

ORDER

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

WP 1360.12

Western-Pacific Region

1/21/03

SUBJ: CONGRESSIONAL CORRESPONDENCE

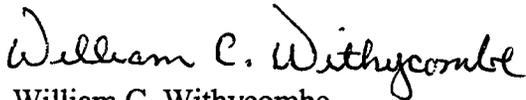
1. **PURPOSE.** This order assigns responsibility for the receipt and administrative control of all Congressional correspondence in the Western-Pacific Region. It provides standards for the preparation of correspondence for response by the Western-Pacific Region to members of Congress. This order is to be used in conjunction with Federal Aviation Administration (FAA) Order 1360.16, Chapter 4, Congressional Correspondence.
2. **DISTRIBUTION.** This order is distributed to Branch level in the Regional Office and to supervisors at all field offices and facilities in the Western-Pacific Region.
3. **REFERENCE.** FAA Order 1200.14B covers contacts by members of Congress or their staffs to regional personnel. Regional personnel shall coordinate all contacts with members of Congress, or their staffs, with the Regional Executive Manager, AWP-3. These contacts may include visits to FAA facilities, telephone or e-mail contacts, meetings and/or briefings for Congress, and visits by FAA employees in their official capacity.
4. **THE OFFICE OF THE REGIONAL ADMINISTRATOR, AWP-1.** The Office of the Regional Administrator is the focal point for the receipt and control of all incoming correspondence from members of Congress. The Administrative Staff Specialist, AWP-1B, will assign the action to the appropriate division/staff office for response preparation and call the action office's Congressional Point of Contact (POC) for pick-up. AWP-1B will maintain the Congressional correspondence reading files for the Regional Administrator.
5. **DIVISION AND STAFF OFFICE RESPONSIBILITIES.** Division or Staff Managers are responsible for the quality and timeliness of answering correspondence from members of Congress.
6. **DIVISION/STAFF OFFICE CONGRESSIONAL POINTS OF CONTACTS (POC).** The Division/Staff Office Congressional POC is responsible for assigning the action appropriately within their respective division/staff office. If necessary, the POC shall prepare an interim response for the Regional Administrator's signature and hand carry it to AWP-1B for review before it is forwarded to the Regional Administrator for signature. Appendix 1 outlines the responsibilities and procedures of the POC.

7. **POLICY AND PROCEDURES**. Appendices 2 through 4 provide guidance on preparing and assembling Congressional correspondence. Appendix 5 provides examples of various Congressional correspondence and file copies.

8. **RESPONSE TIME**. Response time for responding to correspondence from members of Congress is five (5) working days after initial receipt by the FAA. When an interim letter is sent to the requesting Congressional office, a final response must be mailed within 30 days. The 30 days start from the date of the interim letter.

9. **COORDINATION PROCEDURES**. When the Regional Administrator receives a request from a member of Congress, and coordination is required between two or more division or staff offices, such coordination shall be accomplished by the action office before sending the response forward for signature by the Regional Administrator.

10. **SIGNATURE AUTHORITY**. All correspondence to members of Congress shall be prepared for the signature of the Regional Administrator. Division, staff, and field offices will not respond to Congressional correspondence, even those addressed directly to a division, staff or field office. Immediately, these offices shall fax a copy of the request to AWP-1B at (310) 725-6811 and mail the original to AWP-1B.



William C. Withycombe
Regional Administrator

APPENDIX 1. RESPONSIBILITIES OF DIVISION/STAFF OFFICE**POINT OF CONTACT (POC)**

1. Read the incoming Congressional correspondence thoroughly to confirm that your division/staff office is the appropriate action office. If the Congressional request does not belong to your office, notify AWP-1B immediately so that the proper action office can be assigned. Do not independently reassign action to another office.
2. Log into your Mail Control System, noting suspense date. You may want to make your suspense date earlier to allow for coordination and corrections.
3. Hand-carry the Congressional request to the proper branch for reply.
4. Prepare interim letter if the 5-day suspense cannot be met. (See Appendix 5, Figure 1.)
5. Use Appendix 2, "Congressional Letter Preparation Guidelines," as described in this Order as you review your division/staff office's response.
6. Be diligent in reviewing the outgoing response to be sure that it addresses the request of the member of Congress and constituent. If it does not adequately address the request, return it to the writer and have it rewritten.
7. Ensure the Congressional response is coordinated through your division/staff office and other divisions or staff offices, as appropriate, before hand-carrying it to AWP-1B.
8. Ensure the Congressional package is assembled in the proper sequence. Use the "Congressional Package Checklist" as described in Appendix 3 of this Order.
9. Division/staff office POC is responsible for ensuring that the final outgoing response is error free, properly assembled and formatted correctly.
10. The division/staff office POC will hand-carry the outgoing response to AWP-1B.

