

ORDER

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

AL 1100.47

Alaskan Region

April 10, 2003

SUBJ: LOCAL COORDINATOR PROGRAM

1. **PURPOSE.** This order explains the function of the FAA Local Coordinator Program in the Alaskan Region. It also provides a list of FAA local coordinators and locations.
2. **DISTRIBUTION.** This order is distributed to the branch level and above in the Alaskan Region and to all field offices and facilities.
3. **OBJECTIVES.** The objectives of the FAA Local Coordinator Program are:
 - a. To designate senior managers in various geographic areas who will serve as representatives of the Regional Administrator and the FAA.
 - b. To establish a means for providing regular feedback to the Regional Administrator on aviation activities, political matters, and potential problem areas throughout the region.
 - c. To create a network of managers who can act as local spokespersons with the news media, government agencies, aviation industry, and community leaders.
 - d. To provide a means of unifying local FAA viewpoints through regular, informal discussions with FAA managers and employees.
 - e. To facilitate upward and downward communications between the regional office and the field.
4. **POLICY.**
 - a. Appointment Criteria. FAA Local Coordinators are appointed by the Regional Administrator in consultation with appropriate Line of Business Division Managers. The function of the FAA Local Coordinator will be assigned to those facility or field office managers who have displayed a high degree of competence, diplomacy, and leadership, and who are willing to take on the extra responsibilities of Local Coordinator.
 - b. Term of Appointment. Appointment initially will be for two years. However, reappointment will be automatic unless the Regional Administrator, Local Coordinator, or Division Manager requests a change.
 - c. Geographic Area of Responsibility. Each FAA Local Coordinator will be assigned a specific geographic area of responsibility to ensure that all regional territory is covered. See Appendix 1 for the list of FAA Local Coordinators and geographic area of responsibility.
 - d. Limitation of Authority. The FAA Local Coordinator does not have line authority over offices/facilities. The FAA Local Coordinator functions, which shall be assigned or approved by the Regional Administrator, will be performed as collateral duties in addition to regularly assigned program functions.

5. RESPONSIBILITIES.**a. Regional Administrator.**

- (1) Provides overall program direction.
- (2) Conveys significant information to Local Coordinators on FAA policy, resources, and initiatives.
- (3) Is accessible to Local Coordinators to receive input.
- (4) Meets with Local Coordinators or coordinator group when in the area.

b. Regional Executive Manager, AAL-3. The Regional Executive Manager is responsible for administration of the regional FAA Local Coordinator Program, and:

- (1) Assists the Regional Administrator in formulating policies, goals, and objectives for the program.
- (2) Assures each new Local Coordinator is fully briefed on responsibilities of the position.
- (3) Plans and conducts Local Coordinator Conferences and telecons.
- (4) Provides resource support for Local Coordinators, including an annual allotment of funds for travel expenses when funds are available or as appropriate.
- (5) Is accessible for consultation on specific inquiries.

c. FAA Local Coordinators. FAA Local Coordinators will perform the following collateral duties:

- (1) Keep the Regional Administrator/Regional Executive Manager informed, either personally or through the Customer Support Staff, AAL-4, of potential problems regarding activities that cross program lines or that are of concern to the local community and its elected representatives.
- (2) When requested, represent the Regional Administrator at meetings with government agencies, aviation industry, and community leaders. This includes Federal Executive Association/Board representation, where appropriate.
- (3) Assist in making arrangements for VIP visitors.
- (4) Convene meetings with local office/facility managers. Frequency of meetings should be sufficient to support the effective performance of Local Coordinator responsibilities. Give advance notice of meetings to the Regional Executive Manager so that regional office participation can be arranged, if feasible. Meeting minutes are optional.
- (5) Authorize group dismissal of nonessential personnel due to inclement weather in accordance with Order 3600.4 AL SUP 6, Absence and Leave.
- (6) In consultation with the Community Relations Office, establish and maintain a good working relationship with the local news media. Answer routine news media queries in accordance with guidance provided by the Community Relations Manager.
- (7) Serve as a focal point in the community for general FAA information.
- (8) Serve as liaison between the Regional Office and local facilities and organizations during a disaster situation, and assists in identifying local FAA personnel to support disaster response activities.
- (9) Assist the Community Relations Office in promoting the Aviation Education Program.

d. The Community Relations Office, AAL-4:

- (1) Will provide guidance and support to the FAA Local Coordinators on matters dealing with news media.

(2) Will provide advice and support to the FAA Local Coordinators on matters concerning FAA's Aviation Education Program.

e. Line of Business Division Managers will:

- (1) Make recommendations on potential field managers for local coordinator duties.
- (2) Agree for managers to serve, if individual performance and operational conditions warrant.
- (3) Get input on Local Coordinator performance.

g. Local FAA Office/Facility Managers. All managers in the FAA Local Coordinator's assigned geographic area are expected to respond in a positive manner to requests for assistance from the FAA Local Coordinator.

6. AVAILABILITY OF FAA LOCAL COORDINATOR.

a. Telephone Listing. The FAA Local Coordinator is to be listed in the public telephone directory under the Department of Transportation, Federal Aviation Administration, as follows:

United States Government
 Department of Transportation
 Federal Aviation Administration
 FAA Local Coordinator (Office location and telephone number)
 (5:00 p.m. – 8:30 a.m. weekdays, Saturdays, Sundays, and Holidays –
 Telephone Number _____)

b. Contact Point After Normal Working Hours. The FAA Local Coordinator's telephone number should be listed with an after-hours number. The after-hours number may be either a home telephone number, the telephone number of a 24-hour FAA facility in the locality, or the number of the Regional Operations Center, so that he/she may be reached after normal working hours.

c. Addresses and Telephone Numbers. Up-to-date office address and office and home telephone numbers of FAA Local Coordinators and Alternate FAA Local Coordinators are to be provided to the Regional Executive Manager.

7. PERFORMANCE EVALUATION RATING. In the annual performance rating, the FAA Local Coordinator should be evaluated for his/her service in this collateral assignment. An addendum to the newly designated FAA Local Coordinator's position descriptions will be made at the time of appointment to show associated duties. See Appendix 2 for the position description addendum. When an FAA Local Coordinator's appointment terminates, the addendum should be cancelled. The appropriate division will solicit input from the Regional Executive Manager on Local Coordinator's duty performance when preparing performance ratings on field managers.

Patrick N. Poe
 Regional Administrator

APPENDIX 2. FAA LOCAL COORDINATOR POSITION DESCRIPTION ADDENDUM

Perform the following collateral FAA Local Coordinator duties:

1. Serves as personal representative of the Regional Administrator in assigned geographic area.
2. Gives regular feedback to the Regional Administrator on pertinent aviation activities, political matters, and potential problem areas for FAA.
3. Serves as focal point for the public and acts as local spokesperson with the news media.
4. Provides a means of unifying local FAA viewpoints through regular, informal discussions with all local FAA managers.
5. Facilitates the development of a local management team to identify and resolve problems.
6. Serves as liaison between the Regional Office and the Emergency Response Team during disaster situations.

APPENDIX 1. FAA LOCAL COORDINATORS AND GEOGRAPHIC AREA OF RESPONSIBILITY

Anchorage	John Craft
Cold Bay/Dillingham/Kenai/Homer/McGrath/ Illiamna/Palmer/Talkeetna	Mike Tarr
Fairbanks/Barrow/Deadhorse/Northway/ Kotzebue/Nome	Randy Rogers
Juneau/Ketchikan	Paulette Coleman
Sitka	Bruce Lobdell