**CONGRESSIONAL AFFAIRS NOTIFICATION TEMPLATE**

The process below should be used as a template to ensure E-MAIL communication to OST is consistent and adheres to the AMS Guidance T3.13.1:

**Congressional Affairs Notification Template for E-MAIL notification to OST:**

1. **Insert E-MAIL Distribution List:**

|  |  |  |
| --- | --- | --- |
| **Name** | **Email Address** | **Organization** |
| **TO:** | | |
| Tonya Gross | [tonya.gross@dot.gov](mailto:tonya.gross@dot.gov) | OST |
| Michael Clarke | [michael.clarke@dot.gov](mailto:michael.clarke@dot.gov) | OST |
| **CC:** | | |
| Katherine Howard | [katherine.howard@faa.gov](mailto:katherine.howard@faa.gov) | FAA – AGI |
| Brian Langdon | [brian.langdon@faa.gov](mailto:brian.langdon@faa.gov) | FAA – AGI |
| Nathan Tash | [nathan.tash@faa.gov](mailto:nathan.tash@faa.gov) | FAA - ACQ-1 |
| Katrina Hall | [Katrina.hall@faa.gov](mailto:Katrina.hall@faa.gov) | FAA - ACQ-2 |
| Jeannie Shiffer | [jeannie.shiffer@faa.gov](mailto:jeannie.shiffer@faa.gov) | FAA – AOC-2 |
| Dave Ingram | [david.a.ingram@faa.gov](mailto:david.a.ingram@faa.gov) | FAA – AAQ-1 |
| Chrishaun Jones | [Chrishaun.Jones@faa.gov](mailto:Chrishaun.Jones@faa.gov) | FAA – AAQ-2 |
| TBD | TBD | FAA- AAQ-1 CoS |
| Your Division Manager | | |
| Your Branch Manager | | |

**For Air Traffic Organization (ATO) requirements ONLY add the following to distribution:**

|  |  |  |
| --- | --- | --- |
| Teri Bristol | [teri.bristol@faa.gov](mailto:teri.bristol@faa.gov) | FAA – AJO-0 |
| Jessica Sypniewski | [Jessica.sypniewski@faa.gov](mailto:Jessica.sypniewski@faa.gov) | FAA – AJO-1 |

**For Program Management Organization (PMO) requirements ONLY add the following to distribution:**

|  |  |  |
| --- | --- | --- |
| Mark Denicuolo | [mark.denicuolo@faa.gov](mailto:mark.denicuolo@faa.gov) | FAA – AJM-1 |
| Molly Vorce | [Molly.Vorce@faa.gov](mailto:Molly.Vorce@faa.gov) | FAA – AJM-11 |
| Malcolm Andrews | [Malcolm.Andrews@faa.gov](mailto:Malcolm.Andrews@faa.gov) | FAA  AJM-3 |

1. **Insert standard E-MAIL message content for Congressional Affairs Notification:**

*Dear (Insert Point of Contact),*

*The FAA hereby submits the attached Congressional Affairs Notification via form DOT F 4220.41 to the DOT Assistant Secretary for Government Affairs (I-1) or designee for review and to assist with Congressional notifications regarding a pending contract award.*

*The FAA intends to award a contract [or modifications and delivery/task orders] to {Company Name} for {Product and/or Service}. The length of the contract, if all options are exercised, is [X years], and the total potential value is [$\_\_\_]. More information is provided on the attached form.*

*Please acknowledge receipt of this transmittal. If you should have any questions or require additional information regarding this contractual action, then please feel free to contact me at XXX.XXX.XXXX.*

1. **Attach Procurement Form DOT F 4220.41, "Contract Award Notification” located at:** [**https://fast.faa.gov/docs/ContractAwardNotification.pdf**](https://fast.faa.gov/docs/ContractAwardNotification.pdf)