APPENDIX 2. CONGRESSIONAL LETTER PREPARATION GUIDELINES

1. The final outgoing response should be signed by AWP-1 on or before the suspense date. After AWP-1 signs the letter, it will be dated and mailed by AWP-1B.
2. Always use AWP-1's signature block. The closing paragraph should refer to the division/staff office manager of the responding office.
3. Copy requirements: (Routing symbols must be noted in upper right-hand corner on all copies.)
 - a. One original letterhead and a copy of the same letter. The original transmitted correspondence should be returned to the member of Congress. The transmitted correspondence does not include the Congressperson's incoming letter.
 - b. One letterhead is mailed to the member of Congress' Washington Office (if we are writing to a district office.) (See Appendix 5, Figure 7.)
 - c. Grid, with one copy of any outgoing enclosures and the incoming correspondence with transmitted correspondence, if any.
 - d. One copy for AWP-1 Reading File and enclosures, if any. Annotate AWP-1's control number (200XXXXXXXX) in the upper right hand corner.
 - e. One copy for AOA-3 and AGI-1 with copy of any outgoing enclosures and a copy of the incoming correspondence with enclosure, if any (if not controlled by Washington). If controlled by Washington, a copy of response only and enclosures, if any. Annotate AOA-3's control number (XXXXXXXX) in the upper right corner of AOA-3's copy.
 - f. Copies for your division, branch, staff and headquarters offices, as required by your office.

NOTE: Sometimes an enclosure to outgoing correspondence is of such volume that management has determined that copies of such enclosures will not be provided to other offices. An example of a voluminous enclosure would be a petition with 1,000 names or a 200-page study. The Action Office is responsible for ensuring that a copy of the enclosure is filed with the official file copy of the outgoing letter.

4. When addressing your reply to the Congressperson's Washington Office, do not put the cc line on the original letterhead. If the member of Congress requests that you respond to their district office, use the cc line on the original letter to indicate that you sent a copy to their Washington Office. (See Appendix 5, Figure 7.)
5. All Congressional requests will be addressed to Senate or House of Representatives (members of Congress). If the request requires a response to a particular staff member, include the staff member's name on the envelope only.
6. In some situations, the member of Congress may ask us to reply directly to the constituent; do so with a cc to his/her office. (Indicate if local or Washington Office.)
7. Always show the writer's identification line on all internal copies of the response. Example: AWP-1B: FGarcia:x3550:08/08/2001
8. Always show the copy distribution on the internal information copies, official file copy and reading file copies.

APPENDIX 3. CONGRESSIONAL PACKAGE CHECKLIST

1. Ensure that the official FAA stationery has been used and the Regional Administrator's Office is reflected in the header. (See Appendix 5, Figure 1.)
2. Indicate on the grid the AWP-1 mail control number and which copies were made for whom. (See Appendix 5, Figure 9.)
3. Package sequence:
 - a. Clear Executive Cover
 - b. Green Congressional Letter Holder
 - c. Original and one letterhead copy to addressee
 - d. Include typed envelope addressed to local office
 - e. Copy for Washington Office of Congressperson (if original sent to district office address)
 - f. Include typed envelope for Washington Office
 - g. Grid with any outgoing enclosures, if any, and the incoming correspondence with any enclosures attached
 - h. AWP-1 copy (with copies of outgoing enclosures, if any)
 - i. Include any other copies necessary for FAA offices external to your division/staff office
 - j. Include any other copies necessary for your division/staff office

APPENDIX 4. CHECKLIST

1. Does the outgoing letter address the request of the Representative or Senator?
2. Did you use the proper opening and closing paragraphs? (See Appendix 5, Figure 1.) Do not close the letter with "Thank you for your interest in aviation safety" or "Thank you for the opportunity of being responsive to your constituency."
3. Are all acronyms defined the first time they are used, i.e., Federal Aviation Administration (FAA), then used accordingly throughout the remainder of the letter?
4. Is the number "2" on the second page?
5. Is the office routing symbol written in upper right hand corner for distribution, and are the AOA and AWP control numbers included on each copy respectively?
6. Is the correspondence package properly assembled? (See Appendix 3.)
7. Is there a sufficient number of copies for distribution as indicated on the cc line?
8. Do the noun and verb tenses agree?
9. Is the letter one page in length? Whenever possible, letters should be limited to one page.
10. Are envelopes prepared and placed behind outgoing letters?
11. Are you using envelopes without the windows? It is recommended that you do not use the window envelopes.
12. Are the envelopes the appropriate size for the package being mailed?
13. Is the correct address used on the letter?
14. Is the correct return address on the envelope?
15. Is there an attention line in the address on the letter? Attention lines are typed on the envelopes only.

