



**U.S. DEPARTMENT OF TRANSPORTATION  
FEDERAL AVIATION ADMINISTRATION**  
Southern Region Policy

**ORDER  
SO 1200.5C**

Effective Date:  
9/11/08

**SUBJ:** Southern Region Local Coordinator Program

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- 1. Purpose of This Order.** This order provides procedures to the FAA Local Coordinator Program in the Southern Region. The program is designed to strengthen communications between the field and the Regional Office; to foster the One FAA concept; and to improve the agency's effectiveness with the community.
- 2. Audience.** Southern Regional Headquarters and all field offices and facilities.
- 3. Where Can I Find This Order?** You can find this on the Directives Management System (DMS) website: [https://employees.faa.gov/tools\\_resources/orders\\_notices/](https://employees.faa.gov/tools_resources/orders_notices/)
- 4. Cancellation.** SO Order 1200.5B, Southern Region Local Coordinator Program, dated March 6, 2003, is canceled.
- 5. Objectives.** The objectives of the FAA Local Coordinator Program are:
  - a. To designate senior managers in various geographic areas who will serve as representatives of the Regional Administrator and the FAA.
  - b. To establish a means for providing regular feedback to the Regional Administrator on aviation activities, political matters and potential problem areas throughout the region.
  - c. To create a network of managers who can act as local spokespersons with congressional offices and the general public.
  - d. To provide a means of unifying local FAA viewpoints through regular, informal discussions with FAA managers and employees.
  - e. To facilitate vertical and horizontal communications between the regional office and the field.
- 6. Policy.**
  - a. Appointment Criteria.** FAA Local Coordinators are appointed by the Regional Administrator in consultation with appropriate LOB Region/Service Area Managers. The function of the FAA Coordinator will be assigned to those facility or field office managers who have displayed a high degree of competence, diplomacy and leadership and who are willing to take on the extra responsibilities.

**b. Geographic Area of Responsibility.** Each FAA Local Coordinator will be assigned a specific geographic area of responsibility to ensure that all regional territory is covered.

**c. Limitation of Authority.** The FAA Local Coordinator does not have line authority over offices/facilities. Additional functions may not be assigned to the FAA Local Coordinator except as approved by the Regional Administrator in coordination with appropriate LOB Region/Service Area Managers. The FAA Local Coordinator functions will be performed as collateral duties in addition to regularly assigned program functions.

## **7. Responsibilities.**

### **a. Regional Administrator will:**

- (1) Provide overall program direction.
- (2) Be accessible to Local Coordinators to receive input.
- (3) Meet with Local Coordinators or Local Coordinator groups when in the area.

**b. Regional Administrator's Staff** is responsible for the administration of the program. The Regional Program Manager will:

- (1) Assist the Regional Administrator in formulating policies, goals, and objectives for the program.
- (2) Convey significant information to Local Coordinators on FAA policy, resources and initiatives.
- (3) Assure each new Local Coordinator is fully briefed on responsibilities of position.
- (4) Plan and conduct Local Coordinator conference and teleconferences.
- (5) Provide guidance on dealing with congressional offices and be accessible for consultation on specific inquiries.
- (6) Keep a current list of the regional Local Coordinators.

### **c. FAA Local Coordinators** will perform the following collateral duties:

- (1) Keep the Regional Administrator informed of potential problems regarding activities that cross program lines or that are of concern to the local community and its elected representatives.
- (2) When requested, represent the Regional Administrator at meetings with government agencies, aviation industry, and community leaders. This includes Federal Executive Board representation where appropriate.

(3) Assist in making arrangements for VIP visitors.

(4) Convene meetings with local office/facility managers. Frequency of meetings should be sufficient to support the effective performance of Local Coordinator's responsibilities. Give advance notification of meetings to the Regional Administrator so that Regional Office participation can be arranged, if feasible. Meeting minutes are optional.

(5) Authorize group dismissal of nonessential personnel due to inclement weather in accordance with Human Resource Management Policy and Guidance, LWS 8.8 – Excused Absence - Procedures for Group Dismissals.

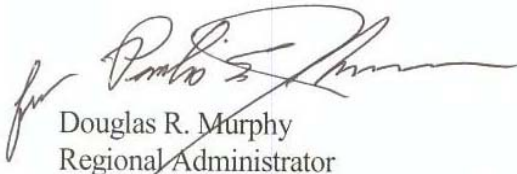
(6) Establish and maintain a good working relationship with the local community.

(7) Serve as liaison between the Regional Office and the Crisis Response Working Group (CRWG) during a disaster situation.

(8) Establish a permanent alternate Local Coordinator point-of-contact in the event the Local Coordinator is unavailable due to travel, leave, etc., and provide name of permanent alternate to the Regional Administrator's office. If the Local Coordinator and alternate are unavailable for more than two weeks, designate a point-of-contact in case of an emergency and notify the Regional Administrator's office.

**d. Local FAA Office/Facility Managers.** All managers in the FAA Local Coordinator's assigned geographic area will respond in a positive manner to requests for assistance from the Local Coordinator.

**8. Distribution.** This Order is distributed to division level in the Regional Office, and to all field offices and facilities.



Douglas R. Murphy  
Regional Administrator