations (weight = .2); and investigative timelines (weight = .1).

Core Initiative: Hazardous Materials - AHC

AHC Hazardous materials agents conduct inspections of shippers of hazardous materials that were identified during routine air carrier inspections; shippers of hazardous materials by air that have been prioritized into risk-based categories using information shared with all DOT modal administrations; air carriers and repair stations that ship hazardous materials by air.

Core Activity: Inspections

AHC will conduct inspections of: Shippers of Hazardous Materials that were identified during routine air carrier inspections; Shippers of hazardous materials by air that have been prioritized into risk-based categories using information shared with all DOT modal administrations; Air carriers that ship hazardous materials; and repair stations that ship hazardous materials by air.

Activity Target 1:
Conduct shipper and repair station inspections as identified in the AHC Hazardous Materials workplan and measure against the completion of all shipper and repair stations by the target date. Evaluate at the end of each quarter and compare against interim milestones published in the Hazardous Materials workplan. Due September 30, 2013

Activity Target 2:
Conduct air carrier station inspections as identified in the AHC Hazardous Materials Workplan and measure against the completion of all air carrier station inspections by the target date. Evaluate at the end of each quarter and compared against interim milestones published in the AHC Hazardous Materials workplan. Due September 30, 2013

Activity Target 3:
Monitor the use of the NI2M on a quarterly basis to ensure consistency in conducting inspections and investigations as identified in the AHC Hazardous Materials Workplan. Due September 30, 2013

Activity Target 4:
Use the trend analysis developed by ADG to prioritize hazardous material field activities quarterly. Due September 30, 2013

Activity Target 5:
Review all air carrier Hazardous Material training programs and manuals submitted by the Flight Standards office holding the air carrier certificate and notify the Flight Standards office of any required changes or approval within 45 calendar days of receipt. Due September 30, 2013

Activity Target 6:
Support ADG through participation in working groups. Due September 30, 2013

Activity Target 7:
Support ADG implementation of SMS. Due September 30, 2013

Activity Target 8:
Provide direct assistance to ADG and AWM in support of national and international hazardous materials program initiatives. Some examples include: serving on national work groups; providing technical expertise on special permits and approvals; assisting in policy and development; providing associate staff for training; and the participation in pilot programs. Due September 30, 2013

Activity Target 9:
Complete 90% of all C.P. EIRS within 90 calendar days. Due September 30, 2013

Core Activity: Outreach - Critical Commodities

AHC will better educate the public, industry, and air carriers in the safe transportation of Hazardous Materials by air.

Activity Target 1:
Conduct outreach activities to shippers of critical hazmat commodities as required by the AHC workplan and evaluate at the end of each quarter and compare against interim milestones contained in the workplan. Due September 30, 2013

Activity Target 2:
Respond to all actionable airline passenger

hazmat discrepancy reports through automated outreach. Due September 30, 2013

Core Initiative: Facility and Information Security - AHC

AHC will conduct assessments and inspections at FAA staffed facilities to determine compliance with FAA Orders 1600.69, 1600.8, 1600.2, and applicable directives.

Core Activity: Facility Security Management Program

AHC will conduct facility security assessments and inspections at FAA staffed facilities to determine status of the facility security management program and compliance with FAA Order 1600.69.

Activity Target 1:
Conduct facility security assessments at FAA facilities as required by the AHC workplan and measure against the completion of all facility security assessments by the target date. Evaluate at the end of each quarter and compare against interim milestones published in the workplan. Due September 30, 2013

Activity Target 2:
Conduct facility security inspections at FAA facilities as required by the AHC workplan and measure against the completion of all facility security inspections by the target date. Evaluate at the end of each quarter and compare against interim milestones published in the workplan. Due September 30, 2013

Activity Target 3:
Validate the implementation of security measures at FAA facilities and accredit 90% of facilities within 15 days of all findings being verified as closed. Due September 30, 2013

Activity Target 4:
Conduct information security outreach at FAA facilities as required by the Joint Security Office Central workplan. Due September 30, 2013

Core Activity: Internal Security - COMSEC and Classified Program Inspections

AHC Security Agents will conduct Communications Security (COMSEC) inspections at FAA facilities to determine their compliance with FAA Order 1600.8, and National Security Agency (NSA)/United States Air Force (USAF) directives. AHC Security Agents will also inspect all areas that store classified national security information to determine compliance with FAA Order 1600.2 and other applicable directives.

Activity Target 1:
Conduct COMSEC inspections at FAA facilities as required by the AHC workplan and measure against the completion of all COMSEC inspections by the target date. Evaluate at the end of each quarter and compare against interim milestones contained in the workplan. Due September 30, 2013

Activity Target 2:
Conduct classified information inspections at FAA facilities as required by the AHC workplan and measure against the completion of all Classified Information Program inspections by the target date. Evaluate at the end of each quarter and compare against interim milestones contained in the workplan. Due September 30, 2013

Core Initiative: Internal Security and Investigations - AHC

AHC initiates and adjudicates all employee and contractor suitability and security requests; initiates and conducts investigations on FAA employees, contractors, non-employees and certificated airmen; conducts regulatory investigations on all airmen and aircraft; and supports the implementation of the Common Identification Standard.

Core Activity: Background Investigations

AHC Joint Office Security Agents support the Personnel Security Core Business target by initiating and adjudicating all employee and contractor suitability and security requests. They are responsible for processing all required reinvestigations for persons occupying national security and high risk positions and for providing national security indoctrination briefings and debriefings to employees approved for security clearances and access to classified information within the Joint Office, Central.

Activity Target 1:
80% of contractor fingerprints will be adjudicated, within 10 days of receipt of the fingerprint results. Due September 30, 2013

Activity Target 2:
80% of contractor background investigations will be adjudicated by ASH or forwarded to the Office of Human Resources (AMH) within 60 days of the closing date of the OPM investigations. Due September 30, 2013

Activity Target 3:
80% of employee fingerprints will be adjudicated, within 10 days of receipt of the fingerprint results. Due September 30, 2013

Activity Target 4:
80% of employee national security background investigations will be adjudicated by ASH or forwarded to Office of Human Resources (AMH) within 30 working days of the closing date of OPM investigations. Due September 30, 2013

Activity Target 5:
AHC will process all security background investigations through the use of OPM eQIP system with 95% completion. Due September 30, 2013

Core Activity: Allegations of Misconduct
AHC initiates and conducts investigations on FAA employees, contractors, non-employees and certified airmen suspected of violating various FAA orders and regulations. The types of investigations include Administrative, Civil, Regulatory and other Special Inquiries.

Activity Target 1:
Complete 95% of all Accountability Board investigations within 30 work days, excluding those prolonged for reasons beyond the investigator's control. Due September 30, 2013

Activity Target 2:
Complete 95% of all investigations based upon Safety Hotline complaints and Administrator's Hotline complaints within 30 work days, and complete 95% of investigations based upon Department of Transportation, Office of Inspector General (DOT/OIG) Hotline complaints within DOT/OIG's various specified times of 30, 60, or 90 days, excluding those prolonged for reasons beyond the investigator's control. Due September 30, 2013

Core Activity: Law Enforcement Assistance Program
AHC will conduct regulatory investigations on all airmen and aircraft involved in illegal drug activity or in threatening National Security by using the National Airspace System to commit criminal acts.

Activity Target 1:
Initiate regulatory investigations on 95% of all airmen involved in sale or distribution of illegal drugs within 30 days of knowledge of a conviction or notification by law enforcement. Due September 30, 2013

Activity Target 2:
Initiate regulatory investigations on 95% of all aircraft involved in illegal activity within 30 days of

knowledge of that activity. Due September 30, 2013

Activity Target 3:
Conduct liaison and briefings to other agencies as requested. Due September 30, 2013

Activity Target 4:
Track laser incidents in ITS requiring LEAP support; and assist law enforcement agencies and Flight Standards in conducting Laser incident investigations. Due September 30, 2013

Core Activity: I.D. Media
Support AIN in the implementation of the Common Identification Standard instituted by Homeland Security Presidential Directive -- 12 (HSPD-12) in accordance with standards developed.

Activity Target 1:
Continue issuance of PIV cards to all FAA employees and contractors as required. Due September 30, 2013

Activity Target 2:
Support DOT PIV card issuance at Regional Offices. Due September 30, 2013

Core Measure: Joint Security and Hazardous Materials Safety Office, West (AHW): Inspections and Investigations
Maintain a level of service commensurate with 100% of the targets of key workplan activities. This performance measure is reflected as a percentage derived from the weighted average of key Hazmat and Internal Security activities. These activities are defined as (1) shipper and repair station inspections (weight = .2); (2) air carrier inspections (weight = .2); (3) outreach efforts (weight = .05); (4) facility security inspections (weight = .2); (5) COMSEC inspections (weight = .05); (6) background investigations (weight = .2); and investigative timelines (weight = .1).

