

ORDER

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

NM 1220.1E

May 1, 2007

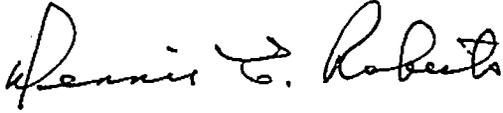
SUBJ: NORTHWEST MOUNTAIN CONGRESSIONAL CONTACTS

1. **PURPOSE**. This order states the policy for Congressional contacts in the Northwest Mountain Region. Adherence to this order ensures communications with Congressional offices in this region are timely and consistent.
2. **DISTRIBUTION**. This order is distributed to Northwest Mountain Region section supervisors and above and standard distribution to all field offices and facilities.
3. **CANCELLATION**. This Order cancels FAA Order NM 1220.1D, dated August 15, 2005.
4. **POLICY**. In the Administrator's Management Team operating guidelines of January 1990, Regional Administrators were given the authority to represent the agency on Congressional matters in their regions. In the Northwest Mountain Region, points of contact (POCs) listed in paragraph 5 are assigned the responsibility of assisting the Regional Administrator, ANM-1, as the regional Congressional Liaison.
 - a. **Congressionally initiated contacts**. All nonroutine contacts by members of Congress or their staff to regional personnel should be reported as soon as practical to the regional Congressional Liaison. Means of reporting are either by electronic mail message, telephone, or written record of conversation, which may be hand carried or faxed to the Congressional Liaison at (425) 227-1041.
 - b. **FAA initiated contacts**. Employees acting on behalf of the Federal Aviation Administration (FAA) should consult with the regional Congressional Liaison before contacting any Congressional office.
 - c. **Headquarters coordination**. ANM-1 and the regional Congressional Liaison will consult with the Assistant Administrator for Government and Industry Affairs, AGI-1, when appropriate.
 - d. **For clarification**, the following definitions are provided.
 - (1) **Routine**. Routine contacts are requests for information that are a matter of record or are available to the public such as information on how to get an FAA job, an airport grant, or a pilot's license.
 - (2) **Nonroutine**. Nonroutine contacts are requests for facility visits or questions about policy; agency plans which are subject to change (e.g., facility closures, NAVAID sitings, airport expansion proposals); status of appropriations, budget, or future funding decisions; or any issue known to be controversial or sensitive, such as aircraft noise, certain enforcement cases, or an employee grievance.

5. ANM CONGRESSIONAL CONTACTS:

1. Diane Fuller (primary) (425) 227-2809
2. Annjanette Cummins (back-up) (425) 227-2001

6. This order will be issued periodically to update points of contact.



Dennis E. Roberts
Regional Administrator
Northwest Mountain Region