

**ORDER**

U.S. DEPARTMENT OF TRANSPORTATION  
FEDERAL AVIATION ADMINISTRATION

1200.14B

9/17/92

SUBJ: CONGRESSIONAL VISITS TO FIELD OFFICES AND FACILITIES

1. PURPOSE. This order prescribes a system for keeping the Assistant Administrator for Government and Industry Affairs informed of visits by Members of Congress and Congressional staff members to FAA organizations in the field.
2. DISTRIBUTION. This order is distributed to the director level in Washington, to the branch level in the regions and centers, and limited distribution to all field offices and facilities.
3. CANCELLATION. Order 1200.14A, Notification to the Administrator of Field Visits by Prominent Persons, of May 16, 1983, is canceled.
4. EXPLANATION OF CHANGES. This revision updates the procedures in place for notifying the Washington headquarters when United States Senators or Representatives or Congressional staff members visit the regions, centers, or field facilities. This revision:
  - a. Substitutes the Office of Government and Industry Affairs (AGI) for the Office of the Administrator (AOA-10) as the receiving point for notification of visits. The notification shall be sent to AGI-1.
  - b. Recommends using a facsimile machine to transmit the notification.
  - c. Restates the exception for notification of routine visits.
5. NOTIFICATION PROCEDURES.
  - a. Time. Notification shall reach the Office of Government and Industry Affairs by the day after the visitor leaves.
  - b. Format. A facsimile or telegraphic machine shall be used to notify the Office of Government and Industry Affairs.
  - c. Who Prepares. The notification should be prepared by the head of the office visited.
  - d. Information copy. An information copy shall be sent to the regional or center administrator through the appropriate supervisory levels. In the case of a visit to the regional office, Aeronautical Center, or the FAA Technical Center, the regional or center administrator will be responsible for transmitting the message to AGI.

e. Content.

- (1) Name of visitor.
- (2) Member of Senate or House of Representatives, or Congressional Committee staff.
- (3) Date of visit.
- (4) Brief summary of discussions, questions, or problems covered.
- (5) Actions taken or to be taken as a result of the visit.

6. EXCEPTION TO THE NOTIFICATION PROCEDURES. Frequent visits or those of a strictly routine nature are excluded from this notification requirement.

  
Thomas C. Richards  
Administrator