APPENDIX 5. EXAMPLES OF CONGRESSIONAL CORRESPONDENCE

Figure 1. Interim letter, when 5-day suspense cannot be met, with recommended opening and closing paragraphs.

Figure 2. Final letter, after interim letter sent, with recommended opening and closing paragraphs.

Figure 3. Endorsement to AWP-1.

Figure 4. Final response when letter has been previously assigned or endorsed to AWP-1.

Figure 5. Letter advising member of Congress that correspondence is being forwarded to another region, with copy to his/her Washington Office and copy to AOA-3 with copy of transmitted correspondence.

Figure 6. Letter from member of Congress asking that we respond to the local or district office to the attention of a Congressional office aid.

Figure 7. Letter to a member of Congress, addressed to a local or district office, returning transmitted correspondence and sending a copy of the response to his Washington Office.

Figure 8. Letter to a member of Congress, stating that a similar response has been sent to another Representative.

Figure 9. Copy of grid indicating who wrote and who has read and concurred with contents of the letter. Administrative/clerical staff should not be on the grid. The writer's name, the typist's initials, the file name, the date printed, the telephone extension, where the document is to be filed, and who is to receive courtesy copies should be included on the grid copy. AWP-1 control number should be noted following AWP-1 and separated by a slash.

1/21/03

WP 1360.12
Appendix 5

APPENDIX 5.
Figure 1. Example of Interim Letter



U.S. Department
of Transportation
**Federal Aviation
Administration**

Western-Pacific Region
Office of the Regional Administrator

P. O. Box 92007
Los Angeles, CA 90009-2007

The Honorable Dianne Feinstein
United States Senate
Washington, DC 20510

Dear Senator Feinstein:

Thank you for your letter dated November 21, 2001, on behalf of your constituent, Mr. John Doe, concerning aircraft noise in the vicinity of Somewhere, California.

We are in the process of gathering information to respond to your inquiry. You can expect a final response within 30 days.

If you have any questions or need additional information, you or a member of your staff may contact, Name, Division Manager, at (310) 725-XXXX.

Sincerely,

William C. Withycombe
Regional Administrator

-

cc:

AOA-3/AGI-1

-----The information below will show up on internal copies only.-----

File: 1360-1

WP: C:\My Documents\Figure 1.doc

AWP-1b:Fgarcia:FG:(310) 725-3550:11/21/2001

APPENDIX 5.
Figure 2. Example of Final Letter After Interim Sent



U.S. Department
of Transportation
**Federal Aviation
Administration**

Western-Pacific Region
Office of the Regional Administrator

P. O. Box 92007
Los Angeles, CA 90009-2007

The Honorable Dianne Feinstein
United States Senate
Washington, DC 20510

Dear Senator Feinstein:

This is in further response to your letter dated November 21, 2001, on behalf of your constituent, Mr. John Doe, concerning aircraft noise in the vicinity of Somewhere, California.

In the following paragraphs you will address the issues raised by the constituent.

If you have any questions or need additional information, you or a member of your staff may contact, Name, Division Manager, at (310) 725-XXXX.

Sincerely,

William C. Withycombe
Regional Administrator

Enclosure
Transmitted Correspondence

-----The information below will show up on internal copies only.-----

cc:
AOA-3/AGI-1
File: 1360-1
WP: C:\My Documents\Figure 2.doc
AWP-1b:Fgarcia:FG:(310) 725-3550:11/21/2001

1/21/03

WP 1360.12
Appendix 5

APPENDIX 5.
Figure 3. Example of Endorsement to AWP-1

OCT 15 2001

The Honorable Stephen Horn
Member, United States House of
Representatives
4010 Watson Plaza Drive
Lakewood, CA 90712

Dear Congressman Horn:

Thank you for your letter on behalf of Mr. Gene Johnson
concerning aircraft noise and flight patterns over
Long Beach, California.

I have asked Mr. William C. Withycombe, Regional
Administrator of the Western-Pacific Region in Los Angeles,
California, to review this matter and respond directly to
you, since your constituent's concerns can best be
addressed by that office. You should be hearing from
Mr. Withycombe within 30 days.

