



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

**ORDER
NM 1100.8B**

Effective Date:
9/12/08

SUBJ: FAA State Coordinator Program

- 1. Purpose of this Order.** This order describes policies and procedures for the Northwest Mountain Region FAA State Coordinator Program.
- 2. Who This Order Affects.** Northwest Mountain Region FAA State Coordinators and Alternate Coordinators.
- 3. Where Can I Find This Order?** You can find this order on My FAA website:
https://employees.faa.gov/tools_resources/orders_notices/
- 4. Cancellation.** This Order cancels FAA NM Order 1100.8A, dated May 24, 2007.
- 5. Program Objectives.** FAA State Coordinators serve as local representatives of the Regional Administrator (RA) and the FAA. They provide effective oversight of agency matters within the region and:
 - a.. Provide timely information and insight on local aviation issues, public concerns, and local emergency conditions or unusual circumstances that affect normal operations.
 - b. Promote and facilitate the flow of information between field facilities and the RA's office.
 - c. Act as the local spokesperson with the news media, government agencies, aviation industry, and community leaders.
 - d. Present a "one-Agency" posture, communicating facts and Agency philosophy.
- 6. Program Management Responsibilities.**
 - a. The RA provides overall program direction.
 - b. The RA will appoint a State Coordinator Program Liaison, who will serve as the facilitator for the Northwest Mountain Region FAA State Coordinator Program.
 - c. The RA, in consultation with the appropriate Line of Business (LOB) Manager or Air Traffic Organization (ATO) Service Area Director, appoints State Coordinators and Alternate Coordinators.
 - d. The State Coordinator's/Alternate Coordinator's initial appointment will be two years. However, reappointment will be automatic unless the RA, State Coordinator/Alternate Coordinator, or the Coordinator's manager requests a change.

e. The State Coordinator/Alternate Coordinator will serve as appointed and notify the FAA State Coordinator Program Liaison of any changes in address, phone/fax numbers, or email address within 60 days prior to transferring, retiring, or resigning from the position.

f. The RA, with the assistance of the FAA State Coordinator Program Liaison, and as appropriate, other Regional Administrator staff members will keep State Coordinators/Alternate Coordinators informed on regional emergency conditions, programs, FAA events, and field visits by senior FAA and DOT executives and members of Congress or their staff within their geographic area of responsibility.

g. The State Coordinator Program Liaison will arrange quarterly telecons for the RA to communicate with State Coordinators/Alternate Coordinators.

h. The RA and/or the Deputy RA will meet with the State Coordinator and/or Alternate Coordinator during field visits, schedule permitting.

7. LOB Division Manager/ATO Service Area Director Responsibilities:

a. Provide recommendations on potential field managers for FAA State Coordinator/Alternate Coordinator duties.

b. In consultation with the RA, identify managers to serve whose individual performance and operational conditions warrant appointment.

c. Notify the FAA State Coordinator/Alternate Coordinator of any items that might need to be elevated, e.g., media events, etc.

d. Request input from the RA on State Coordinator/Alternate Coordinator performance.

7. FAA State Coordinator Responsibilities. Each FAA State Coordinator and Alternate Coordinator will:

a. Keep the RA informed, either personally or through the State Coordinator Program Liaison, of potential issues regarding activities that cross program lines, are of concern to the local community and its elected representatives, or have anticipated media interest.

b. When requested, represent the RA at meetings with government agencies, members of Congress, aviation industry, community leaders, and media briefings. This includes Federal Executive Board (FEB) representation, where appropriate.

c. Coordinate arrangements and facility tours for visiting FAA and DOT executives, VIP visitors, and news media with support from the region's Office of Communications and Media Relations.

d. Convene meetings with FAA office/facility managers. Frequency of meetings should be sufficient to support the effective performance of State Coordinator/Alternate Coordinator responsibilities. Give advance notice of meetings to the RA so that regional office participation can be arranged, if feasible. Meeting minutes are optional.

e. In consultation with the Office of Communications and Media Relations, which will provide support to the FAA State Coordinators/Alternate Coordinators on matters dealing with news media, establish and maintain a good working relationship with the local news media. Answer routine news media queries in accordance with guidance provided by the Office of Communications and Media Relations.

f. Serve as a focal point in the community for general FAA information.

g. Serve as a liaison between the Regional Office and local facilities and organizations during emergency situations, and assist in identifying local FAA personnel to support emergency response activities.

h. Facilitate early dismissal or closure of facilities due to inclement weather or other local/regional emergency conditions, i.e., power outage, earthquake, using the following guidance:

(1) For locations where FAA offices/facilities are co-located or within close proximity to each other:

a. Coordinate with all managers within the affected area(s) to determine whether dismissal of non-essential employees or closure of office(s) is necessary.

b. Consider various sources of information to help make the determination, e.g., FEB decision, road condition reports, school closure reports, personal or other first person observation, existing policy/guidelines, etc.

c. Notify the Cornerstone-Regional Operations Center (C-ROC) of the early dismissal or office closure(s).

d. In turn, the C-ROC will notify the RA/Deputy RA, the LOB(s)/Service Unit(s), and the Washington Operations Center Complex (WOCC).

(2) For “stand alone” facility locations:

a. Individual facility managers will determine whether dismissal of non-essential employees or closure is necessary, based on the guidance of their respective LOB/Service Unit.

b. Facility managers will notify the C-ROC of the early dismissal or facility closure.

c. In turn, the C-ROC will notify the RA/Deputy RA, the affected LOB/Service Unit, appropriate State Coordinator, and the WOCC of the early dismissal or facility closure.

(3) Designate a back-up, e.g., the Alternate Coordinator or other manager, who, in the absence of the primary Coordinator, will coordinate (per paragraph 1.a.) and make notification (per paragraph 1.c.).

i. Participate in quarterly telecons with the RA and, as resources permit, participate in State Coordinator conferences.

j. Provide the Congressional Liaison with notice of visits or contacts with members of Congress or their staff.

k. Provide the State Coordinator Program Liaison, and as appropriate, other Regional Administrator staff members with newsworthy items of interest to the RA.

l. Assist the Aviation & Space Education Program Manager in promoting Aviation and Space Education.

8. Distribution. This order is distributed to the branch level and above in the Regional Office, to all field offices and facilities, and to all Northwest Mountain Region FAA State Coordinators and Alternate Coordinators.

A handwritten signature in cursive script that reads "Dennis E. Roberts".

Dennis E. Roberts
Regional Administrator
Northwest Mountain Region