Civil Aeronautics Administration U. S. Department of Commerce

REGULATIONS OF THE ADMINISTRATOR

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Amendments 5–7
to

PART 400—Organization and Functions

SEP 13 1955

(Revised effective April 10, 1954)

Amdt. 5....Effective Oct. 5, 1954
(19 Federal Register 6417)

TRANSFER OF AREAS SERVED BY ST. PAUL, MINN., AND LINCOLN, NEBR., AIRPORT DISTRICT OFFICES

In accordance with the public information requirements of the Administrative Procedure Act, section 21 (b) of the description of Organization and Functions of the Civil Aeronautics Administration (19 F. R. 2100), is hereby amended to include the following changes in the areas served by the CAA Airport District Offices:

In Region 3 delete "South Dakota" as an area served by the St. Paul, Minn., District Office and add "South Dakota" to the areas served by the Lincoln, Nebr., Airport District Office.

Amdt. 6....Effective March 27, 1955
(20 Federal Register 2202)

MISCELLANEOUS AMENDMENTS

In accordance with the public information requirements of the Administrative Procedure Act, the description of the Organization and Functions of the Civil Aeronautics Administration (published on April 10, 1954, in 19 F. R. 2098, as amended on August 17, 1954, in 19 F. R. 5633) is further amended by redefining the duties and responsibilities of the principal officers of the Office of the Administrator of Civil Aeronautics; establishing a Budget and Finance Office; abolishing the Budget Office and the Organization and Methods Office; reassigning security functions from the Office of General Services to the Office of the Assistant Administrator for Administration; reassigning accounting functions from the Office of General Services to the Budget and Finance Office; changing the Office of General Services to the General Services Office; and abolishing the Planning Staff Division, Office of Federal Airways.

1. Section 11 (b) is amended to read:

(b) The Civil Aeronautics Administration shall consist of the following organizational units:

(1) Office of the Administrator, which includes the:

Immediate Office of the Administrator.
Office of the Assistant Administrator for Administration.
Office of the Assistant Administrator for Operations.
Office of the Assistant Administrator for Planning, Research and Development.
Office of the Executive Assistant.

(2) Staff and Program Offices, including:

General Counsel's Office.
Aviation Information Office.
Budget and Finance Office.
Personnel Office.
General Services Office.
Office of Airports.
Office of Aviation Safety.
Office of Federal Airways.

(3) Major Field Organizations, including:

Regional Offices.
Washington National Airport.
Aeronautical Center.
Technical Development and Evaluation Center.

2. Section 14 is amended to read:

SEC. 14. *Functions of the Office of the Administrator.* (a) The functions of the Office of the Administrator are as follows:

(1) Plans or approves, and promulgates the basic programs, policies, and public rules to accomplish the functions and objectives of the Civil Aeronautics Administration;

(2) Prescribes the organization structure and the assignment of responsibilities within the Administration;

(3) Directs, coordinates, and controls the execution of the Administration's programs in accordance with the directives of the Congress, the President, and the Secretary of Commerce; and

(4) Maintains liaison with other agencies of the Government, the Congress, State aviation officials, the aviation industry, and the flying public.

(b) The duties and responsibilities of the principal officers of the Office of the Administrator are as follows:

(1) The Administrator in conformity with the policies and directives of the Secretary of Commerce and other legal requirements determines the policies of the Civil Aeronautics Administration; directs the development of and controls the execution of its programs; promulgates General Orders, policy statements, rules, and such other instructions as he deems necessary for the effective administration of the CAA.

(2) The Assistant Administrator for Administration discharges the functions of the Office of the Administrator in the area of general administration with particular reference to the managerial processes involved in personnel administration, fiscal management, organization planning, and the administration of general services throughout the organization; exercises direction and control over the administration of the Personnel Office, the Budget and Finance Office, the General Services Office, and the Aeronautical Center; directs and controls the activities of the Executive Controls Officer, the Security Officer, and the Administrative Coordination Officer.

(3) The Assistant Administrator for Operations discharges the functions of the Office of the Administrator in the area of technical operations with particular reference to the agency's federal airways, airports, and aviation safety programs, and their administration within and outside of the continental United States; exercises direction and control over the administration of the Office of Federal Airways, Office of Aviation Safety, Office of Airports, and the Washington National Airport.

(4) The Assistant Administrator for Planning, Research, and Development discharges the functions of the Office of the Administrator in the area of research and development and technical program planning, domestic and international; exercises direction and control over the administration of the Technical Development and Evaluation Center; monitors the agency's long-range planning activities, conducts top-level liaison with external planning organizations such as the Air Coordinating Committee, Air Navigation Development Board, Radio Technical Commission for Aeronautics, and other technical organizations, conducts planning activities not exclusively or clearly the responsibility of any one program office, and renders special staff assistance to the Administrator upon request; directs, coordinates, and controls the activities of a staff of specialists assigned to assist him in discharging the above responsibilities.

(5) The Executive Assistant assists the Administrator in matters that require

his personal attention; and represents the Administrator in negotiations and contacts with members of Congress, other government agencies, and the aviation industry on problems in which the Administrator is personally concerned.

3. Section 15 (c) is amended to read:

(c) The Budget and Finance Office provides staff assistance to the Office of the Administrator in the development, application, and execution of fiscal and budgetary policies and procedures; preparation of regular and supplemental budget estimates, and presentation and justification thereof; allocation of funds for authorized activities controlled by definitive fiscal work programs; development, establishment, and maintenance of a system of accounts throughout the agency; the execution of CAA's financial responsibility under the Federal-aid Airport Act; and performs related fiscal and budgetary activities, including the preparation of financial reports, and the provision to Washington offices of accounting, payroll, individual earnings, leave, retirement, and bond purchase services. The Budget and Finance Office has a Budget Estimates Division, Accounting Division, and Fiscal Management Division.

4. Section 15 (d), which relates to the Organization and Methods Office, is rescinded.

5. Sections 15 (e) through 15 (i) are renumbered 15 (d) through 15 (h) respectively.

6. Section 15 (f), renumbered 15 (e), is amended to read:

(e) The General Services Office provides staff assistance to the Office of the Administrator in the discharge of its responsibilities for procurement, property management, defense production and mobilization, the control and utilization of Civil Aeronautics Administration aircraft, procurement and distribution of printed and reproduced material, and mail and telegraphic activities, machine tabulation and similar activities; in connection therewith, formulates policies and programs, establishes standards, and prepares instructions for both Washington and field offices, and performs general service functions for the Washington office. The General Services Office has a Supply Division, an Aircraft Control Division, and a Special Services Division.

7. Section 15 (i), renumbered as 15 (h), is amended by striking out "Planning Staff Division".

This amendment shall become effective March 27, 1955.

Amdt. 7....Effective June 30, 1955 (20 Federal Register 4663)

CHANGE IN ADDRESS OF AIRPORT DISTRICT OFFICE

In accordance with the public information requirements of the Administrative Procedure Act, section 21 (b) of the description of Organization and Functions of the Civil Aeronautics Administration (19 F. R. 2100), is hereby amended to include the following change in the address of an Airport District Office:

1. Region 1, is amended by substituting "Columbus, Ohio, Administration Building, Port Columbus Airport—" for "Columbus, Ohio, 409 Trautman Building—"

AVIATION INFORMATION