Sincerely,

Original Signed By:
Bill G. Peacock

Bill G. Peacock
Director of Air Traffic

Enclosure
Transmitted Correspondence

cc: Washington Office

ENDORSEMENT TO AWP-1:

We would appreciate your investigation of this matter and
direct response to Congressman Horn. Please provide AOA-3,
ATA-1, and AAT-10 with a copy of your response within
30 days.

Sabra W. Kaulia

Sabra W. Kaulia
Program Director for Air Traffic
Airspace Management

A200101927041

cc: AOA-3/ATS-1/AAT-1/3/ATA-1/3/AWP-1/500/AAT-C4/DAYFILE

File: ATA-3
WP: N:\CONGRESS\ATA\010927041.doc
ctl nos: AATC-3700-01/A20010927041
ATA-3:Carl Zimmermann:Andrea Thomas:34002:10/03/2001

APPENDIX 5.
Figure 4. Example of Final Response
When Letter Previously Assigned



U.S. Department
of Transportation
**Federal Aviation
Administration**

Western-Pacific Region
Office of the Regional Administrator

P. O. Box 92007
Los Angeles, CA 90009-2007

The Honorable Dianne Feinstein
United States Senate
Washington, DC 20510

Dear Senator Feinstein:

Administrator Blakey has asked me to respond to your letter dated November 21, 2002, on behalf of your constituent, Mr. John Doe, concerning aircraft noise in the vicinity of Somewhere, California.

In the following paragraphs you will address the issues raised by the constituent.

If you have any questions or need additional information, you or a member of your staff may contact Name, Division Manager, at (310) 725-XXXX.

Sincerely,

William C. Withycombe
Regional Administrator

Enclosure
Transmitted Correspondence

-----The information below will show up on internal copies only.-----

cc:
AOA-3/AGI-1

File: 1360-1
WP: C:\My Documents\Figure 4.doc
AWP-1b:FGarcia:FG:310-725-3550:01/16/2003

APPENDIX 5.
Figure 5. Example of Letter
Advising Member of Congress



U.S. Department
of Transportation
**Federal Aviation
Administration**

Western-Pacific Region
Office of the Regional Administrator

P. O. Box 92007
Los Angeles, CA 90009-2007

The Honorable Pete V. Domenici
United States Senator
625 Silver SW (120)
Albuquerque, New Mexico 87102

Dear Senator Domenici:

Thank you for your letter concerning your constituent, Mr. Michael Metz, regarding his transfer to Denver Air Route Traffic Control Center.

I have taken the liberty of forwarding your letter to Mr. (Name of current Regional Administrator), Regional Administrator of the Northwest Mountain Region in Renton, Washington, to review this matter and respond directly to you since your constituent's concerns can best be addressed by that office. You should be hearing from Mr. _____ Within 30 days.

Sincerely,

William C. Withycombe
Regional Administrator

cc: Washington Office
AOA-3/AGI-1/ANM-1 w/enclosures

ENDORSEMENT to ANM-1:

Please respond directly to Senator Domenici with a copy to AOA-3 and AGI-1.

William C. Withycombe

-----The information below will show up on internal copies only.-----
File: 1360-1 WP: C:\My Documents\Figure 5.doc
AWP-1b:FGarcia:FG:310-725-3550:11/21/2001

APPENDIX 5.
Figure 6. Example of Letter
From Member of Congress

J. D. HAYWORTH
6TH DISTRICT, ARIZONA
ASSISTANT MAJORITY WHIP
CHAIRMAN
CONSERVATIVE OPPORTUNITY SOCIETY



COMMITTEES
WAYS AND MEANS
SUBCOMMITTEES
SOCIAL SECURITY
SELECT REVENUE MEASURES
VETERANS' AFFAIRS
SUBCOMMITTEE
BENEFITS
CHAIRMAN

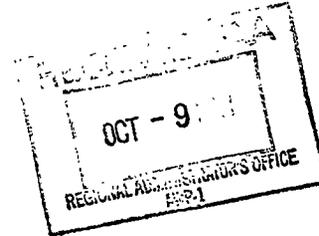
WASHINGTON OFFICE
2434 RAYBURN BUILDING
WASHINGTON, DC 20515
(202) 225-2190

Congress of the United States
House of Representatives
Washington, DC 20515-0306

20011009-06

October 3, 2001

Mr. William C. Withycombe
Regional Administrator
FAA Western-Pacific Region
PO Box 92007 WPC
Los Angeles, California 90009



Dear Mr. Withycombe:

Please review the enclosed case of my constituent Mr. James D. Graham.

