

**ORDER**

U.S. DEPARTMENT OF TRANSPORTATION  
FEDERAL AVIATION ADMINISTRATION

EA 1200.3C

EASTERN REGION

05 DEC 2005

**SUBJ: CONTACTS WITH CONGRESSIONAL and OTHER ELECTED OFFICIALS**

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**1. PURPOSE.** This ORDER prescribes the procedure for documenting and reporting phone calls, e-mail, and personal visits from elected officials. Specifically, these are contacts from members of congress, state and local governments, and their staff.

**2. DISTRIBUTION.** This ORDER is distributed to the division level at Regional Headquarters, and to all field facilities and offices in the Eastern Region.


**3. CANCELLATION.** EA 1200.3B is cancelled.

**4. EXPLANATION.** The Regional Administrator (RA) is the FAA Administrator's principal representative in the Eastern Region for discussions with the public, industry, and elected government officials and their staffs. Phone calls, e-mail, and visits from elected officials often are unreported. To ensure these contacts and outcomes are reported to the RA, and subsequently to the Assistant Administrator for Government and Industry Affairs (AGI), the following procedures apply:

**5. NOTIFICATION PROCEDURES.**

Format: Complete EA Form 1360.22 (Rev. 7-05) – sample attached and accessible electronically at <http://feds.faa.gov/index2.asp>. Enter form number in search.  
Time: Within 24 hours of contact  
Preparer: Facility/Division designee  
Content: Official's name(s), title(s), state, political party, district, date, time, reason/purpose of contact, summary of discussions, action items, outcomes, and names/titles of the FAA contact.  
e-Mail To: 9-aea-Congressional

Note: For visits, complete and submit EA Form 1360.22 (7-05) when visit is initially scheduled and then again at the visit's conclusion.

  
Manny Weiss  
Regional Administrator

Attachment

Distribution: A-XEA-2; FOF-0 (Ltd); AGI-1; AEA-60 (10 copies)

Initiated By: AEA-60