Core Initiative: Hazardous Materials - AHW
AHW hazardous materials agents conduct inspections of shippers of hazardous materials that were identified during routine air carrier inspections; shippers of hazardous materials by air that have been prioritized into risk-based categories using information shared with all DOT modal administrations; air carriers and repair stations that ship hazardous materials by air.

Core Activity: Inspections

AHW will conduct inspections of the following: shippers of hazardous materials by air that were identified during routine air carrier inspections; shippers of hazardous materials by air that have been prioritized into risk-based categories using information shared with all DOT modal administrations; air carriers that ship hazardous materials; and repair stations that ship hazardous materials by air.

Activity Target 1:
Conduct shipper and repair station inspections as identified in the AHW Hazardous Materials workplan and measure against the completion of all shipper and repair stations by the target date. Evaluate at the end of each quarter and compare against interim milestones published in the Hazardous Materials workplan. Due September 30, 2013

Activity Target 2:
Conduct air carrier station inspections as identified in the AHW Hazardous Materials Workplan and measure against the completion of all air carrier station inspections by the target date. Evaluate at the end of each quarter and compared against interim milestones published in the AHW Hazardous Materials workplan. Due September 30, 2013

Activity Target 3:
Monitor the use of the NI2M on a quarterly basis to ensure consistency in conducting inspections and investigations as identified in the AHW Hazardous Materials workplan. Due September 30, 2013

Activity Target 4:
Use trend analysis developed by or in support of ADG to prioritize hazardous material field activities quarterly. Due September 30, 2013

Activity Target 5:
Review all air carrier Hazardous Material training programs and manuals submitted by the Flight Standards office holding the air carrier certificate and notify the Flight Standards office of any required changes or approval within 45 calendar days of receipt. Due September 30, 2013

Activity Target 6:
Provide direct assistance to ADG and ASH-20 in support of national and international hazardous materials program initiatives. Some examples include: serving on national work groups; providing technical expertise on special permits and approvals; assisting in policy development; providing associate staff for training; and, the

participation in pilot programs. Due September 30, 2013

Core Activity: Outreach - Critical Commodities

AHW will better educate the public, industry, and air carriers in the safe transportation of Hazardous Materials by air.

Activity Target 1:
Conduct outreach activities to shippers of critical hazmat commodities as required by the AHW workplan and evaluate at the end of each quarter and compare against interim milestones contained in the workplan. Due September 30, 2013

Activity Target 2:
Respond to all actionable airline passenger hazmat discrepancy reports through automated outreach. Due September 30, 2013

Core Initiative: Facility and Information Security - AHW

AHW supervises AAL, ANM and AWP security program areas and provides guidance and oversight to FAA AAL, ANM and AWP customers. The outreach for facility and information security will ensure the FAA AAL, ANM and AWP customers are well informed on the security policies and requirements.

Core Activity: Facility Security Management Program

The Joint Security and Hazardous Materials Office, West will conduct facility security assessments and inspections at FAA staffed facilities to determine status of the facility security management program and compliance with FAA Order 1600.69.

Activity Target 1:
Conduct facility security assessments at FAA facilities as required by the AHW workplan and measure against the completion of all facility security assessments by the target date. Evaluate at the end of each quarter and compare against interim milestones published in the workplan. Due September 30, 2013

Activity Target 2:
Conduct facility security inspections at FAA facilities as required by the AHW workplan and measure against the completion of all facility security inspections by the target date. Evaluate at the end of each quarter and compare against interim milestones published in the workplan. Due September 30, 2013

Activity Target 3:
Conduct facility security outreach at FAA facilities as required by the Joint Security Office West workplan. Due September 30, 2013

Activity Target 4:
Conduct information security outreach at FAA facilities as required by the Joint Security Office West workplan. Due September 30, 2013

Activity Target 5:
Complete 80% of all incidents entered in the Facility Security Reporting System (FSRS) database for FY2013 and analyze the Incident Trending Report from FSRS database each quarter to determine if security briefings are required to address the specific incident types. Due September 30, 2013

Activity Target 6:
Validate the implementation of security measures at FAA facilities and accredit 90% of facilities within 15 days of all findings being verified as closed. Due September 30, 2013

Core Activity: Internal Security - COMSEC and Classified Program Inspections

AHW Security Agents will conduct Communications Security (COMSEC) inspections at FAA facilities to determine their compliance with FAA Order 1600.8, and National Security Agency (NSA)/United States Air Force (USAF) directives. AHW Security Agents will also inspect all areas that store classified national security information to determine compliance with FAA Order 1600.2 and other applicable directives.

Activity Target 1:
Conduct COMSEC inspections at FAA facilities as required by the AHW workplan and measure against the completion of all COMSEC inspections by the target date. Evaluate at the end of each quarter and compare against interim milestones contained in the workplan. Due September 30, 2013

Activity Target 2:
Conduct classified information inspections at FAA facilities as required by the AHW workplan and measure against the completion of all Classified Information Program inspections by the target date. Evaluate at the end of each quarter and compare against interim milestones contained in the workplan. Due September 30, 2013

Core Initiative: Internal Security and Investigations - AHW

AHW initiates and adjudicates all employee and contractor suitability and security requests; initiates and conducts investigations on FAA employees, contractors, non-employees and certificated airmen; conducts regulatory investigations on all airmen and aircraft; and supports the implementation of the Common Identification Standard.

Core Activity: Background Investigations

AHW Security Agents support the Personnel Security Core Business target by initiating and adjudicating all employee and contractor suitability and security requests. They are responsible for processing all required reinvestigations for persons occupying national security and high risk positions and for providing national security indoctrination briefings and debriefings to employees approved for security clearances and access to classified information within the Joint Security and Hazardous Materials Office, West.

Activity Target 1:
80% of contractor fingerprints will be adjudicated, within 10 days of receipt of the fingerprint results. Due September 30, 2013

Activity Target 2:
80% of contractor background investigations will be adjudicated, on average, within 60 days of the closing date of the OPM investigations. Due September 30, 2013

Activity Target 3:
80% of employee fingerprints will be adjudicated, within 10 days of receipt of the fingerprint results. Due September 30, 2013

Activity Target 4:
80% of employee national security background investigations will be adjudicated within 30 days of the closing date of OPM investigations. Due September 30, 2013

Activity Target 5:
AHW will process all security background investigations through the use of the OPM eQIP system with 95% completion. Due September 30, 2013

Core Activity: Allegations of Misconduct

AHW initiates and conducts investigations on FAA employees, contractors, non-employees and certificated airmen suspected of violating various FAA orders and regulations. The types of investigations include Administrative, Civil, Regulatory and other Special Inquiries.

Activity Target 1:
Complete 95% of all Accountability Board investigations within 30 work days, excluding those prolonged for reasons beyond the investigator's control. Due September 30, 2013

Activity Target 2:
Complete 95% of all investigations based upon Safety Hotline complaints and Administrator's Hotline complaints within 30 work days, and complete 95% of investigations based upon Department of Transportation, Office of Inspector General (DOT/OIG) Hotline complaints within DOT/OIG's various specified times of 30, 60, or 90 days, excluding those prolonged for reasons beyond the investigator's control. Due September 30, 2013

Core Activity: Law Enforcement Assistance Program
AHW will conduct regulatory investigations on all airmen and aircraft involved in illegal drug activity or in threatening National Security by using the National Airspace System to commit criminal acts.

Activity Target 1:
Initiate regulatory investigations on 95% of all airmen involved in sale or distribution of illegal drugs within 30 days of knowledge of a conviction or notification by law enforcement. Due September 30, 2013

Activity Target 2:
Initiate regulatory investigations on 95% of all aircraft involved in illegal activity within 30 days of knowledge of that activity. Due September 30, 2013

Activity Target 3:
Provide assistance and briefings to other agencies as requested. Due September 30, 2013

Activity Target 4:
Track laser incidents in ITS requiring LEAP support and assist Law Enforcement Agencies, Flight Standards, and AEO in conducting laser incident investigations. Due September 30, 2013

Core Activity: I.D. Media
AHW will support AIN in the implementation of the Common Identification Standard instituted by Homeland Security Presidential Directive -- 12 (HSPD-12) in accordance with standards developed.

Activity Target 1:
Continue issuance of PIV Cards to all FAA employees and contractors as required. Due September 30, 2013

Activity Target 2:
Support DOT PIV card issuance at Regional Offices. Due September 30, 2013

Core Measure: Safety Management Systems
Develop FAA SMS Communication Plan by February 28, 2013.

Core Initiative: Safety Management and System Oversight
Lead the agency effort to improve and manage SMS within AVS and FAA.

