



**U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION**
Northwest Mountain Region

**ORDER
NM 1100.8C**

Effective Date:
8/19/10

SUBJ: Northwest Mountain Region Local Coordinator Program

- 1. Purpose of This Order.** This order describes policies and procedures for the Northwest Mountain Region Local Coordinator Program.
- 2. Audience.** The primary audience for this Order is the Northwest Mountain Region Local Coordinators and Alternate Coordinators.
- 3. Where Can I Find This Order.** This Order can be found on the FAA's Intranet website at the following URL: https://employees.faa.gov/tools_resources/orders_notices/
- 4. Cancellation.** This Order cancels FAA NM Order 1100.8B, dated September 12, 2008.
- 5. Program Objectives.** Local Coordinators serve as representatives of the Regional Administrator (RA) and the FAA. They provide effective oversight of agency matters within the region and:
 - a. Provide timely information and insight on local aviation issues, public concerns, and local emergency conditions or unusual circumstances that affect normal operations.
 - b. Promote and facilitate the flow of information between field facilities and the RA's office.
 - c. Act as the local spokesperson with the news media, government agencies, aviation industry, and community leaders.
 - d. Present a "one-Agency" posture, communicating facts and Agency philosophy.
- 6. Program Management Responsibilities.**
 - a. The RA provides overall program direction.
 - b. The RA will appoint a Local Coordinator Program Liaison, who will serve as the facilitator for the Northwest Mountain Region Local Coordinator Program.
 - c. The RA, in consultation with the appropriate Line of Business (LOB) Manager or Air Traffic Organization (ATO) Service Area Director, appoints Local Coordinators and Alternate Coordinators. The function of the Local Coordinator will be assigned to those facility or field office managers who have displayed a high degree of competence, diplomacy, and leadership. They must be willing to take on the extra responsibilities.
 - d. The Local Coordinator's/Alternate Coordinator's initial appointment will be 2 years. However, reappointment will be automatic unless the RA, Local Coordinator/Alternate Coordinator, or the Coordinator's manager requests a change.

e. The Local Coordinator/Alternate Coordinator will serve as appointed and notify the Local Coordinator Program Liaison of any changes in address, phone/fax numbers, or email address within 60 days prior to transferring, retiring, or resigning from the position.

f. The RA, with the assistance of the Local Coordinator Program Liaison, and as appropriate, other Regional Administrator staff members, will keep Local Coordinators/Alternate Coordinators informed on regional emergency conditions, programs, FAA events, and field visits by senior FAA and DOT executives and members of Congress or their staff within their geographic area of responsibility.

g. The Local Coordinator Program Liaison will arrange quarterly telecons for the RA to communicate with Local Coordinators/Alternate Coordinators.

h. The RA and/or the Deputy RA will meet with the Local Coordinator and/or Alternate Coordinator during field visits, schedule permitting.

7. LOB Division Manager/ ATO Service Area Director Responsibilities:

a. Provide recommendations on potential field managers for Local Coordinator/ Alternate Coordinator duties.

b. In consultation with the RA, identify managers to serve whose individual performance and operational conditions warrant appointment.

c. Notify the Local Coordinator/Alternate Coordinator of any items that might need to be elevated, e.g., media events, etc.

d. Request input from the RA on Local Coordinator/Alternate Coordinator performance.

8. FAA Local Coordinator Responsibilities. Each Local Coordinator and Alternate Coordinator will:

a. Keep the RA informed, either personally or through the Local Coordinator Program Liaison, of potential issues regarding activities that cross program lines, are of concern to the local community and its elected representatives, or have anticipated media interest.

b. When requested, represent the RA at meetings with government agencies, members of Congress, aviation industry, community leaders, and media briefings. This includes Federal Executive Board (FEB) representation, where appropriate.

c. Coordinate arrangements and facility tours for visiting FAA and DOT executives, VIP visitors, and news media with support from the region's Office of Communications and Media Relations.

d. As budget and schedule permit, convene meetings with FAA office/facility managers. Frequency of meetings should be sufficient to support the effective performance of Local Coordinator/ Alternate Coordinator responsibilities. Give advance notice of meetings to the RA so that regional office participation can be arranged, if feasible. Meeting minutes are optional.

