

ORDER

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

SW 1220.1A

SOUTHWEST REGION

3/22/04

SUBJ: CONGRESSIONAL CONTACTS

- 1. PURPOSE.** This order prescribes the policy and procedures for documenting contacts with members of Congress and other public officials.
- 2. DISTRIBUTION.** This order is distributed to the section level and above in the Regional Office and to all field offices and facilities.
- 3. CANCELLATION.** Order SW 1220.1, Congressional Contacts, dated March 19, 2002, is canceled.
- 4. POLICY.** The Regional Administrator, ASW-1, is the principal representative of the Administrator in discussions with industry, the public and various government officials. The Executive Staff, ASW-3D, has the responsibility of supporting the Office of Government and Industry Affairs, AGI-1, the Regional Administrator, ASW-1, and the Regional Executive Manager, ASW-3, in Congressional activities.
 - a.** All types of contacts between FAA personnel acting on behalf of FAA and members of Congress or their staff must be documented through the reporting system (see paragraph 4).
 - b.** Contact involving field facility visits and participation in meetings with members of Congress or their staff must be reported prior to the event.
 - c.** Contact involving critical issues must be reported within 24 hours. Examples of these types of issues are 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, enforcement cases, or employee grievances
- 5. REPORTING PROCEDURES.**
 - a.** The automated template for reporting contacts is available on the Southwest Region Intranet home page under the "Regional" column heading. (The Intranet address is www.asw.faa.gov/congressional.cfm);

b. If the electronic form cannot be accessed, the contact can also be reported through electronic mail to the Congressional functional mailbox address: 9-ASW-Congress@faa.gov. Include the following information:

- (1) The date and time of the contact;
- (2) The name of the FAA employee who was contacted and the facility name and phone number;
- (3) How the contact was made;
- (4) The name and phone number of the Congress person and/or the staff member making the contact;
- (5) The state and/or district the Congress person represents; and
- (6) The topic of discussion and any disposition or follow-up action.

6. HEADQUARTERS COORDINATION. ASW-1, ASW-3, or ASW-3D will coordinate with the Office of the Assistant Administrator for Government and Industry Affairs, AGI-1, when appropriate.

/s/ Ruth Leverenz
Ruth Leverenz
Regional Administrator

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