



U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION
National Policy

ORDER
1200.14C

Effective Date:
02/06/12

SUBJ: Visits to Field Offices and Facilities by Elected Officials

- 1. Purpose of This Order.** This order explains the policy on visits by elected officials to FAA Field Facilities, Regional Offices, and Centers (Aeronautical and Technical) including international locations.
- 2. Whom This Order Affects.** This order affects all facility managers (or directors where appropriate). It does not apply to routine interaction by the Airports organization in the regular course of business.
- 3. Where Can I Find This Order?** You can find this order on the MyFAA employee Web site at https://employees.faa.gov/tools_resources/orders_notices/. And the FAA public website at: http://www.faa.gov/regulations_policies/orders_notices/.
- 4. Cancellation.** This revision supersedes Order 1200.14B, Congressional Visits to Field Offices and Facilities, dated September 17, 1992.
- 5. Statement of Intent.**
 - a.** Federal, state, and local officials and their staff are welcome to tour FAA facilities. Requested dates and times should be accommodated whenever possible. If an official or staff member arrives unannounced, the facility manager, or manager on duty, should make every reasonable effort to accommodate the visit. If an employee group invites an official but does not follow notification protocol, that issue should be addressed after the official has completed the tour. However, the tour should be conducted unless it is not possible from an operational standpoint.
 - b.** Employee groups may invite federal, state, and local officials and their staff to tour FAA facilities, must notify management in writing with sufficient notice to ensure management's availability for the tour, and must coordinate with managers prior to issuing the invitation. Management must be present during the tour. Should operational, educational, or safety requirements preclude a tour at the requested time, an alternate time and or date must be proposed by the facility manager. The facility manager or his/her designee should lead the tour. Managers may allow time for the tour members to meet with the employee group who extended the invitation.
 - c.** For the purpose of this order, federal, state and local officials include:
 - (1) United States Senators and Members of the U.S. House of Representatives
 - (2) Governors, state officials, and local government officials

- (3) Declared candidates for elected offices during the election cycle for educational purposes
- (4) Staff of these officials (If a staff is foreign national, follow FAA Order 1600.74)

d. This order does not apply to:

(1) Media – All media requests for tours must be approved through the FAA Office of Communications (AOC). Media may not accompany officials.

(2) Foreign Government Officials – All foreign visits must be coordinated through the Office of International Affairs.

6. Notification Requirements – by facility manager in writing within 24 hours of original request

a. Notify Government and Industry Affairs (AGI)

b. Notify Regional Administrator or Center Director

c. Notify FAA Communications Office (AOC)

d. Notify your immediate supervisor and the Service Center where appropriate. Supervisors should report through their chain of command.

e. Tour requests can originate through various offices. Please make sure that each office listed above is notified in all instances. Please note, standard visitor handling procedures should be used at all times (i.e., visitor logs, escorting, visitor ID issued and worn, etc.). For additional information regarding visitors to FAA Facilities, see FAA Order 1600.74.

7. Roles and Responsibilities

a. AGI will communicate with Congressional offices in Washington, DC. In some cases, the Regional Administrator's office will communicate and coordinate with Members of Congress in district offices, and/or local government officials and their staff.

b. Facility management has the authority to answer all questions posed during the tour. If facility management is unsure of facts, details, or the legality of disclosing certain information, management should offer to follow up with the official's office through AGI. Management must then notify AGI of outstanding issues with a copy to the Regional Administrator's office and to your immediate supervisor (including Service Center where appropriate). Supervisors should report through their chain of command.

c. Other methods, such as using facility visit coordinators, may be used to accomplish any task prescribed in this order as long as the requirements for coordination and notification are accomplished.

8. Security Requirements for Access to Sensitive Security Areas. Security clearance is only required for access to areas of the facility that process Confidential, Secret or Top Secret national security information. In those cases, the following information must be provided to the Servicing Security Element (SSE) five business days prior to the visit to allow for clearance verification:

- a. Individual's full name (to include full middle name)
- b. Social Security Number
- c. Date of birth (month, day and year)
- d. Place of birth (city/state/country)

Once security clearance information has been validated, the SSE will provide that information to the facility manager. All classified information should be protected in accordance with FAA Order 1600.2. The SSE can provide guidance to facility managers as needed.

9. Photography. Photographs or recording of sensitive or critical operational activities, security screening processes, air traffic control facilities, information technology equipment/infrastructure and security operations are **not permitted without prior coordination with the SSE and the approval of the Facility Manager.**

10. Communications Devices. Visitors must be told to turn off all communications devices while in any air traffic control facility.

11. After the Visit. A summary of the visit must be provided in writing to the Regional Administrator or Center Director, AOC, AGI, APL (if foreign nationals) and your immediate supervisor (and the Service Center where appropriate).

12. Distribution. This Order is distributed to director level in Washington, to branch level in the Regions and Centers (Aeronautical and Technical) and to all field offices and facilities.



Michael P. Huerta
Acting Administrator