- e.** Establish and maintain a good working relationship with the local news media, in consultation with the Office of Communications and Media Relations.
- f.** Serve as a focal point in the community for general FAA information.
- g.** Serve as liaison between the Regional Office and local facilities and organizations during emergency situations, and assist in identifying local FAA personnel to support emergency response activities.
- h.** Facilitate early dismissal or closure of facilities due to inclement weather using the following guidance:
 - (1) For locations where FAA offices/facilities are co-located or within close proximity to each other:
 - (a) Coordinate with all managers within the affected area(s) to determine whether dismissal of non-essential employees or closure of office(s) is necessary.
 - (b) Consider various sources of information to help make the determination, e.g., FEB decision, road condition reports, school closure reports, personal or other first person observation, existing policy/guidelines, etc.
 - (c) Notify the Regional Operations Center (ROC) of the early dismissal or office closure(s).
 - (d) In turn, the ROC will notify the RA/Deputy RA, the LOB(s)/Service Unit(s), and the Washington Operations Center Complex (WOCC).
 - (2) For “stand alone” facility locations:
 - (a) Individual facility managers will determine whether dismissal of non-essential employees or closure is necessary, based on the guidance of their respective LOB/Service Unit.
 - (b) Facility managers are expected to notify the ROC of the early dismissal or facility closure.
 - (c) In turn, the ROC will notify the RA/Deputy RA, the affected LOB/Service Unit, appropriate Local Coordinator, and the WOCC of the early dismissal or facility closure.
 - (d) Designate a back up, e.g., the Alternate Coordinator or other manager, who, in the absence of the primary Coordinator, will coordinate (per paragraph 1.a.) and make notification (per paragraph 1.c.).
- i.** Participate in quarterly telecons with the RA and, as resources permit, participate in Local Coordinator conferences.
- j.** Provide the Congressional Liaison with notice of visits or contacts with members of Congress or their staff.
- k.** Provide the Local Coordinator Program Liaison, and as appropriate, other Regional Administrator staff members with newsworthy items of interest to the RA.

1. Assist the Aviation & Space Education Program Manager in promoting Aviation and Space Education.

9. Distribution. This order is distributed to the branch level and above in the Regional Office, to all field offices and facilities, and to all Northwest Mountain Region Local Coordinators and Alternate Coordinators.



Kathryn M. Vernon
Regional Administrator
Northwest Mountain Region

Appendix 1. Local Coordinator Assignments/Geographic Coverage

STATE	LOCAL COORDINATOR LOCATION	GEOGRAPHIC/FACILITY COVERAGE (-C indicates contract facility)
Colorado	Denver	<ul style="list-style-type: none"> • Aspen TRACON • Centennial ATCT, SSC • Colorado Springs ATCT, SSC • Denver ATCT, ARTCC, ADO, GNAS, SSC, SOC, FSDO, CMO, ACO • Eagle ATCT • Front Range ATCT • Grand Junction ATCT • Jefferson County ATCT • Pueblo ATCT
Idaho	Boise	<ul style="list-style-type: none"> • Boise ATCT, FSDO • Hailey ATCT –C • Idaho Falls ATCT –C • Lewiston ATCT –C • Pocatello ATCT –C • Twin Falls ATCT
Montana	Helena	<ul style="list-style-type: none"> • Billings ATCT, (Yellowstone and Beartooth SSC) • Bozeman ATCT –C, Beartooth SSC • Glacier Park/Kalispell ATCT –C • Great Falls ATCT, (Front Range) SSC • Helena ATCT, ADO, FSDO, GTF SSC • Missoula ATCT –C, GTF SSC
Oregon	Portland	<ul style="list-style-type: none"> • Eugene ATCT/TRACON • Hillsboro ATCT • Klamath Falls ATCT -C • Medford ATCT -C • North Bend Tower • Pendleton -C • Portland ATCT, CMO, FSDO, TRACON • Redmond ATCT –C • Salem ATCT –C • Troutdale ATCT –C
Utah	Salt Lake City	<ul style="list-style-type: none"> • Ogden ATCT –C • Provo ATCT –C • Salt Lake City ATCT, ARTCC, GNAS, SSC, SOC, CMO, FSDO

Washington	Seattle	<ul style="list-style-type: none"> • Bellingham ATCT –C • Boeing Field ATCT • Felts Field ATCT –C • Moses Lake/Grant County ATCT • Olympia ATCT –C • Paine Field/Everett ATCT • Renton ATCT –C • Seattle ATCT, ARTCC, ADO, GNAS, SSC, SOC, FSDO, CMO, ACO, MIDO • Spokane ATCT, FSDO • Tacoma Narrows ATCT –C • TriCities/Pasco ATCT/TRACON • Walla Walla ATCT • Yakima ATCT –C
Wyoming	Casper	<ul style="list-style-type: none"> • Casper ATCT/TRACON, FSDO, SSC • Cheyene ATCT, SSC • Jackson Hole ATCT –C • Gillette ATCT