I would appreciate your comments on this case. Please send a written reply to my staff member Brian Gavin at my Mesa office: 1017 S. Gilbert Road, Suite 203, Mesa AZ 85204.

If you have any further questions pertaining to this case, please contact my staff member Brian Gavin at (480) 926-4151.

Thank you for your assistance and prompt reply.

Best regards,

J. D. Hayworth
Member of Congress

JDH:bg

FLAGSTAFF OFFICE
1300 S MILTON STREET
SUITE 207
FLAGSTAFF, AZ 86001
(520) 556-8760

MESA OFFICE
1017 S GILBERT ROAD
SUITE 203
MESA, AZ 85204
(480) 926-4151
1-800-874-0467

CASA GRANDE OFFICE
408 N SACATON STREET
SUITE DD
CASA GRANDE, AZ 85222
(520) 878-4095

PRINTED ON RECYCLED PAPER

APPENDIX 5.
Figure 7. Example of Letter to Member of Congress
Addressed to Local or District Office



U.S. Department
of Transportation
**Federal Aviation
Administration**

Western-Pacific Region
Office of the Regional Administrator

P. O. Box 92007
Los Angeles, CA 90009-2007

The Honorable Maxine Waters
United States House of Representatives
10124 S. Broadway, Suite 1
Los Angeles, CA 90003

Dear Congresswoman Waters:

This is in response to your letter dated November 21, 2001, on behalf of your constituent, Mr. John Doe, concerning aircraft noise in the vicinity of Somewhere, California.

In the following paragraphs you will address the issues raised by the constituent.

If you have any questions or need additional information, you or a member of your staff may contact, Name, Division Manager, at (310) 725-XXXX.

Sincerely,

William C. Withycombe
Regional Administrator

Enclosure
Transmitted Correspondence

cc: Washington Office

-----The information below will show up on internal copies only.-----

cc:
AOA-3/AGI-1

File: 1360-1
WP: Figure 7.doc

AWP-1a:FG:\My Documents\Figure 7.doc:x3550:01/22/2002

APPENDIX 5.
Figure 8. Example of Letter to Member of Congress
Stated Similar Response Has Been Sent



U.S. Department
of Transportation
**Federal Aviation
Administration**

Western-Pacific Region
Office of the Regional Administrator

P. O. Box 92007
Los Angeles, CA 90009-2007

The Honorable Dianne Feinstein
United States Senate
Washington, DC 20510

Dear Senator Feinstein:

This is in response to your letter dated November 21, 2001, on behalf of your constituent, Mr. John Doe, concerning aircraft noise in the vicinity of Somewhere, California.

In the following paragraphs you will address the issues raised by the constituent.

Identical letters have been sent to cosigners of your letter.

If you have any questions or need additional information, you or a member of your staff may contact, Name, Division Manager, at (310) 725-XXXX.

Sincerely,

William C. Withycombe
Regional Administrator

Enclosure
Transmitted Correspondence

-----The information below will show up on internal copies only.-----

cc:
AOA-3/AGI-1

File: 1360-1
WP: C:\My Documents\Figure 8.doc
AWP-1b:Fgarcia:FG:(310) 725-3550:11/21/2001

APPENDIX 5.
Figure 9. Example of Copy of Grid



U.S. Department
of Transportation
**Federal Aviation
Administration**

Western-Pacific Region
Office of the Regional Administrator

P. O. Box 92007
Los Angeles, CA 90009-20

The Honorable Dianne Feinstein
United States Senate
Washington, DC 20510

Dear Senator Feinstein:

This is in response to your letter dated November 21, 2001, on behalf of your constituent, Mr. John Doe, concerning aircraft noise in the vicinity of Somewhere, California.

In the following paragraphs you will address the issues raised by the constituent.

If you have any questions or need additional information, you or a member of your staff may contact, Name, Division Manager, at (310) 725-XXXX.

Sincerely,

William C. Withycombe
Regional Administrator

Enclosure
Transmitted Correspondence

-----The information below will show up on internal copies only.-----

cc:
AOA-3/AGI-1

File: 1360-1
WP: C:\My Documents\Figure 9.doc
AWP-1b:Fgarcia:FG:(310) 725-3550:11/21/2001

CONCURRENCES
ROUTING SYMBOL AWP-4
INITIALS/SIG
DATE
ROUTING SYMBOL AWP-3
INITIALS/SIG
DATE
ROUTING SYMBOL AWP-1
INITIALS/SIG
DATE
ROUTING SYMBOL
INITIALS/SIG
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