



**U.S. DEPARTMENT OF TRANSPORTATION  
FEDERAL AVIATION ADMINISTRATION**  
Northwest Mountain Region Policy

**ORDER  
NM 1220.1G**

Effective Date:  
03/07/18

**SUBJ:** Contacts with Congressional and Other Elected Officials

---

**1. Purpose of This Order.** This order states the policy for documenting and reporting phone calls, e-mail and personal visits with elected officials in the Northwest Mountain Region (ANM). The goal is to ensure communications that are authoritative, well coordinated, timely and consistent with members of Congress and other elected officials in the region.

**2. Audience.** All Federal Aviation Administration (FAA) employees associated with the ANM Office Campus.

**3. Where Can I Find This Order?** This order is available on the MyFAA employee website at [https://employees.faa.gov/tools\\_resources/orders\\_notices/](https://employees.faa.gov/tools_resources/orders_notices/) and on the FAA website at [http://www.faa.gov/regulations\\_policies/orders\\_notices/](http://www.faa.gov/regulations_policies/orders_notices/).

**4. Cancellation.** This Order cancels FAA Order NM 1220.1F, Contacts with Congressional and other Elected Officials dated March 11, 2015.

**5. Policy.** In the FAA Administrator's Management Team operating guidelines of January 1990, Regional Administrators (RA) were given the authority to represent the agency on Congressional matters in their regions. The RA is the FAA Administrator's principal representative in the region for discussions with the public, industry, elected officials and their staffs. The following procedures assure that these contacts and their outcomes are shared with the RA and the Assistant Administrator for Government Affairs (AGI-1). In ANM, Congressional Liaison(s) listed in paragraph 5 assist the Regional Administrator, ANM-1, in this role.

**a. Congressionally initiated contacts.** For clarification, the following definitions are provided.

(1) **Routine.** Routine contacts are requests for information that are a matter of record or are available to the public such as information on how to get an FAA job, an airport grant, or a pilot's license.

(2) **Nonroutine.**

(a) Nonroutine contacts are requests for facility visits or questions about policy; agency plans which are subject to change (e.g., facility closures, NAVAID sitings, airport expansion proposals); status of appropriations, budget, or future funding decisions; or any issue known to be controversial or sensitive, such as aircraft noise, certain enforcement cases, or an employee grievance.

(b) To assure authoritative and well-coordinated responses to **nonroutine** contacts, any regional employee who is contacted directly by a member of Congress, elected official or their staff should immediately involve their manager. If a manager from the employee's organization is not available, the employee should direct them to the regional Congressional Liaison and/or their **local** Line of Business (LOB) Congressional Contact Point of Contact, if one exists. In any case, these contacts should be reported as soon as practical to the regional Congressional Liaison. Reports can be by e-mail, telephone, or written record of conversation, which may be hand carried, scan/mailed to the Congressional Liaison. Requests for visits to Air Traffic Organization facilities should be coordinated with the Western Service Area visit coordinator, who will notify the ANM Congressional Liaison.

**b. FAA initiated contacts.** Employees acting on behalf of the FAA should consult with the regional Congressional Liaison before contacting any Congressional office.

**c. Headquarters coordination.** ANM-1 and the regional Congressional Liaison will consult with AGI-1, when appropriate.

**6. ANM Congressional Liaison(s):**

1. Leslie Lardie (primary) (206) 231-2008
2. Marie Knox (alternate) (206) 231-2003

Congressional Correspondence focal

**7. Updates.** This order will be issued periodically to update points of contact.



David C. Suomi  
Regional Administrator  
Northwest Mountain Region