

## CHAPTER 4. DEPARTMENTAL COMMITTEES

**50. USE.** Departmental committees are used for matters almost exclusively within the responsibility of DOT and are composed solely of DOT employees. Information contained in chapters 1 and 2 applies generally to Departmental committees. Particular attention should be given to paragraphs 9c, 10b, 11, 21, 24, 91, and 92.

**51. ESTABLISHMENT.** The establishment of departmental (Departmentwide and intra-FAA) committees shall be documented by the sponsoring element. Documentation requirements are discussed in paragraphs 24 and 42. An FAA order documents establishing an intra-FAA committee. Generally, a Departmentwide committee originates from an element of OST. If it is necessary to have a Departmentwide committee at the Washington level with representatives from FAA and one or more of the other operating administrations and OST, a DOT order should be developed and coordinated with the other operating administration(s). Use Form DOT F 1321.1, DOT Record of Coordination and Approval, to begin the documentation process. The order should be sent to the FAA Committee Management Officer, ABC-1, for transmittal to OST for further processing. Regional offices use the FAA directives system to document all types of committees including Departmentwide.

### **52. APPROVAL AUTHORITIES.**

#### **a. Intra-FAA (Internal) Committees..**

(1) The Administrator approves the establishment of internal committees when office and service membership extends across other office, service, regional, or center lines and concurrences are not received.

(2) Office and service directors approve the establishment of committees concerned with matters over which they have jurisdiction (see paragraph 12g(2)).

(3) Heads of regions and centers approve the establishment of committees sponsored by their organizations (see paragraph 12h). This authority may be delegated.

#### **b. Departmentwide Committees.**

(1) The Secretary approves the establishment of all Departmentwide committees that are responsible for recommending departmental policy decisions. Establishing documents requiring Secretarial action shall be transmitted by memorandum from the Administrator to the Secretary through the DOT Committee Management Officer. The memorandum shall include a short background, a statement as to the desirability or necessity for the proposed committee, and action lines. Appendix 2 is an example of a transmittal memorandum.

(2) Secretarial officers may approve the establishment of all other types of Departmentwide committees.

**53. LIAISON OFFICERS.** Use liaison officers or normal staff channels for coordinating internally or for relationships with other operating administrations, wherever possible, instead of departmental committees.

**54.-59. RESERVED.**