

FEDERAL AVIATION ADMINISTRATION TRAVEL POLICY
Chapter 300—General

PART 300-2--HOW TO USE THE FAATP

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- 300-2.1 In what format is the FAATP written?
- 300-2.2 What is the purpose of the question and answer format?
- 300-2.3 How is the rule expressed in the question and answer format?
- 300-2.4 Who is the user that the FAATP addresses?
- 300-2.5 How is the user addressed in the FAATP?

§ 300-2.1 In what format is the FAATP written? The FAATP is written in the question and answer format.

§ 300-2.2 What is the purpose of the question and answer format? The Q&A format is an effective way to engage the reader and to break the information into manageable pieces

§ 300-2.3 How is the rule expressed in the question and answer format? The rule is expressed in both the question and answer.

§300-2.4 Who is the user that the FAATP addresses? The employee, although the FAA will also use the FAATP, and is bound by its provisions.

§ 300-2.5 How is the user addressed in the FAATP? The FAATP asks questions in the first person, as the user would. It then answers the questions in the second person as follows

In the...	The employee is referred to using...
Question,	I, me, my, or myself.
Answer,	You, or your.