



U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION
Eastern Region Policy

ORDER
EA 1100.60A

Effective Date:
02/03/2009

SUBJ: Eastern Region Local Coordinator Program

- 1. Purpose of this Order.** This order provides procedures to the FAA Local Coordinator Program in the Eastern Region. The program is designed to strengthen communications between the field and the Regional Office; to foster the One FAA concept; and to improve the agency's effectiveness with the community.
- 2. Audience.** Eastern Regional Headquarters and all field offices and facilities.
- 3. Where Can I Find This Order?** You can find this on the Directives Management System (DMS) website: https://employees.faa.gov/tools_resources/orders_notices/
- 4. Cancellation.** EA Order 1100.60, Eastern Region Local Coordinator Program, dated December 4, 1998, is canceled.
- 5. Policy.**
 - a. Appointment Criteria.** Eastern Region Local Coordinators are appointed by the Regional Administrator in consultation with appropriate LOB Region/Service Area Managers. The function of the Eastern Region 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.
 - b. Geographic Area of Responsibility.** Each Eastern Region Local Coordinator will be assigned a specific geographic area of responsibility to ensure that all regional territory is covered.
 - c. Limitation of Authority.** The Eastern Region Local Coordinator does not have line authority over offices/facilities. Additional functions may not be assigned to the Local Coordinator except as approved by the Regional Administrator in coordination with appropriate LOB Region/Service Area Managers. The Eastern Region Local Coordinator functions will be performed as collateral duties in addition to regularly assigned program functions.
- 6. 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 Eastern Regional Administrator and the FAA.
 - b. To establish a means for providing regular feedback to the Eastern 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 congressional offices, elected officials and the general public on local aviation issues and concerns.
- d. To facilitate communications between the regional office and the field.

7. Responsibilities.

a. Eastern Regional Administrator will:

- (1) Provide overall program direction.
- (2) Be accessible to Local Coordinators to receive and give input.
- (3) Meet with Local Coordinators or Local Coordinator groups when in the area.
- (4) Conduct quarterly telecons with the Local Coordinators

b. The Executive Operations Staff, AEA-30. The Local Coordinator Program Manager is responsible for overall management of the Eastern Region Local Coordinator Program and will:

- (1) Be responsible for the administration and overall management of the program.
- (2) Assist the Regional Administrator in formulating policies, goals, and objectives for the program.
- (3) Convey significant information to Local Coordinators on FAA policy, resources and initiatives.
- (4) Assure each new Local Coordinator is fully briefed on the responsibilities of the position.
- (5) Plan and conduct Local Coordinator conferences and teleconferences.
- (6) Provide guidance on dealing with congressional offices and be accessible for consultation on specific inquiries.
- (7) Keep a current list of the Regional Local Coordinators.

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

- (1) Keep the Regional Administrator informed 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 Board representation where appropriate.
- (3) Assist in making arrangements for VIP visitors.

(4) Authorize group dismissal of nonessential personnel due to inclement weather in accordance with Human Resource Management Policy and Guidance, LWS 8.8 – Excused Absence - Procedures for Group Dismissals.

(5) Establish and maintain a good working relationship with the local community.

(6) Serve as liaison between the Regional Office and the Crisis Response Working Group (CRWG) during a disaster situation.

(7) Establish a permanent alternate Local Coordinator point-of-contact in the event the Local Coordinator is unavailable due to travel, leave, etc., and provide name of a permanent alternate to the Regional Administrator's office. If the Local Coordinator and permanent alternate are unavailable for more than two weeks, designate a point-of-contact in case of an emergency and notify the Regional Administrator's office.

d. Local FAA Office/Facility Managers. All managers in the FAA Local Coordinator Program assigned a geographic area will respond in a positive manner to requests for assistance from the Local Coordinator.

8. Distribution. This Order is distributed to division level in the Regional Office, and to all field offices and facilities.



Carmine Gallo
Regional Administrator

Appendix A. Eastern Region Local Coordinator's Participating Field Offices and Facilities
Local/Alternate Coordinator Vacancy

Request to Nominate a Local/Alternate Coordinator

Name _____ Full FAA Facility Name _____

Telephone # _____

Mission: The local coordinator serves as local representatives of the regional administrator at locations away from the regional headquarters and for a geographic area specified by the regional administrator. Order 1200.8C, Public Information Activities and Programs, Order 1100.5C, and EA Order 1100.60 explains the roles, responsibilities and activities of local coordinators.

Geographical Area, FAA Facilities covered:

WWW Site Address _____

cc:mail _____

Name of Alternate Coordinator in your area. _____

Full FAA Facility Address _____

Telephone # _____ cc:mail

Fax # _____ WWW address _____

Signature/Title/FAA Facility

Appendix B. Vacancy Solicitation

Request to change or nominate a Local/Alternate Coordinator.