Core Activity: FAA Safety Management System (SMS)
Support AVP in the development of an agency-wide plan to manage communications and facilitate common understanding of safety management principles to agency stakeholders and external audiences and update and publish ARP SMS guidance.

Activity Target 1:
Provide ASH input to AVP for final agency-wide SMS Communications Plan. Due January 31, 2013

Activity Target 2:
Provide ASH input into AVP final FAA Order 8000.369, SMS Guidance. Due January 31, 2013

Core Measure: Internal Policy, Standards and Efficiencies
Develop and revise policy, standards and educational materials for all Internal Security Program areas to ensure efficiency and compliance with regulatory requirements.

Core Initiative: Internal Security Policy, Standards and Efficiencies
The Internal Security Policy and Standards Program ensures all AIN policies and security awareness programs are developed to ensure compliance with all Departmental, Federal and Legislative requirements. The program also ensures the policies and standards are correctly and uniformly applied through the FAA. This is accomplished through program evaluations, security awareness products and informational briefings to FAA employees and contractors.

Core Activity: Internal Security Policy Development and Revision

Develop and revise policies and procedures for various FAA programs.

Activity Target 1:
Update policies and procedures for the FAA's Classified National Security Information (CNSI) Program. Due September 30, 2013

Activity Target 2:
Update policies and procedures for the FAA's Personnel Security Program. Due September 30, 2013

Activity Target 3:
Update policies and procedures for the FAA's Visitor Program. Due September 30, 2013

Core Activity: Internal Security Program Evaluations

Conduct internal security program evaluations.

Activity Target 1:
Conduct a review of one major AIN program area. Develop a plan of action that contains recommended changes to improve program processes/achieve efficiencies. Due September 30, 2013

Core Measure: Intelligence Evaluations

The Intelligence and Threat Analysis Division (ITAD) provides critical evaluated intelligence assessments to senior FAA leadership in support of operational and policy decision-making. It supports the Washington Operations Center Complex/Domestic Events Network (WOCC/DEN) in support of the security and safety of the National Airspace System. ITAD conducts daily liaison with the Intelligence Community (IC) and national-level Law Enforcement (LE) Community, and provides these agencies with aviation intelligence expertise and analysis.

Core Initiative: Intelligence Evaluations

The Intelligence and Threat Analysis Division (ITAD) serves as the FAA's lead on all security threats to the National Airspace System, FAA mission areas, FAA regulated air carrier/operator flights, FAA certificated airmen, and the flying public both domestically and in international locations. ITAD provides intelligence support to the FAA Administrator, Executive Leadership Team, Lines of Business and Staff Offices, Crisis Response Working Group/Crisis Response Steering Group, ASH security directors/managers/regional offices, and to FAA employees assigned to or travelling within high threat countries. ITAD works in concert with the Special Activities and Law Enforcement Support Division and the Department of Transportation in conducting liaison to the Intelligence Community (IC) and national-level Law Enforcement (LE) Community, and provides these agencies with aviation intelligence expertise and analysis. Within ITAD is the Current Intelligence Threat Evaluation Watch (CITE Watch). The CITE Watch provides intelligence support to the 24/7 Washington Operations Center Complex/Domestic Events Network (WOCC/DEN) through threat identification, warning and assessment, and constant liaison with IC/LE agencies. The CITE Watch evaluates both classified and open source intelligence to provide tailored intelligence support to FAA leadership and the WOCC /DEN during aviation security/safety incidents and National Special Security Events, and direct support to FAA's air traffic security programs and ASH security investigations.

Core Activity: Core Activity: Intelligence Analysis, Coordination and Facilitation

Evaluate intelligence and aviation security event information, and provide direct and tailored intelligence and security support to FAA senior leadership, lines of business, program offices, ASH joint office directors, and overseas representatives.

Activity Target 1:
Support 95% of Crisis Response Working Group (CRWG) meetings and Crisis Response Steering Group (CRSG) meetings with relevant threat intelligence information. Interact weekly with US Transportation Command (USTRANSCOM) and Air Mobility Command intelligence elements regarding U.S.-flagged air carrier contract operations in conflict zones. Due September 30, 2013

Activity Target 2:
Provide FAA Executives one threat briefing weekly for 50 weeks of the fiscal year, and provide additional briefings as requested by FAA Executives, or as required by developing events. Due September 30, 2013

Activity Target 3:
Represent FAA in six interagency intelligence meetings, or working groups during the fiscal year. Due September 30, 2013

Activity Target 4:
Provide 24/7 intelligence watch support to the Domestic Events Network (DEN) and the WOCC. Due September 30, 2013

Activity Target 5:
Participate in a minimum of 500 National Counterterrorism Center Secure Video Conferences. Due September 30, 2013

Activity Target 6:
Through SIPRnet and/or HSDN connectivity, provide intelligence summaries weekly to the joint office directors. Due September 30, 2013

Activity Target 7:
Provide intelligence support to FAA employees assigned in high threat countries. Due September 30, 2013

Core Measure: Federal Identity Credential and Access Management

FICAM (Federal Identity Credential and Access Management) is a US Government initiative to leverage the capabilities of the PIV (ID) card to enhance physical and logical access to federal facilities and information systems. As an extension of HSPD-12 and OMB M-11-11 mandated requirements, the Federal CIO council published the FICAM Transition Roadmap. Under this Roadmap, the FAA (and other agencies) must link its authoritative sources of identity data across the agency, thus eliminating the need to redundantly (and potentially inaccurately) collect identity data at each point where it is used.

Core Initiative: FAA FICAM

To implement the identity, credential and access management policies within the FAA.

Core Activity: Metric: Access Management

Ensure that 65% of issued FAA PIV cards are fully provisioned to enable logical access interoperability therefore meeting the Federal Identity and Credential Access Management (FICAM) program objectives.

Activity Target 1:
Completed. Due September 30, 2013

Workplace of Choice

Providing quality service that is responsive to our customers within the FAA and industry is our standard. Our organization will continue to operate with integrity while being mission-focused, high-performing, and extremely dedicated. We are proud to be a part of the FAA family and will strive to ensure the FAA and the ASH organization are successful in accomplishing their mission.

Core Measure: Drive Continuous Efficiency Improvement & Cost Control

Achieve documented cost savings and cost avoidance of $82.3 million in FY 2013.

Core Initiative: Cost Control Program

Implement line of business-specific cost efficiency as well as agency-wide initiatives to reduce costs or improve productivity. Each FAA organization will develop, track, and report quarterly on a comprehensive measure of its operating efficiency or financial performance, accounting for 75% of operating resources.

Core Activity: ASH Cost Control Activity TBD

ASH will avoid PCS costs by offering fixed PCS instead of full PCS for supervisory and hard-to-fill positions.

Activity Target 1:
Achieve 90% of the $65,841 projected year end savings. Due September 30, 2013

Core Activity: ASH Efficiency Measure: Completion of Inspection and Investigation Activities

ASH will report to ABA quarterly on the percentage of inspections and investigations completed within the required timeframes as identified by Regional Workplans. These activities include hazmat inspections, facility inspections, communications security inspections and tracked investigations. FY 2013 Target: 90% completion of all tracked activities and an activity per agent ratio of 80.83.

Activity Target 1:
Report quarterly (Q4 FY 2012 and Q1-3 FY 2013) to ABA, within 30 days of quarter close. Due September 30, 2013

Activity Target 2:
Provide updated FY 2014 measure template for review and approval, allowing sufficient time to be included in the FY 2014 Business Plan. Due May 15, 2013

Core Initiative: Reduce Facilities Support Cost

Security guard contracts at GSA owned/leased facilities covered by ARC funding continues to escalate and contracts are not standardized. This will be a multi-year

effort to achieve facilities support efficiencies across ARC and reduce cost for Security guard services. Major phases of the project include data collection and team formation, development of business case and decision, and implementation of best value source for guard services. Support from external security offices and the Acquisition Office will be required to complete this initiative.

Core Activity: Complete ASH Security Assessments for ARC Guard Services Study

Complete security assessments must be received from ASH (AIN-100) to determine security requirements at each regional office (RO) and ASH assistance is required for preparation of necessary Federal Protective Service (FPS) waivers.

Activity Target 1:
Complete security assessments at regional facilities and provide results to ARC. Due October 15, 2012

Activity Target 2:
Provide ALO-100 with required information and guidance to support preparation and submission of Federal Protection Service (FPS) waiver. Due February 15, 2013

Core Initiative: FAA Privacy Program

Protect FAA sensitive and individual privacy information from unauthorized disclosure.

Core Activity: Stabilize Information Assurance/Privacy Operations

Mature the Data Loss Prevention program and reduce the PII vulnerabilities throughout the FAA.

