**CONGRESSIONAL AFFAIRS NOTIFICATION TEMPLATE**

The process below should be used as a template to ensure email 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 | T[onya.Gross@dot.gov](mailto:tonya.gross@dot.gov) | OST |
| Trish Fritz | Trish.fritz@dot.gov | OST |
| **CC:** | | |
| Lauren Dudley | Lauren.Dudley@faa.gov | FAA – AGI |
| Brian Langdon | B[rian.Langdon@faa.gov](mailto:brian.langdon@faa.gov) | FAA – AGI |
| Nathan Tash | [Nathan.Tash@faa.gov](mailto:Nathan.Tash@faa.gov) | FAA - ACQ-1 |
| Marvin Poindexter | [M](mailto:Rita.Mcnair@faa.gov)arvin.Poindexter@faa.gov | FAA - ACQ-2 |
| Matthew Lehner | Matthew.D.Lehner@faa.gov | FAA – AOC-1 |
| Jeannie Shiffer | J[eannie.Shiffer@faa.gov](mailto:jeannie.shiffer@faa.gov) | FAA – AOC-2 |
| Dave Ingram | D[avid.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 |
| Angel Jones | [Angel.Jones@faa.gov](mailto:Angel.Jones@faa.gov) | FAA- AAQ-2a COS |
| Your Division Manager | | |
| Your Branch Manager | | |

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

|  |  |  |
| --- | --- | --- |
| **Name** | **Email Address** | **Organization** |
| **TO:** | | |
| Timothy Arel | [Timothy.arel@faa.gov](mailto:Timothy.arel@faa.gov) | FAA – AJO-0 |
| Carey Fagan | [Carey.fagan@faa.gov](mailto:Carey.fagan@faa.gov) | FAA – AJO-1 (Acting) |

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

|  |  |  |
| --- | --- | --- |
| Name | Email Address | Organization |
| TO: | | |
| Rebecca Guy | [Rebecca.Guy@faa.gov](mailto:Rebecca.Guy@faa.gov) | FAA – AJM-0 |
| Dan Hicok | [Dan.Hicok@faa.gov](mailto:Dan.Hicok@faa.gov) | FAA – AJM-0 (Acting) |
| Malcolm Andrews | [Malcolm.Andrews@faa.gov](mailto:Malcolm.Andrews@faa.gov) | FAA AJM-3 |

**For customer organizations other than ATO or PMO, please include the appropriate executive level of that organization.**

1. **You MUST 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* ***[Insert Company Name]*** *for* ***[Insert product and/or service]****. The length of the contract, if all options are exercised, is* ***[Insert number of years]****, and the total potential value is $* ***[Insert value]****. 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* ***[Insert phone number]*** *and* ***[contracting.officer@faa.gov]****.*

1. **Attach Procurement FAA Form 4400-35, "Contract Award Notification” located at:** <https://fast.faa.gov/docs/ContractAwardNotification.pdf>