



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

ORDER
NM 1220.1F

Effective Date:
03/11/15

SUBJ: Contacts with Congressional and other Elected Officials

1. Purpose of this Order. This order states the policy for documenting and reporting phone calls, e-mail and personal visits from elected officials in the Northwest Mountain Region (ANM). The goal is to ensure communications that are authoritative, well-coordinated, timely and consistent with members of Congress and other elected officials in the region.

2. Audience. All Federal Aviation Administration (FAA) employees associated with the ANM Office Campus.

3. Where You Can Find This Order. You can find this order on the MyFAA Employee Web site at https://employees.faa.gov/tools_resources/orders_notices/. This order is available to the public at http://www.faa.gov/regulations_policies/orders_notices/.

4. Cancellation. This Order cancels FAA Order NM 1220.1E, dated May 1, 2007.

5. Policy. In the FAA Administrator's Management Team operating guidelines of January 1990, Regional Administrators (RA) were given the authority to represent the agency on Congressional matters in their regions. The RA is the FAA Administrator's principal representative in the region for discussions with the public, industry, elected officials and their staffs. The following procedures assure that these contacts and their outcomes are shared with the RA and the Assistant Administrator for Government Affairs (AGI-1). In ANM, Congressional Liaison(s) listed in paragraph 6 assist the Regional Administrator, ANM-1, in this role.

a. Congressionally initiated contacts. 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. To assure authoritative and well-coordinated responses to nonroutine contacts, any regional employee who is contacted directly by a member of Congress, elected official or their staff should immediately involve their manager. If a manager from the employee's organization is not available, the employee should direct them to the regional Congressional Liaison and/or their **local** Line of Business (LOB) Congressional Contact Point of

Contact, if one exists. In any case, these contacts should be reported as soon as practical to the regional Congressional Liaison. Reports can be by e-mail, telephone, or written record of conversation, which may be hand carried, faxed, or scan/emailed to the Congressional Liaison at (425) 227-1041. Requests for visits to Air Traffic Organization facilities should be coordinated with the Western Service Area Visit Coordinator, who will notify the ANM Congressional Liaison.


b. FAA initiated contacts. Employees acting on behalf of the FAA should consult with the regional Congressional Liaison before contacting any Congressional office.

c. Headquarters coordination. ANM-1 and regional Congressional Liaison will consult with AGI-1, when appropriate.

6. ANM Congressional Liaison(s):

- a. Leslie Lardie (primary) (425) 227-2040
 - b. Marie Knox (alternate) (425) 227-2090
- Congressional Correspondence focal

7. Updates. This Order will be issued periodically to update points of contact.



Kathryn M. Vernon
Regional Administrator
Northwest Mountain Region