Activity Target 1:
Participate in remediation efforts with the Privacy office to monitor, track, and report remediation of personally identifiable information (PII) vulnerabilities identified during Data Loss Prevention (DLP)/Security scanning to ensure reduction rate occurs within risk defined by the CIO. Reporting dates are tied to DLP scanning cycles. Due September 30, 2013

Activity Target 2:
Implement LOB/SO data lifecycle reviews (e.g. reviewing the flow of PII from collection through destruction) of functions/sub-functions determined to be high risk due to a number of criteria including volume and sensitivity of PII held. Report status of milestone activities to the Privacy office. Interim

dates are March 31, 2013, June 30, 2013. Due September 30, 2013

Activity Target 3:
Monitor, track and report status of LOB/SO activities to Reduce/Eliminate Social Security Numbers (SSNs) as detailed in the SSN Reduction/ Elimination Plan. Provide a monthly update of accomplished activities. Due September 30, 2013

Core Activity: Ensure Privacy Program Compliance

Develop Privacy Program plans and controls and assess compliance.

Activity Target 1:
Participate in LOB/SO privacy compliance reviews of ASH PII systems in accordance with approved plan. Develop schedule to remediate identified vulnerabilities. Due September 30, 2013

Activity Target 2:
Complete 100% of all PTAs and PIAs as required. Ensure PTA/PIA and SORNs are reviewed by the Privacy Office. Due September 30, 2013

Activity Target 3:
Ensure at least 95% of the Federal employees and contractors that have been identified by the Privacy Division receive and sign the Privacy Rules of Behavior Acknowledgement. Due September 30, 2013

Core Measure: Improve Financial Management and Practices (Unqualified Audit Opinion)

Obtain an unqualified audit opinion on the Agency's financial statements. FY 13 Target: No material weaknesses identified by external independent auditors.

Core Initiative: IT Audit Findings

Closeout prior year information technology Audit Findings not later than the second quarter of each fiscal year, and receive no significant deficiencies related to new IT Notices of Findings and Recommendations (NFRs).

Core Activity: ASH-IT Audit Findings

Correct High and Medium Vulnerabilities and receive no Significant Deficiencies related to new IT Notices of Findings and Recommendations (NFRs).

Activity Target 1:
Close out/complete corrective actions to prior year NFRs. Due March 31, 2013

Activity Target 2:
Track/Review/Evaluate the current year audit activities and receive no Significant Deficiencies related to new IT Notices of Findings and Recommendations (NFR). Due September 30, 2013

Core Measure: Support Open Government Initiative

Support the Open Government Initiative to Streamline Service Delivery, Improve Customer Service (EO13571), and leverage technology to increase productive collaboration with citizens, stakeholders and other government agencies by making high-value data and content in at least two existing major customer-facing systems available through web APIs via FAA.gov, including IdeaHub as a topic in at least two Town Hall or all-hands meetings, and using Twitter and Facebook to promote at least 3 FAA Safety related initiatives.

Core Initiative: Support Open Government Initiative

Support the Open Government Initiative to Streamline Service Delivery, Improve Customer Service (EO13571), and leverage technology to increase productive collaboration with citizens, stakeholders and other government agencies by making high-value data and content in at least two existing major customer-facing systems available through web International Affairs (APIs) via FAA.gov, including IdeaHub as a topic in at least two Town Hall or all-hands meetings, and using Twitter and Facebook to promote at least 3 FAA Safety related initiatives.

Core Activity: Support Open Government Initiative - ASH

Support the Open Government Initiative the President?s Executive Order on Streamlining Service Delivery and Improving Customer Service (EO 13571) and the 21st Century Digital Government directive by leveraging technology to make data available, improve web service efficiencies and increase productive collaboration with citizens, stakeholders and other government agencies while reducing duplicative efforts.

Activity Target 1:
Update web strategy and action plans in writing to the FAA Web Manager and brief Web Council on office plans. Due November 30, 2012

Activity Target 2:
Submit a progress report to the FAA Web Manager on their LOB and Staff Office FY 2013 Web Strategy and Action Plan. Due March 30, 2013

Activity Target 3:
Submit a progress report to the FAA Web Manager on their LOB and Staff Office FY 2013 Web Strategy and Action Plan. Due August 31, 2013

Activity Target 4:
An estimated 95% of static information web pages on the public and employee web sites comply with FAA web standards, proper branding as described in the branding order and web policies. Due September 30, 2013

Activity Target 5:
Certify to the Administrator in writing: The number of compliant web-based applications has been coordinated with and accepted by the Office of Communications as complying with FAA web standards, policies, and requirements. Due September 30, 2013

Core Measure: Workforce Planning

Ensure that skilled staff are available to support the mission by updating organizational workforce plans for mission critical positions; implementing the conflict coach program; and implementing the ASH dispute resolution process.

Core Initiative: ASH Human Resources Management Function

The Workforce Services Division provides human resource guidance and procedures specific to Security and Hazardous Materials. Our goal is to ensure that the right people are in the right place at the right time with the skill and knowledge to support the ASH mission. The staff oversees implementation of human resources policies within ASH, conducts workforce planning, and consults on reorganizations, recruitment and selection, pay administration, performance management, awards and recognition, conduct and discipline issues, work schedules, and leave management. The staff is also liaison with ACR for implementation of model EEO programs within ASH.

Core Activity: Human Resource Management - Workforce Planning

ASH will update organizational workforce plans for mission critical positions and initiate, review and update ASH job documentations.

> **Activity Target 1:**
> Support corporate HR initiatives through participation in workgroups. Due September 30, 2013

> **Activity Target 2:**
> Track and report telework trends within the ASH organization. Due September 30, 2013

> **Activity Target 3:**
> Design a mentoring/career development program for ASH workforce. Due September 30, 2013

Core Activity: Employee Relations
ASH will implement a dispute resolution process.

> **Activity Target 1:**
> Implement an ASH dispute resolution process. Due September 30, 2013

Core Activity: Metric: Workplace of Choice
Increase ASH's visibility as a workplace of choice by establishing an on-the-job training program for the new hazardous materials specialists and a national awards program.

> **Activity Target 1:**
> Completed. Due September 30, 2013

Core Initiative: AHE Support - ASH Human Resources Management Function
AHE supports the role of the Office of Workforce Management and Administration (AWM) which provides human resource guidance and procedures specific to Security and Hazardous Materials. AWM's goal is to ensure that the right people are in the right place at the right time with the skill and knowledge to support the ASH mission. The staff oversees implementation of human resources policies within ASH, conducts workforce planning. Each Joint Office will implement reorganizations, recruitment processes and selection, pay administration, performance management, awards and recognition, conduct and discipline issues, work schedules, and leave management. The staff is also liaison with ACR for implementation of model EEO programs within ASH.

Core Activity: Human Resources Management - Workforce Planning

AHE will assist with and support the adoption of the Workforce Planning Model for the ASH Organization; assist with the ASH Succession Plan; identify and allocate positions for upward mobility; complete the assessment of the FY 2011 plan; update organizational workforce plans for mission critical positions; and, initiate, review and update ASH job documentations.

> **Activity Target 1:**
> Adopt/Implement an AHE Workforce planning model. Due September 30, 2013

> **Activity Target 2:**
> Assist and support ASH with identifying positions for upward mobility and targeted recruitment programs. Due September 30, 2013

> **Activity Target 3:**
> Update organizational workforce plans for mission critical positions. Due May 27, 2013

> **Activity Target 4:**
> Support corporate HR initiatives through participation in workgroups. Due September 30, 2013

Core Activity: Employee Relations
AHE will support the establishment of a conflict coach program and the development of a dispute resolution process.

> **Activity Target 1:**
> Implement an ASH dispute resolution process. Due September 30, 2013

> **Activity Target 2:**
> Support ASH's Employee Advisory Group to enhance the exchange of ideas between leadership and employees on matters that affect employees' work lives. Due September 30, 2013

Core Initiative: AHC Support - ASH Human Resources Management Function
AHC supports the role of the Office of Workforce Management and Administration (AWM) which provides human resource guidance and procedures specific to Security and Hazardous Materials. AWM's goal is to ensure that the right people are in the right place at the right time with the skill and knowledge to support the ASH mission. The staff oversees implementation of human resources policies within ASH, conducts workforce planning. Each Joint Office will implement reorganizations, recruitment processes and selection, pay administration, performance management, awards

and recognition, conduct and discipline issues, work schedules, and leave management. The staff is also liaison with ACR for implementation of model EEO programs within ASH.

Core Activity: Human Resource Management - Workforce Planning

AHC will assist with and support the adoption of the Workforce Planning Model for the ASH Organization; assist with the ASH Succession Plan; identify and allocate positions for upward mobility; complete the assessment of the FY 2011 plan; update organizational workforce plans for mission critical positions; and, initiate, review and update ASH job documentations.

