

# ORDER

U.S. DEPARTMENT OF TRANSPORTATION  
FEDERAL AVIATION ADMINISTRATION

CE 1100.2Z

CENTRAL REGION

9/1/04

**SUBJ: LOCAL COORDINATOR PROGRAM**

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1. **PURPOSE.** This order establishes policies and procedures for the Central Region Local Coordinator program.
2. **DISTRIBUTION.** This order is distributed to branch level and above in the Regional Office, with limited distribution to all field offices and facilities, and to all regional Local Coordinators.
3. **CANCELLATION.** Order CE 1100.2Y, Local Coordinator Program, dated 1/2/02, is cancelled.
4. **PROGRAM OBJECTIVES.** Local Coordinators shall:
  - a. Promote effective communications between the FAA and users of the National Airspace System.
  - b. Promote the coordination of information between the FAA facilities in each geographical area.
  - c. Provide the Regional Administrator with insight and information on local aviation issues.
  - d. Serve as the local FAA focal point for non-program related issues, such as natural disasters, emergency readiness, employee health benefits activities and tours of the FAA facilities.
  - e. Serve as FAA representative as requested, speaks to local groups, committees, i.e.; Federal Executive Board, to encourage ongoing increased interest in aviation.
  - f. Make local arrangements in coordination with ACE-1A and ACE-4H as requested for DOT/FAA executives visiting the area.
  - g. Submit newspaper, magazine articles which relate to aviation issues to AGL-5/ACE-1A.
  - h. Participate in monthly local coordinator telecons.
  - i. Serve as field advocates for the Aviation Education Outreach Program.
5. **POLICY.** Local coordinators are appointed by the Regional Administrator at locations having two or more field offices administering more than one program. They serve as spokespersons for the agency and assume informal local leadership of FAA public activities in the field. They do not have authority to direct or control FAA technical operations other than those in their assigned program areas. Local Coordinators may serve as chairpersons of groups comprised of members from more than one site where driving distances between locations are reasonable. Local Coordinators will serve for an indefinite period of time.
6. **RESPONSIBILITIES.**
  - a. Office of the Regional Administrator is responsible for:

- (1) Overall management and control of the Central Region Local Coordinator Program. The Customer Service Coordinator, ACE-1A, will be the focal contact point for the program direction and support.
  - (2) Designating Local Coordinators.
- b. Public Affairs Office, AGL-5, will be responsible for assisting each Local Coordinator with professional and technical guidance on press and public relations.
- c. Listening Session Program Manager, ACE-4H, will provide local coordinators with annual listening session schedule and coordinate with them to ensure adequate publicity and site arrangement for each listening session (see Order 1200.3, Central Region Listening Session Program).
- d. Division Managers/Staff Officers are expected to actively support and promote the program and to attend the monthly telecons (or send an alternate), in order to listen to viewpoints and opinions of the participants.
- e. Local Coordinators are assigned the following functions:
- (1) As directed, represent the Regional Administrator and the agency at local public meetings, conferences or functions.
  - (2) Represent the FAA on all non-program matters, including arranging for and supervising the participation of local FAA offices in such community activities as fund drives, blood banks, health campaigns orientation tours and general public service matters. In conjunction with ACE-10, coordinate the dates and times of meetings, briefings and activities related to such things as retirement briefings, new employee orientations, etc., between employees/managers in their geographic areas and the Regional Office.
  - (3) Immediately alert the Regional Administrator and program officials on significant matters relating to aviation. The information may include general aviation activities, public relations affecting the FAA, changes in airport management, or other items which the local coordinator judges to be of sufficient importance.
  - (4) Designate someone to act during his or her absence. Notification of such designation by name, title, address and telephone number must be furnished to the Customer Service Coordinator, ACE-1A, for periods in excess of one week.
  - (5) Maintain Local Coordinator records to reflect continuity in the local program and transfer such records intact to the person subsequently assuming the Local Coordinator assignment.
  - (6) When a change is made in Local Coordinator designation, the outgoing coordinator shall be responsible for briefing the incoming coordinator and conduct a property inventory in accordance with FAA Order 4650.21 and FAA Order 4800.2. When a change in a local coordinator occurs a joint inventory shall be taken by the incoming local coordinator and the outgoing coordinator. This action shall be documented in a written memo to the property manager in conjunction with Order 4650.21B.
- f. Field Office and Facility Managers are responsible for assisting the Local Coordinator to attain the objectives of the program by:
- (1) Participating in meetings called by the Local Coordinator and promoting joint understanding and awareness of local FAA issues through exchanges of viewpoints during meetings.
  - (2) Ensuring that information obtained during Local Coordinator meetings is disseminated to subordinate employees.
  - (3) Keeping Local Coordinators informed on all significant developments, public interest activities and potential issues.

**7. MEETINGS AND TELECONS.**

- a. Local Coordinators may convene local meetings as required. The Regional Administrator's office should be notified as soon as possible of any specially convened local meetings.
- b. Local Coordinator telecons. Monthly telecons will be conducted by the Regional Administrator, along with various regional office staff members. The telecons will be held the last Wednesday of every other month at 10:30am, unless participants are notified otherwise.

Signed

Christopher R. Blum  
Regional Administrator