



**U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION**
Western-Pacific Region Policy

**ORDER
WP 1210.9B**

Effective Date:
04/29/09

SUBJ: AWP Public Affairs Media Activities

- 1. Purpose of this Order.** This Order assigns responsibilities and prescribes procedures to accommodate news media representatives in the Western-Pacific Region.
- 2. Audience.** The audience for this order includes all AWP personnel in the Regional Office and in Field Offices.
- 3. Where Can I Find This Order?** You can find this order on MyFAA employees website at https://employees.faa.gov/tools_resources/orders_notices
- 4. Cancellation.** This Order cancels and supersedes Order WP1210.9A, Media/Public Affairs Activities in the Western-Pacific Region, dated April 30, 1991.
- 5. Explanation.** It is the policy of the Western-Pacific Region to ensure that the American public is kept informed about FAA's responsibilities and activities to cooperate with the news media and aviation writers regarding coverage of FAA activities. It is the responsibility of the Regional Public Affairs Officer to ensure that media contacts and coordination are informative, responsive, candid and positive, and should be carried out only by designated and responsible FAA representatives. Each FAA employee has a personal stake in the success of the Public Affairs Program since he or she represents the FAA in both official and unofficial contacts with the news media and the public.
- 6. Responsibilities.**
 - a. All media inquiries received at Regional Headquarters will be coordinated with the Regional Public Affairs Officer (AWP-5) by the fastest means of communication as soon as possible after receipt.
 - b. All media inquiries received at field offices and facilities shall be coordinated through the Regional Public Affairs Officer (AWP-5).
- 7. Procedures.**
 - a. The Regional Public Affairs Officer will be notified of all news media requests received at Regional Headquarters or at any field office using the fastest means of communication. Coordination will be effected with the Regional Public Affairs Officer before any statement is made.
 - b. No employee, outside interest or organization is authorized to invite the media to any FAA facility other than the Division Manager, Facility or Office Manager, Local Coordinator or the Regional Public Affairs Officer.

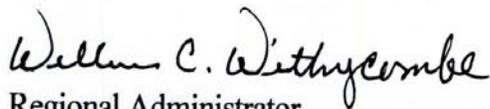
c. When visiting FAA facilities, news media representatives shall be accompanied by the Facility or Office Manager or by his or her designee, or the Regional Public Affairs Officer.

d. No individual employee shall be interviewed during duty time or within an FAA facility without the express approval of the Facility or Office Manager, his or her designee, Division Manager, or the Regional Public Affairs Officer.

e. The Regional Public Affairs Office has published a variety of fact sheets, pamphlets and brochures to assist FAA employees in preparation for news media interviews. These materials may be obtained by contacting AWP-5 at 310-725-3580.

f. Questions concerning this Order should be referred to the Regional Public Affairs Officer, AWP-5, at 310-725-3580.

8. Distribution. This order is distributed to section level and above in the Regional Office and maximum distribution to all field offices and facilities in the Western-Pacific Region.


Regional Administrator