Activity Target 1:
Assist with the update of area workforce plans for mission critical positions. Due September 30, 2013

Core Activity: Employee Relations

AHC will support the establishment of a conflict coach program and the development of a dispute resolution process.

Activity Target 1:
Support the implementation of ASH's dispute resolution process. Due September 30, 2013

Core Initiative: AHW Support - ASH Human Resources Management Function

AHW supports the role of the Office of Workforce Management and Administration (AWM) which provides human resource guidance and procedures specific to Security and Hazardous Materials. AWM's goal is to ensure that the right people are in the right place at the right time with the skill and knowledge to support the ASH mission. The staff oversees implementation of human resources policies within ASH, conducts workforce planning. Each Joint Office will implement reorganizations, recruitment processes and selection, pay administration, performance management, awards and recognition, conduct and discipline issues, work schedules, and leave management. The staff is also liaison with ACR for implementation of model EEO programs within ASH.

Core Activity: Human Resources Management - Workforce Planning

AHW will assist with and support the adoption of the Workforce Planning Model for the ASH Organization; assist with the ASH Succession Plan; identify and allocate positions for upward mobility; complete the assessment of the FY 2011 plan; update organizational workforce plans for mission critical

positions; and, initiate, review and update ASH job documentations.

Activity Target 1:
Assist with the update of area workforce plans for mission critical positions. Due September 30, 2013

Core Activity: Employee Relations

ASH will support the establishment of a conflict coach program and the development of a dispute resolution process.

Activity Target 1:
Support ASH's dispute resolution process. Due September 30, 2013

Core Measure: Learning and Development

ASH will ensure that skilled staff is available to support the mission by marketing professional development training quarterly to the workforce. ASH will develop non-managerial employees for future management positions in accordance with the AHR Program for Emerging Leaders.

Core Initiative: ASH Training Function

The Technical Learning and Development Division is responsible for providing training and development for the ASH workforce, including technical training, professional development, and management development to supplement FAA corporate training programs from managers. Our goal is to ensure that the right people are in the right place at the right time with the skill and knowledge to support the ASH mission. The staff designs, develops, and delivers technical training, provides access to training opportunities from non-FAA sources, manages the ASH training budget, and is responsible for management development programs within ASH. AWM-100 also provides training to all FAA organizations in Communications Security (COMSEC) and Secure Telephone Equipment (STE). Technical courses maintained for ASH employees include personnel security, facility security, investigations, and regulation of transportation of hazardous materials by air.

Core Activity: Learning and Development

ASH will provide professional development for the ASH workforce.

Activity Target 1:
Identify learning and development activities that align with virtual training requirements. Due September 30, 2013

Activity Target 2:
Develop non-managerial employees for future management positions in accordance with the AHR Program for Emerging Leaders. Due September 30, 2013

Activity Target 3:
Track electronic Learning Management System (eLMS) tasks to support learning and development for the ASH workforce. Due September 30, 2013

Activity Target 4:
Provide non-technical learning and development opportunities to the ASH Workforce based on organizational needs and funding availability. Due September 15, 2013

Activity Target 5:
Evaluate learning and development activities. Due September 30, 2013

Core Activity: Training - Technical Training

ASH Training and Workforce Resources will deliver technical training for the ASH safety and security workforce.

Activity Target 1:
Provide technical training to develop ASH workforce knowledge and skills based on funding availability. Due September 30, 2013

Activity Target 2:
Deliver advanced training for the Hazmat Workforce based on program, operational needs, and funding availability. Due September 30, 2013

Activity Target 3:
Deliver Statement Analysis course for the ASH workforce involved in investigations based on program requirements and funding availability. Due September 30, 2013

Activity Target 4:
Deliver COMSEC training for FAA based on program office requirements and funding availability. Due September 30, 2013

Activity Target 5:
Pilot Hazmat OJT Program. Due September 30, 2013

Core Activity: Guidance

Update policy guidance and develop training guidance.

Activity Target 1:
Update policy guidance on SCI and OSI as needed to reflect corporate changes. Due September 30, 2013

Core Activity: Workforce Engagement

Evaluate learning and development activities, workforce engagement, effectiveness, and efficiency.

Activity Target 1:
Collaborate with ASH workforce to support workforce engagement, effectiveness, and efficiency. Due September 30, 2013

Core Initiative: AHE Support - ASH Training Function

AHE supports the Training and Workforce Resources Staff (ASH-20) which is responsible for providing training and development for the ASH workforce, including technical training, professional development, and management development to supplement FAA corporate training programs from managers. The Joint Security and Hazardous Materials Office, East (AHE) goal is to ensure that the right people are in the right place at the right time with the skill and knowledge to support the ASH mission. ASH-20 staff designs, develops, and delivers technical training, provides access to training opportunities from non-FAA sources, manages the ASH training budget, and is responsible for management development programs within ASH. ASH-20 also provides training to all FAA organizations in Communications Security (COMSEC) and Secure Telephone Equipment (STE). Technical courses maintained for ASH employees include personnel security, facility security, investigations, and regulation of transportation of hazardous materials by air.

Core Activity: Learning and Development

AHE will assist with providing professional development for the workforce.

Activity Target 1:
Upon request, assist in the development of non-managerial employees for future management positions in accordance with the AHR Program for Emerging Leaders. Due September 30, 2013

Activity Target 2:
Upon request, assist in the development of a Mentoring/Career Development Program for the ASH workforce. Due September 30, 2013

Activity Target 3:
Perform eLMS tasks to support learning and development for the AHE workforce. Due September 30, 2013

Activity Target 4:
Identify FY2013 Training requirements for AHE as appropriate. Due September 30, 2013

Activity Target 5:
Ensure employee participation in non-technical learning and development opportunities for the ASH Workforce based on area needs. Due September 30, 2013

Activity Target 6:
Ensure that every new AHE employee receives a copy of the orientation guide and completes orientation. Due September 30, 2013

Activity Target 7:
Identify three additional eLMS training courses to enhance employee awareness and job knowledge. Due September 30, 2013

Activity Target 8:
Implement an integrated competency and learning and development model for the ASH organization. Due September 30, 2013

Activity Target 9:
Identify learning and development activities that align with virtual training requirements. Due September 30, 2013

Activity Target 10:
Provide technical and non-technical learning and development opportunities to the ASH Workforce based on organizational needs and funding availability. Due September 30, 2013

Core Activity: Training - Management Development
ASH Training and Workforce Resources will provide training opportunities to enhance managerial workforce skills.

Activity Target 1:
Ensure new managers attend training to approve purchases and certify fund availability in PCPS prior to making purchases. Due September 30, 2013

Core Activity: Training - Technical Training
ASH Training and Workforce Resources will deliver technical training for the AHE safety and security workforce.

Activity Target 1:
Ensure COMSEC/STE and COMSEC

Environmental training for appropriate area employees is provided. Due September 30, 2013

Core Activity: Guidance
Develop training guidance and update policy guidance.

Activity Target 1:
Communicate policy guidance on SCI and OSI as needed to reflect corporate changes. Due September 30, 2013

Activity Target 2:
Assist in the development of training guidance based on organizational needs to ensure consistent training implementation throughout the area. Due September 30, 2013

Activity Target 3:
Conduct Reconciliation of Castle for time and attendance reporting and Labor Distribution reports. Due September 30, 2013

Core Activity: Conduct EEO Training and Briefings to include the mandatory No FEAR Training
Collaborate with the Office of Civil Rights to deliver a brief on the EEO process to ASH employees.

Activity Target 1:
AHE will collaborate with the Office of Civil Rights to deliver a brief on the EEO process for employees. Due September 30, 2013

Core Activity: Evaluation
Evaluate learning and development activities.

Activity Target 1:
Collaborate with ASH workforce to support workforce engagement, effectiveness, and efficiency. Due September 30, 2013

Core Activity: Freedom of Information Act (FOIA)
AHE supports the FOIA law which is gives individuals the right to access information from the federal government. It is often described as the law that keeps citizens in the know about their government. Under the FOIA, agencies must disclose any information that is requested -- unless that information is protected from public disclosure. The FOIA also requires that agencies automatically disclose certain information, including frequently requested records.

Activity Target 1:
Ensure that all FOIA requests are responded to or

acknowledged within 30 days of receipt. Due September 30, 2013

Core Initiative: AHC Support - ASH Training Function

AHC supports the Training and Workforce Resources Staff (AWM-100) which is responsible for providing training and development for the ASH workforce, including technical training, professional development, and management development to supplement FAA corporate training programs from managers. The Joint Security and Hazardous Materials Office, Central (AHC) goal is to ensure that the right people are in the right place at the right time with the skill and knowledge to support the ASH mission. AWM-100 staff designs, develops, and delivers technical training, provides access to training opportunities from non-FAA sources, manages the ASH training budget, and is responsible for management development programs within ASH. AWM-100 also provides training to all FAA organizations in Communications Security (COMSEC) and Secure Telephone Equipment (STE). Technical courses maintained for ASH employees include personnel security, facility security, investigations, and regulation of transportation of hazardous materials by air.

