

**ORDER**

U.S. DEPARTMENT OF TRANSPORTATION  
FEDERAL AVIATION ADMINISTRATION

CE 1880.1A

CENTRAL REGION

11/27/02

**SUBJ:** REGIONAL MANAGEMENT TEAM COMMUNICATIONS

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1. **PURPOSE.** This order describes communication processes for the Regional Management Team (RMT).
2. **DISTRIBUTION.** To branch level and above in Central Region headquarters.
3. **BACKGROUND.** As a senior agency leader and the FAA Administrator's representative in the region, the Regional Administrator (RA) must maintain a comprehensive awareness of regional activities and environment. The job includes exchanging timely information with Washington headquarters, the public, industry, Congressional representatives, other government agencies, as well as assuring information flow to and among regional organizations for most effective regional program accomplishment. The assistance and cooperation of all division and staff managers is required. The following describes some of the processes through which the RMT accomplishes the necessary communications. The RMT, led by the Regional Administrator, is composed of the Regional Executive Manager, Division Managers, Regional Counsel, and the Civil Rights Officer. Adjunct members are: the Customer Service Coordinator, Runway Safety Regional Program Manager, Terminal Business Unit Manager, Regional Operations Center Manager, Department of Army, the Air Force, and the AGL Public Affairs Officer, who supports Central Region.
4. **ROUTINE RMT MEETINGS.**
  - a. **Purpose.** These meetings provide a forum for exchanging information on regional programs and on the aviation system environment, for passing on information from the Administrator and Management Board, for identifying cross-functional issues needing attention, for enhancing the FAA-wide perspective for all senior staff members, and for maintaining the synergism of the RMT.
  - b. **Schedule.** The RMT convenes each Monday at 8:15 a.m. in the Executive Conference Room. Special briefings to the RMT, presentations, awards and similar activities are scheduled with the Regional Administrator's office. When the calendar is set for any of these, the Regional Administrator's office immediately notifies the RMT of date, approximate length, and subject of briefing or other activities.
5. **AD HOC COMMUNICATIONS.** RMT members may be notified by telephone or e-mail of *ad hoc* meetings with the Regional Administrator to report crises or "breaking" news; discuss special issues, program plans or accomplishments; conduct special program briefings, etc. Individual RMT members frequently avail themselves of the opportunity before and after the weekly RMT meeting to discuss pending work matters.

**6. WEEKLY ACTIVITY REPORTS.** Divisions and staff offices submit a weekly report to a member of the Executive Support Staff, who consolidates the information for the Regional Administrator and prepares ACE-1's required Washington headquarters reports. Headquarters requirements for these reports tend to change from time to time. For straightlined organizations, the Regional Administrator often relies on copies of reports already prepared by divisions for other purposes rather than impose a special reporting requirement. However, content and timeline requirements may not always be accommodated by that method, and divisions may need to submit items specifically for the ACE-1 report. Following are current content and format requirements:

- a. **Content.** The report highlights significant regional events or activities that the Administrator or the Secretary might choose to attend, consider newsworthy, or reference as examples of agency initiatives when communicating with Congress, the White House or the aviation industry. Types of items reported are: issues of Congressional interest; major public events; community and public relations items; international activities; controversial news stories; safety achievements; major project completions or significant milestones; significant aviation industry projects; operational improvements; major facility commissionings; and significant operations, funding, or human resource issues or activities. These events or activities may also be entered into the National Outreach Database.
- b. **Format.** The report is divided into four sections: 1) *The Week Ahead* (highlighting events/activities anticipated two weeks in the future; 2) the *Outlook for the Coming Month* (including tentative plans as well as confirmed commitments); 3) *Results of Recent Activities* (an opportunity to showcase successes and relate significant developments); and, 4) *Runway Safety Activities* (a wrap-up of recent and future activities for this program).

**7. NATIONAL OUTREACH REPORT.** Lines of Business provide corporate input for this report to the Regional Administrator's focal point, who enters it into the national database.

- a. **Content.** The Outreach Report is prospectively focused six to eight weeks in the future on significant aviation events and accomplishments. The database is utilized by the Administrator to keep Congress, the White House and stakeholders informed of "good news" stories, ATC modernization projects and contracts, commissionings, etc.
- b. **Format.** The report format includes: a brief description of the event/activity; significance of the event; Congressional interest (relevancy to which Senator/Congressman); an FAA point of contact (name, routing symbol and phone number) and a short paragraph with details about the Outreach item.

**8. ISSUE AND BRIEFING PAPERS.** The Regional Administrator is often called upon to provide regional issue and briefing papers for the President and Vice President, the Secretary of Transportation, or the Administrator. These are requested in connection with site visits in the region, meetings with aviation interests, or other activities. Most requests come through the Headquarters Office of Government and Industry Affairs (AGI). Turnaround for these papers may be very short—sometimes less than a few hours—due to the dynamics of scheduling for these officials. The purpose of a paper is not always imparted but will be shared with regional divisions if known.

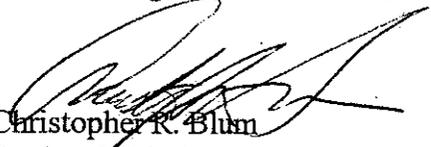
- a. **Responsibilities.** The Executive Staff prepares issue and briefing papers for the Regional Administrator, using information provided by divisions and staff offices. When the deadline is short, organizations will be notified of the request by phone, instead of e-mail.

- b. **Content.** The following examples may be of assistance when determining what kinds of briefing items to submit, but are not intended to limit what is reported: 1) volatile issues or problems that local stakeholders, elected officials, community leaders, or the news media might bring up; 2) issues or projects having Congressional interest; 3) exceptional accomplishments by FAA or aviation entities in the area; 4) AIP grant activity (after clearance with Congress via the Secretary's office); 5) significant projects in terms of Federal investment, impact on local community, impact on the aviation system, or relationship to high-profile national initiatives.

9. **RMT OFF-SITE MEETINGS.** The RMT convenes one day semi-annually in an off-site location to address major cross-functional issues and to set a high-priority agenda for the coming six months. These meetings are usually hosted by the Regional Administrator and are scheduled to enable participation by the majority of RMT principals.

10. **OTHER COMMUNICATION FORUMS.** Special meetings or other communications procedures will be conducted when specific needs are identified by the RMT. The RMT also supports the following two-way conduits of aviation information:

- a. **Listening Sessions.** Scheduled, interactive meetings between the RMT and aviation community members are held quarterly. Sessions are normally conducted during the evening in conjunction with other events that have the potential to draw an interested audience, e.g., an accident prevention seminar or aviation pilot meeting. These meetings provide the general aviation public an opportunity to present/discuss situations, express opinions, and ask FAA-related questions.
- b. **Local Coordinator Program.** Appointed by the Regional Administrator at locations having two or more field offices administering more than one program, local coordinators serve as spokespersons for the agency and assume informal local leadership of FAA public activities in the field. They promote effective communications between the FAA and users of the National Airspace System, coordinating information between FAA facilities and providing the RA with insight and information on local aviation issues.



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