ACTION: Change of _____ FAA Date: _____

FROM: _____ Reply to: _____

To: Program Manager, AEA-30

Attached is a request to change the _____ Area
Local/Alternate FAA Coordinator from _____
to _____, FAA Facility _____

It has been the practice to rotate the Coordinator duties between the Air Traffic, Airway Facilities,
Flight Standards Managers at this geographical area _____

_____ if it meets with your approval.

Name: _____

Telephone #: _____

Fax # _____

cc:mail address: _____

WWW address: _____

Geographical Areas covered, FAA facilities covered:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Signature/Title/FAA Facility

Appendix C. Listing of Local Coordinators

The following list indicates the Local Coordinator areas by State, Area, and Participating Field Offices and Facilities. Facilities, which are underlined, are sites that have been determined essential and that already have an active Local Coordinator assigned. Asterisks denote Contract Towers.

Northern Virginia	Northern New York	Pennsylvania
Washington ARTCC	Buffalo ATCT	Allentown, FSDO
Dulles SSC	Buffalo, SSC	Allentown SSC
Dulles FSDO	Rochester FSDO	Reading ATCT
Chantilly, ADO	Rochester, ATCT	Erie, ATCT
Leesburg, ARTCC	Rochester, AFSSC	Erie, SSC
Leesburg, SSC	Syracuse ATCT	Harrisburg, ATCT
Leesburg, AFD/S	Remsen AFD/S	Capital City, ATCT*
Chesapeake Bay, AFSMO	Rome MD/S	Harrisburg, FSDO
Manassas, ATCT	Rome, Griffiss RAPCON	Harrisburg, ADO
Washington Hqs, AFD/S	Utica, ATCT*	Harrisburg, MS/S
Washington National ATCT	Elmira, SSC	Middletown, MIDO
	Elmira ATCT	Middletown, ANE
	Binghamton MD/S	Lancaster, ATCT *
	Binghamton ATCT	
	Ithaca, AFD/S, ATCT*	
Maryland		Pittsburgh, PA
Andrews, SSC		Pittsburgh, ASC
Andrews, ATCT		Pittsburgh, ATCT
Baltimore, ATCT		Pittsburgh, CASFU
Baltimore, FSDO	New York	Allegheny County SSC
Baltimore, CASFU	JFK ATCT	Oakdale, AFLRR
Hagerstown, ATCT*	Garden City, Liberty District Office	Wheeling, WV, ATCT*
Landover, Potomac Office	Garden City, FSDO	Altoona, AF DS/GL
Martin State, ATCT*	Kennedy, SSC	Dubois, SSC
Patuxent River, ATREP	NY IFO	State College, AFD/S
	NY CASFO	
New Jersey	NY, JFK, CASFU	Philadelphia, PA
Atlantic City ATCT	LGA, SSC	Phil. ATCT
Atlantic City, 2nd Level AFD/S	LGA, ATCT	Wilmington, ATCT
Atlantic City, SSC	LGA, CASFU	Phil, FSDO
Atlantic City TMS	Valley Stream, ADO	Phil, CASFU (PHL)
Millville AFD/S		New Castle MD/S
Newark, SSC	Long Island, NY	No. Phil, ATCT
Caldwell, ATCT	Farmingdale, ATCT	Phil 2nd Level MD/S
Morristown, AFD/S	NY, ARTCC	Philadelphia District Office
Morristown, ATCT	NY, Center District Office	Trenton, SSC
Newark, SSC	NY, IFSS	Trenton, ATCT*
Newark, ATCT	Islip SSC, ATCT	
Newark, CASFU	Farmingdale, FSDO	
Teterboro, AFD/S	Farmingdale, MIDO	
Teterboro, ATCT	Riverhead, AFLRR	
Teterboro, FSDO	Westbury, NY TRACON	
Teterboro, MIDO	Westbury, SSC	
Trenton, ATCT*		

Upstate New York

Albany, SSC
 Stewart, ATCT*
 Saranac Lake, AFD/S
 Albany, ATCT
 Albany, FSDO

Wilkes-Barre/Scranton, PA.

Wilkes Barre, SSC Benton,
 AFLRR
 Wilkes Barre, ATCT

Williamsport, AFD/S
 Williamsport, ATCT*
 Clearfield, AFLRR

Virginia

Norfolk, ATCT
 Norfolk, SSC
 Norfolk, CASFU
 Newport News, AFD/S
 Newport News, ATCT
 Oceania, ATREP
 Oceania, AFLRR
 Potomac TRACON

Richmond, VA
 Richmond, SSC
 Richmond, ATCT
 Richmond, FSDO
 Fredericksburg, AFD/S
 Charlottesville, ATCT*
 Charlottesville, AFD/S

Roanoke, VA

Roanoke SSC
 Roanoke, ATCT
 Lynchburg, AFD/S
 Lynchburg, ACTC

White Plains, New York

Dutchess (Poughkeepsie) ATCT
 Stewart, AFSFO
 Stewart, SSC
 Stewart ATCT*
 Westchester, White Plains, AFD/S
 White Plains, AFD/S White Plains, ATCT

West Virginia

Charleston, ATCT
 Charleston, FSDO
 Charleston, SSC
 Huntington, AFD/S
 Huntington, ATCT
 Parkersburg, ATCT*
 Lambs Knoll, AFD/S
 Morgantown, ATCT*
 Clarksburg, SSC
 Clarksburg, ATCT
 Elkins, AFD/S
 Martinsburg, SSC
 Wheeling, ATCT*
 Lewisburg, ATCT*
 Bluefield, Beckley AFO