Core Activity: Learning and Development

AHC will assist with providing professional development for the workforce.

Activity Target 1:
Upon request, assist in the development of non-managerial employees for future management positions in accordance with the AHR Program for Emerging Leaders. Due September 30, 2013

Activity Target 2:
Upon request, assist in the development of a Mentoring/Career Development Program for the ASH workforce. Due September 30, 2013

Activity Target 3:
Track eLMS tasks to support learning and development for the AHC workforce. Due September 30, 2013

Activity Target 4:
Identify FY2014 Training requirements for AHC as appropriate. Due September 30, 2013

Activity Target 5:
Ensure employee participation in non-technical learning and development opportunities for the ASH Workforce based on area needs. Due September 30, 2013

Activity Target 6:
Identify three additional eLMS training courses to enhance employee awareness and job knowledge. Due September 30, 2013

Core Activity: Training - Management Development

ASH Training and Workforce Resources will provide training opportunities to enhance managerial workforce skills.

Activity Target 1:
Ensure managers are scheduled for training to approve purchases and certify fund availability in PCPS prior to making purchases. Due September 30, 2013

Core Activity: Training - Technical Training

ASH Training and Workforce Resources will deliver technical training for the AHC safety and security workforce.

Activity Target 1:
Ensure COMSEC training for FAA based on program office requirements and funding availability. Due September 30, 2013

Core Activity: Guidance

Develop training guidance and update policy guidance.

Activity Target 1:
Communicate policy guidance on SCI and OSI as needed to reflect corporate changes. Due September 30, 2013

Activity Target 2:
Assist in the development of training guidance based on organizational needs to ensure consistent training implementation throughout the area. Due September 30, 2013

Activity Target 3:
Ensure that all FOIA requests are responded to or acknowledged within 30 days of receipt. Due September 30, 2013

Activity Target 4:
Conduct Reconciliation of CASTLE for time and attendance reporting and Labor Distribution reports. Due September 30, 2013

Core Activity: Conduct EEO Training and Briefings to include the mandatory No FEAR Training

Collaborate with the Office of Civil Rights to deliver a brief on the EEO process to ASH employees.

Activity Target 1:
AHC will collaborate with the Office of Civil Rights to deliver a brief on the EEO process for employees. Due September 30, 2013

Core Initiative: AHW Support - ASH Training Function

AHW supports the Training and Workforce Resources Staff (ASH-20) which is responsible for providing training and development for the ASH workforce, including technical training, professional development, and management development to supplement FAA corporate training programs from managers. The Joint Security and Hazardous Materials Office, West (AHW) goal is to ensure that the right people are in the right place at the right time with the skill and knowledge to support the ASH mission. ASH-20 staff designs, develops, and delivers technical training, provides access to training opportunities from non-FAA sources, manages the ASH training budget, and is responsible for management development programs within ASH. ASH-20 also provides training to all FAA organizations in Communications Security (COMSEC) and Secure Telephone Equipment (STE). Technical courses maintained for ASH employees include personnel security, facility security, investigations, and regulation of transportation of hazardous materials by air.

Core Activity: Learning and Development
AHW will assist with providing professional development for the workforce.

Activity Target 1:
Upon request, assist in the development of non-managerial employees for future management positions in accordance with the AHR Program for Emerging Leaders. Due September 30, 2013

Activity Target 2:
Upon request, assist in the development of a Mentoring/Career Development Program for the ASH workforce. Due September 30, 2013

Activity Target 3:
Perform eLMS tasks to support learning and development for the AHW workforce. Due September 30, 2013

Activity Target 4:
Identify FY2014 Training requirements for AHW as appropriate. Due September 30, 2013

Activity Target 5:
Ensure employee participation in non-technical learning and development opportunities for the ASH Workforce based on area needs. Due September 30, 2013

Activity Target 6:
Identify one additional eLMS training courses to enhance employee awareness and job knowledge. Due September 30, 2013

Core Activity: Training - Management Development
ASH Training and Workforce Resources will provide training opportunities to enhance managerial workforce skills.

Activity Target 1:
Ensure managers are trained to approve purchases and certify fund availability in PCPS. Due February 27, 2013

Core Activity: Training - Technical Training
ASH Training and Workforce Resources will deliver technical training for the AHW safety and security workforce.

Activity Target 1:
Ensure appropriate area employees are enrolled in COMSEC training courses. Due September 30, 2013

Core Activity: Guidance
Develop training guidance and update policy guidance.

Activity Target 1:
Communicate policy guidance on SCI and OSI as needed to reflect corporate changes. Due September 30, 2013

Activity Target 2:
Assist in the development of training guidance based on organizational needs to ensure consistent training implementation throughout the area Due September 30, 2013

Activity Target 3:
Ensure that all FOIA request are responded to or acknowledged within 30 days of receipt. Due September 30, 2013

Activity Target 4:
Conduct reconciliation of CASTLE for time and attendance reporting and Labor Distribution reports. Due September 30, 2013

Core Activity: Conduct EEO Training and Briefings to include the mandatory No FEAR Training
Collaborate with the Office of Civil Rights to deliver a brief on the EEO process to ASH employees.

Activity Target 1:
AHW will collaborate with the Office of Civil Rights to deliver a brief on the EEO process for employees. Due September 30, 2013

Core Measure: Technology
ASH will achieve an average of 90% "Good" or "Excellent" ratings on ASH Help Desk Customer Satisfaction Surveys received, and certify to the Administrator that 90 percent or more of web pages comply with FAA web standards, policies, and requirements.

Core Initiative: ASH Information Resource Management (IRM) Function
The main objective of the IRM staff is to provide cost effective, secure enabling technology to support the ASH mission. AIN-500 has developed a state of the art web-based platform for hosting all of its data driven applications, effectively capturing, disseminating, and analyzing safety and security data. Program managers, hazmat inspectors, security investigators, facility inspectors, and support personnel are using integrated systems for planning, scheduling, capturing and tracking work programs, investigation results, and safety and security information. The ASH platform delivers anytime, anywhere access for all of its agents and employees whether they are at their desks, at home or on travel. This access is entirely secure from point to point and delivers data and reports in real-time. This platform has enabled ASH to become much more efficient in its operations as work loads can be spread around and it allows the individual employees to become more productive.

Core Activity: IRM - Desktop Support
ASH will establish standard base of performance for desktop support based on industry best practices.

Activity Target 1:
Replace 100% of outdated equipment that falls within the 4-year life cycle. Due September 30, 2013

Activity Target 2:
Adopt and distribute via policy memo all standards established by the Office of the Chief Information Officer (AIO). Due September 30, 2013

Core Activity: IRM - Requirements Gathering
ASH will determine the requirements and feasibility of systems.

Activity Target 1:
Ensure 100% of accepted requirements accepted are technically feasible and within budget. Due September 30, 2013

Activity Target 2:
Ensure 100% of accepted requirements are documented in the required tracking system. Due September 30, 2013

Activity Target 3:
Conduct a review with applications customers. Due December 31, 2012

Activity Target 4:
Conduct a review with applications customers. Due March 31, 2013

Activity Target 5:
Conduct a review with applications customers. Due June 30, 2013

Activity Target 6:
Conduct a review with applications customers. Due September 30, 2013

Core Activity: IRM - Networking Function
AIN-500 will provide external connectivity to the ASH desktop.

Activity Target 1:
Maintain 99% availability of network and resources during regular business hours. Due September 30, 2013

Core Activity: IRM - IT Asset Management
AIN-500 will work to maximize the return on IT investments.

Activity Target 1:
All desktop equipment procurement will be centralized at headquarters level. Due September 30, 2013

Activity Target 2:
ASH will complete a cost effectiveness vs. return

on investment analysis on all major acquisitions.
Due September 30, 2013

Core Activity: IRM - Developing Applications

The Information Resource Management Division will support the ASH mission requirements and provide application development services.

Activity Target 1:
Ensure that all operational applications have a 99% or higher availability. Due September 30, 2013

Activity Target 2:
Ensure all new web applications are developed in the ".net" environment. Due September 30, 2013

Activity Target 3:
Ensure consolidated lists of requirements for applications are shared with customers. Due December 31, 2012

Activity Target 4:
Ensure consolidated lists of requirements for applications are shared with customers. Due March 31, 2013

Activity Target 5:
Ensure consolidated lists of requirements for applications are shared with customers. Due June 30, 2013

Activity Target 6:
Ensure consolidated lists of requirements for applications are shared with customers. Due September 30, 2013

Core Activity: IRM - Host National Applications

ASH will provide a secure hosting platform for national systems.

