

ORDER

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

EA 1240.1C

Eastern Region
Jamaica, New York

SUBJ: Visits by Nationals of Other Countries to the FAA

- 1. PURPOSE.** This Order changes the procedure for reporting visits by nationals of other countries to the FAA. Hosting foreign visitors at FAA facilities in a courteous and efficient manner is an important requirement. Staff is to extend themselves to insure that the FAA mission of global aerospace safety is understood and that we are interested in sharing our aviation technology.
- 2. DISTRIBUTION.** This Order is distributed to branch level and above in the regional office and to all field offices and facilities.
- 3. CANCELLATION.** This Order cancels EA 1240.1B.
- 4. BACKGROUND.** The major functional duty of hosting foreign visitors is with the Office of International Aviation, AIA, particularly in the coordination of visits and attainment of security clearances. This Order provides further policy guidance to Order 1240.9, International Aviation Programs, Chapter 5, Paragraph 502, on the responsibilities and requirements of hosting visits by nationals of other countries to FAA facilities.
- 5. EXPLANATION OF CHANGES.** The responsibility for this function to serve as focal point for all foreign visitors was with the Aviation Information & Services Division, AEA-60. Hereafter, depending on the interests of the visitor(s), each division is responsible for contacting the appropriate facility to secure approval for the visit at a convenient time and date; providing this information to the Office of International Aviation, AIA, and the servicing security element (SSE), AEA-700. Final approval for foreign national visits will be granted by the Investigations Division, ASI-200, in addition to the requirement for coordinating visits through AIA. Upon receipt of these necessary security clearances, confirmation should be made with all interested parties, including the Office of the Regional Administrator, AEA-1, the Office of Public Affairs, AEA-5, and the servicing security element (SSE) through an e-mail message. The facility's point of contact shall meet the visitor(s) and provide information as appropriate.


Arlene B. Feldman
Regional Administrator

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Initiated By: AEA-60