

ORDER

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

EA 1360.7K

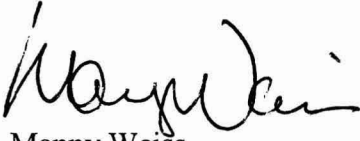
Eastern Region

05 DEC 2005

SUBJ: CONGRESSIONAL CORRESPONDENCE

- 1. PURPOSE.** This Order prescribes the procedure for the control and response to correspondence received from members of the U.S. House of Representatives and the U.S. Senate.
- 2. DISTRIBUTION.** This Order is distributed to the division level at Regional Headquarters, and to all field facilities and offices in the Eastern Region.
- 3. CANCELLATION.** EA 1360.7J is cancelled.
- 4. POLICY.** The Regional Administrator (RA) is the FAA Administrator's principal representative in the Eastern Region. As such, all congressional correspondence received in the Eastern Region shall be prepared for the RA's (AEA-1) signature.
- 5. PROCEDURES.** Congressional correspondence received at Washington Headquarters pertaining to the Eastern Region shall be assigned a control number by Office of the Administrator, AOA-3. Congressional correspondence received at Regional Headquarters, or at any facility or office in the Eastern Region, shall be controlled by AEA-1. AEA-1 will then forward the congressional correspondence and transmitted (constituent) correspondence to the appropriate Office of Primary Interest (OPI) for response under RA signature.
- 6. DEADLINES.** AOA-3 or AEA-1 will assign the due date for the correspondence. If that deadline cannot be met the OPI shall prepare an interim reply for RA signature. The interim shall explain the need for additional time and give an approximate date the full reply may be expected.
- 7. COORDINATION.** The assigned OPI is responsible for any needed coordination with other divisions or lines of business.
- 8. PACKAGE REQUIREMENTS.** The following shall be prepared by the OPI and delivered to AEA-1 for review and signature.
 - a. Letterhead original, transmitted correspondence, and any other enclosures.
 - b. Congressional courtesy copy, transmitted correspondence, and any other enclosures, only when letterhead original is being mailed to a district office, or the constituent.
 - c. Information copies for AOA-3, Asst. Admin. for Regions and Center Operations (ARC-1), AEA-1, and all divisions on grid.

9. DISTRIBUTION. AEA-1 staff shall return the signed original(s), the grid copy, all information copies, and all supporting documents to the OPI for mailing and distribution, as appropriate.

A handwritten signature in black ink, appearing to read 'Manny Weiss', written in a cursive style.

Manny Weiss
Regional Administrator