Activity Target 1:
Provide system availability report to system owners. Due December 31, 2012

Activity Target 2:
Provide system availability report to system owners. Due March 31, 2013

Activity Target 3:
Provide system availability report to system owners. Due June 30, 2013

Activity Target 4:
Provide system availability report to system owners. Due September 30, 2013

Core Activity: IRM □ Information System Security and Privacy

ASH will ensure the Confidentially, Integrity and Availability of all information technology systems.

Activity Target 1:
Develop and implement an Information System Security (ISS) Compliance Review Program. Due September 30, 2013

Activity Target 2:
Ensure all of ASH information technology systems complete the Certification and Authorization process. Due September 30, 2013

Activity Target 3:
Ensure ASH systems score an 85% or higher on AIS annual security compliance review. Due September 30, 2013

Activity Target 4:
Conduct PII scan of all ASH Desktop and databases. Due September 30, 2013

Activity Target 5:
Develop and implement an ASH Privacy Program. Due September 30, 2013

Activity Target 6:
Remediate all PII data found during scan. Due September 30, 2013

Activity Target 7:
Encrypt PII Data in Desktops, databases and transit. Due September 30, 2013

Core Initiative: AHE Support - ASH Information Resource Management (IRM) Function

AHE supports the main objective of the IRM staff which is to provide cost effective, secure enabling technology to support the ASH mission. AIN-500 has developed a state of the art web-based platform for hosting all of its data driven applications, effectively capturing, disseminating, and analyzing safety and security data. Program managers, hazmat inspectors, security investigators, facility inspectors, and support personnel are using integrated systems for planning, scheduling, capturing and tracking work programs, investigation results, and safety and security information. The ASH platform delivers anytime, anywhere access for all of its agents and employees whether they are at their desks,

at home or on travel. This access is entirely secure from point to point and delivers data and reports in real-time. This platform has enabled ASH to become much more efficient in its operations as work loads can be spread around and it allows the individual employees to become more productive.

Core Activity: IRM - Desktop Support

ASH will establish standard base of performance for desktop support based on industry best practices.

Activity Target 1:
Request replacement for 100% of outdated equipment that falls within the 4-year life cycle. Due September 30, 2013

Core Activity: IRM - Computer/Digital Forensics

AHE will administer a computer/digital forensics program.

Activity Target 1:
Complete all computer/digital forensics accepted within 20 working days except those prolonged for reasons beyond the computer forensics examiners control. Due September 30, 2013

Core Initiative: AHC Support - ASH Information Resource Management (IRM) Function

AHC supports the main objective of the IRM staff which is to provide cost effective, secure enabling technology to support the ASH mission. AIN-500 has developed a state of the art web-based platform for hosting all of its data driven applications, effectively capturing, disseminating, and analyzing safety and security data. Program managers, hazmat inspectors, security investigators, facility inspectors, and support personnel are using integrated systems for planning, scheduling, capturing and tracking work programs, investigation results, and safety and security information. The ASH platform delivers anytime, anywhere access for all of its agents and employees whether they are at their desks, at home or on travel. This access is entirely secure from point to point and delivers data and reports in real-time. This platform has enabled ASH to become much more efficient in its operations as work loads can be spread around and it allows the individual employees to become more productive.

Core Activity: IRM - Desktop Support

ASH will establish standard base of performance for desktop support based on industry best practices.

Activity Target 1:
Request replacement 100% of outdated

equipment that falls within the 4-year life cycle. Due September 30, 2013

Activity Target 2:
Implement all standards as required by the Information Resource Management Division, AIN-500. Due September 30, 2013

Activity Target 3:
AHC will replace 33% of outdated personal computers with laptops. Due September 30, 2013

Activity Target 4:
AHC will coordinate with AIN 500 to ensure the replacement of 33% of outdated personal computers. Due September 30, 2013

Core Activity: IRM - Computer/Digital Forensics

AHC will administer a computer/digital forensics program.

Activity Target 1:
Complete all accepted for support for computer/digital forensics within 20 working days except those prolonged for reasons beyond the computer forensics specialist's control. Due September 30, 2013

Core Initiative: AHW Support - ASH Information Resource Management (IRM) Function

AHW supports the main objective of the IRM staff which is to provide cost effective, secure enabling technology to support the ASH mission. AIN-500 has developed a state of the art web-based platform for hosting all of its data driven applications, effectively capturing, disseminating, and analyzing safety and security data. Program managers, hazmat inspectors, security investigators, facility inspectors, and support personnel are using integrated systems for planning, scheduling, capturing and tracking work programs, investigation results, and safety and security information. The ASH platform delivers anytime, anywhere access for all of its agents and employees whether they are at their desks, at home or on travel. This access is entirely secure from point to point and delivers data and reports in real-time. This platform has enabled ASH to become much more efficient in its operations as work loads can be spread around and it allows the individual employees to become more productive.

Core Activity: IRM - Desktop Support

ASH will establish standard base of performance for desktop support based on industry best practices.

Activity Target 1:
Request replacement 100% of outdated equipment that falls within the 4-year life cycle. Due September 30, 2013

Activity Target 2:
Implement all standards as required by the Information Resource Management Division, AIN-500. Due September 30, 2013

Activity Target 3:
Request replacement 33% of outdated personal computers with laptops. Due September 30, 2013

Core Activity: IRM - Networking Function
Provide external connectivity to the ASH desktop.

Activity Target 1:
Maintain 95% availability of network and resources during regular business hours. Due September 30, 2013

Core Activity: IRM - Computer/Digital Forensics
AHW will administer a computer/digital forensics program.

Activity Target 1:
Refer all computer/digital forensics requests to the appropriate ASH office for analysis as required. Due September 30, 2013

Core Measure: Program Evaluation
Complete an evaluation of one major program area to better align ASH practices, products, and services.

Core Initiative: ASH Strategic Planning and Evaluations Function
Evaluation of the progress and effectiveness of security activities within Security & Hazardous Materials has become increasingly important to stakeholders and decision-makers who need to know how well and to what extent funded activities are contributing to the agency's critical mission, and also to employees and managers who seek to continually improve processes to obtain better results. The Strategic Planning and Evaluation Staff both elicits employee input and conducts evaluations of ASH programs and operating procedures to develop and enhance strategic planning efforts that ensure ASH achieves the highest quality of service, results, and employee involvement to which FAA is committed.

Core Activity: Evaluations - National Assessment and Strategic Planning
ASH will annually review programs and operating procedures to better align our practices, products, and services to customers' requirements.

Activity Target 1:
Complete an evaluation of one major program area to better align ASH practices, products, and services. Due September 30, 2013

Core Measure: Joint Office Financial Responsibility
Reconcile financial transactions monthly and conduct and submit a quarterly review of the joint office budgets.

Core Initiative: AHE Budget Reconciliation
AHE will ensure that funds are monitored and reconciled.

Core Activity: Financial Responsibility
Ensure that funds are reviewed and reconciled.

Activity Target 1:
Reconcile DELPHI and REGIS monthly. Due September 30, 2013

Activity Target 2:
Conduct and submit a quarterly review of budget to the Joint Office Director. Due September 30, 2013

Core Initiative: AHC Budget Reconciliation
AHC will ensure that funds are monitored and reconciled.

Core Activity: Financial Responsibility
Ensure that funds are reviewed and reconciled.

Activity Target 1:
Maintain and Reconcile DELPHI and REGIS monthly. Due September 30, 2013

Activity Target 2:
Conduct and submit a quarterly review of budget to the Joint Office Director. Due September 30, 2013

Core Initiative: AHW Budget Reconciliation

AHW will ensure that funds are monitored and reconciled.

Core Activity: Financial Responsibility
Ensure that funds are reviewed and reconciled.

Activity Target 1:
Reconcile DELPHI and BOOK$ monthly. Due September 30, 2013

Activity Target 2:
Conduct and submit a quarterly review of budget to the Joint Office Director. Due September 30, 2013

Core Measure: Hiring People with Targeted Disabilities

In support of the Secretary of Transportation goal that 3% of all new hires are People with Targeted Disabilities (PWTD), ACR will create quarterly reports to track the hiring of PWTD by FAA organizations. In FY 2013, the FAA will ensure that at least 1.67% of all new hires are PWTD. Each year, the FAA will work towards increasing the percentage of PWTD hires by .67% per year to reach the 3% hiring goal by FY 2015. ACR will provide supervisors and managers training on the DOT Online Accommodation Tracking System (OATS) to ensure that 90% of reasonable accommodations requests are completed within 25 business days or less. Additionally, ACR will work on achieving FAA-wide utilization of several resources for recruiting and hiring people with disabilities. Accomplishment of this measure will contribute to creating a work environment that embraces and values diversity.

Core Initiative: Hiring People with Targeted Disabilities
Each FAA organization will take actions in support of the Secretary of Transportation fiscal year goal that 3% of all new hires are individuals with targeted (severe) disabilities. In FY 2013, all FAA organizations will ensure that at least 1.67 of all new hires are people with targeted (severe) disabilities.

Core Activity: Hiring People with Targeted Disabilities
Assist agency efforts to support the hiring goal for PWTD by reporting quarterly on the specific number of new hires of PWTD; improving the efficacy and timeliness of the reasonable accommodation process; and promoting the use of various resources for hiring PWD. Accomplishment of this activity will ensure that FAA organizations meet the FY 13 Shared STI goal that at least 1.67% of all new hires are people with targeted (severe) disabilities.

Activity Target 1:
Each LOB/SO will report quarterly on the specific number of new hires of PWTD and the specific actions taken (i.e. outreach activities, marketing of vacant positions, internships, disability awareness events) to ensure that at least 1.67% of all new hires are people with targeted (severe) disabilities. Due September 30, 2013

Activity Target 2:
Cooperate with ACR to ensure that 400 FAA managers/supervisors are trained on the DOT Online Accommodation Tracking system. Due September 30, 2013

Activity Target 3:
Ensure managers/supervisors attend briefings on the resources available for recruiting and hiring PWD. Due September 30, 2013

Activity Target 4:
Process 90% reasonable accommodation requests within 25 days or less of been received. Due September 30, 2013

Core Measure: Alternative Dispute Resolution Engagement (STI)

ACR, in coordination with the LOB/SO, will ensure that 70% of all managers agree to engage in mediation and that 35% of all EEO pre-complaint cases engage in the ADR process when the employee request mediation, to reduce the number of formal EEO complaints.

Core Initiative: Alternative Dispute Resolution (ADR) Engagement
ACR, in coordination with the LOB/SO, will ensure that 70% of all managers agree to engage in mediation when the complainant has requested mediation and that 35% of all EEO pre-complaint cases engage in the ADR process to reduce the number of formal EEO complaints.

Core Activity: Alternative Dispute Resolution (ADR)
ACR, in coordination with the LOB/SO, will ensure that 70% of all managers agree to mediation as a means to track management willingness to participate in the ADR process. Ensure that 35% of all EEO pre-complaint cases engage in the ADR process when the employee request mediation, to reduce the number of formal EEO complaints.

Activity Target 1:
Civil Rights Offices (ANM, ASW, ACT, and ASO) will manage the ADR process within the geographical service areas and the LOB/SOs will ensure that 70% of all managers agree to mediation as a means to track management willingness to participate in the ADR process. Due September 30, 2013

Activity Target 2:
Assist agency efforts with ADR engagement by ensuring that 35% of all EEO pre-complaint cases engage in the ADR process when the employee request mediation, to reduce the number of formal EEO complaints. Due September 30, 2013

Core Measure: Manage EEO Training

Assist agency efforts to prevent discrimination by training 60% of management and 10% of employees on EEO responsibilities and appropriate behaviors; ensuring that all FAA employees complete the NO FEAR Training that is required by OPM; and providing training to 75% of all new Air Traffic Student hires.

Core Initiative: Prevent Discrimination through EEO Training

Assist agency efforts to prevent discrimination by training 60% of management and 10% of employees on EEO responsibilities and appropriate behaviors. Additionally, ACR will ensure that all FAA employees complete the NO FEAR Training that is required by OPM.

Core Activity: Prevent Discrimination through EEO Training

Assist agency efforts to create a FAA culture in which managers and employees each understand their role in creating and maintaining an inclusive workplace, by promoting diversity and equal employment opportunity, consistent with merit principles and applicable law.

Activity Target 1:
Ensure that employees complete the NO FEAR Training to meet the OPM requirement. Due November 23, 2012

Activity Target 2:
Promote and support agency's efforts to prevent discrimination by ensuring that 60% of management and 10% of employees attend EEO training. Due September 30, 2013

Core Measure: Financial and Human Resources Management - ATO Core Work

Achieve a 90% success rate in the areas of financial management and human resources management: o Receive annual Unqualified Audits with no material weaknesses. o Maintain the competitive status of all FAA employees within the federal personnel system. o Improve the ""effective leadership"" index score on the OPM Employee Viewpoint Survey by 8 percent. o Improve the ""talent management"" index score on the OPM Employee Viewpoint Survey by 8 percent

Core Initiative: ATC Workforce Plan

Implement the hiring, training, staffing analysis, and management recommendations of the Air Traffic Controller Workforce Plan to support FAA's safety mission and meet external stakeholder requirements. Update and report annually on agency progress.

Core Activity: Support of ATC Workforce Plan

Initiate suitability and background investigations as required.

Activity Target 1:
Initiate background investigations on ATCS applicants 90% of the time within 10 working days of submission by applicant by E-QIP and other pertinent information. Due September 30, 2013

Core Measure: Optimize Information Delivery Through Technology Innovation

Enterprise Messaging System (EMS) will successfully migrate to no less than 90% of all FAA employees from the internally hosted and managed Lotus Notes e-mail solution to the externally hosted and managed cloud based Microsoft Outlook e-mail solution by August 31, 2013.

Core Initiative: Enterprise Architecture (CIP#:M31.00-00)

Implement and manage an actionable Enterprise Architecture.

Relationship to Measure: Implement and manage an actionable Enterprise Architecture.

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.

Activity Target 1:
Provide monthly review of LOB/SO EA repository/compliance questionnaire response and artifacts. Due September 30, 2013

Activity Target 2:
Provide assistance to load LOB/SO investment teams EA artifacts in the EA repository at each EA roadmap decision point. Due September 30, 2013

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.

Activity Target 1:
Provide quarterly status of all investments for Joint Resources Council (JRC) program review packages at least three weeks prior to JRC schedule. Due September 30, 2013

Core Measure: EEO Action Committee

ACR in coordination with LOB/SOs will host a minimum of five (5) meetings to identify recommendations and strategies regarding EEO and diversity within the FAA Workplace.

Core Initiative: EEO Action Committee Meetings

ACR in coordination with LOB/SOs will host a minimum of five (5) meetings to identify recommendations and strategies regarding EEO and diversity within the FAA Workplace.

Core Activity: EEO Action Committee Meetings

Attend a minimum of five (5) EEO Action Committee Meetings held by ACR to identify recommendations and strategies regarding EEO and diversity within the FAA Workplace.

Activity Target 1:
Attend EEO Action Committee Meetings scheduled by ACR. Due September 30, 2013

Activity Target 2:
Present demographics profiles for ASH at the EEO Action Committee and discuss strategies for improving in areas with low participation. Due September 30, 2013

Activity Target 3:
Analyze ASH statistical demographic data and identify programs, recommendations, actions regarding EEO and diversity within the FAA workplace. Due September 30, 2013

Sustain our Future

ASH does not have any specific goals that align directly to the goal Sustain our Future, therefore we have not listed any specific initiatives under this goal.

Core Measure: Support FAA Sustainability Environmental Objectives

All FY 13 activity targets associated with at least 3 of the following 4 initiatives are met by the FY 2013 due dates established in the FY 2013 business plan. ARC: Fleet Management, ARC: Sustainable Buildings, AIO: IT Greening, ACQ: Increase purchases of energy-efficient products and services

Core Initiative: IT Greening Initiatives

Manage enterprise IT equipment and infrastructure to increase efficiencies and promote electronic stewardship.

Core Activity: Support FAA Electronic Stewardship Activities

Support the agency's electronic stewardship initiative by facilitating quantifiable progress towards electronic stewardship activities identified in the FAA Strategic Sustainability Performance Plan (SSPP), as well as provide agency-wide data/metrics for various DOT/OMB/FEC reporting requirements.

Activity Target 1:
Support AIO in demonstrating quantifiable progress towards electronic stewardship activities in the FAA Strategic Sustainability Performance Plan (SSPP), as well as provide AIO with data/metrics for SSPP reporting purposes on an annual basis. Interim due date 12/30/12. Due January 30, 2013

Activity Target 2:
Provide ASH data/metrics on a quarterly basis for the DOT Regulatory Review. Interim due dates:

12/31/12, 3/31/13, 6/30/13. Due September 30,
2013

Activity Target 3:
Provide ASH data/metrics biannually for the OMB
Environmental Scorecard: Interim due dates:
6/30/13 and 12/30/13 (FY14). Due June 30, 2013

Activity Target 4:
Provide ASH data/metrics for reporting to the
Federal Electronic Challenge (FEC). Due
December 30, 2012