| **Government Meetings Chart** |
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| **Government Office** | **Government Personnel** | **Company Personnel** | **Type of Discussion** | **Frequency** | **Next Visit** |
| **Federal*** Find your senator: <https://www.senate.gov/senators/contact/>
* Find your congressional representative: <http://www.house.gov/representatives/find/>
 |
| U.S. Senator |  |  |  |  |  |
| U.S. Senator |  |  |  |  |  |
| Representative – Business |  |  |  |  |  |
| Representative – Home |  |  |  |  |  |
| **State*** Find your governor/lieutenant governor: <https://www.usa.gov/state-governor>
* Find your state legislators: <http://www.statelocalgov.net/>
 |
| Governor |  |  |  |  |  |
| Lt. Governor |  |  |  |  |  |
| State Upper House (Senator) – Business |  |  |  |  |  |
| State Upper House – Home |  |  |  |  |  |
| State Lower House (Assemblyperson) – Business |  |  |  |  |  |
| State Lower House (Assemblyperson) – Home |  |  |  |  |  |
| **Local*** Most cities and counties have a website. Use google to identify and locate the contact information for your local government officials.
 |
| Mayor/County Executive – Business |  |  |  |  |  |
| Member, City Council/Board of Supervisors – Business |  |  |  |  |  |
| Member, City Council/Board of Supervisors – Business |  |  |  |  |  |
| Member, City Council/Board of Supervisors – Business |  |  |  |  |  |
| Member, City Council/Board of Supervisors – Business |  |  |  |  |  |
| Mayor/County Executive – Home |  |  |  |  |  |
| Member, City Council/Board of Supervisors – Home |  |  |  |  |  |
| Member, City Council/Board of Supervisors – Home |  |  |  |  |  |
| Member, City Council/Board of Supervisors – Home |  |  |  |  |  |
| Member, City Council/Board of Supervisors – Home |  |  |  |  |  |
| **Federal Regulators*** DOT Leadership: <https://www.transportation.gov/government/government-affairs/staff-directory>
* FAA Leadership: <https://www.faa.gov/about/key_officials/>
* FAA Organizational Chart: <https://directory.faa.gov/appsPub/National/employeedirectory/faadir.nsf/org?OpenForm>
* FAA Region/Office/Service Locator: <https://www.faa.gov/about/office_org/>
* Flight Standards District Office Locator: <https://www.faa.gov/about/office_org/field_offices/fsdo/>
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| Secretary of Transportation1200 New Jersey Ave., SEWashington, DC 20590T: 202-366-1111F: 202-366-7202W: [www.dot.gov](http://www.dot.gov) | Scheduler | ChairmanPresident | Overview with emphasis on international and business issues impacted by FAA and DOT | One 30-minute session during the 4-year term, and always within 6 months of a change of the listed personnel |  |
| FAA Administrator800 Independence Ave., SWWashington, DC 20591T: 202-267-3111F: 202-267-5047W: [www.faa.gov](http://www.faa.gov/) | AdministratorScheduler | President | Overview with emphasis on:International and business issues impacted by FAA:* Expectations of cooperation and coordination among government agencies (*e.g.*, NTSB)
* What the company will do to help with aviation safety politics
 | Two 30-minute sessions during the 5-year term, and always within 6 months of a change of the listed personnel |  |
| (AVS-1) Associate Administrator for Aviation Safety | Scheduler | President | Overview with emphasis on:* International and business issues impacted by FAA
* Expectations of cooperation and coordination between AFS and AIR to ensure proper focus
* The good work the company is doing
* The company’s coordinated activities among various FAA offices
 | One 30-minute session every 18 months, but not less than once every 2 years, and always within 6 months of a change of the listed personnel |  |
| (AIR-1) Aircraft Certification Service, with direct report from:* (AIR-100/200) Aircraft Engineering & Manufacturing Division
 | AIR-1 DirectorAIR-100/200 Manager | Executives in charge of engineering and/or manufacturing | Overview with emphasis on technical issues:* These are our design and manufacturing operations…
* This is how regulations cover us…
* These are issues we are working on with the local office (ACO/FSDO)… with the directorate…with you here at national headquarters…
 | One 60-minute session at least once a year, and always within 6 months of a change of the listed personnel |  |
| (AFS-1) Flight Standards Service, with direct reports from:* (AFS-200) Air Transportation Division
* (AFS-300) Aircraft Maintenance Division
 | AFS-1 DirectorAFS-200 ManagerAFS-300 Manager | Executives in charge of operations and maintenance | Overview with emphasis on technical issues:* These are all the types of operation and maintenance activities we do...
* This is how regulations cover us…
* These are issues we are working on locally… regionally…with multiple international locations…with you here at national headquarters…
 | One 60-minute session at least once a year, and always within 6 months of a change of the listed personnel |  |
| Air Certification Service Directorates* Small Airplanes
* Transport Airplanes
* Engines and Propellers
* Rotorcraft
 | Appropriate directorate manager | Executives in charge of engineering and manufacturing | When in the area, arrange for a meal or meeting to present an overview of all design projects on aircraft, engines, propellers:* These are issues we are working on locally which will impact the directorate and/or national policy…
 | One 60-minute session at least once a year, and always within 6 months of a change of the listed personnel |  |
| Local Aircraft Certification Office | Manager | Directors in charge of engineering and manufacturing | Overview with emphasis on local technical issues:* These are our certification projects…
* This is how regulations cover us…
* These are issues on which we need to work with you and the Directorate with oversight of the product…
 | One 60-minute session at least once a year, and always within 6 months of a change of the listed personnel |  |
| Flight Standards Service Regional Division | Manager | Director in charge of operations and maintenance | Overview with emphasis on technical issues:* These are our maintenance projects…
* These are issues impacting national policy that we are working on, and this is how we need to continue close cooperation…
 | One 60-minute session at least twice a year, and always within 6 months of a change of manager |  |
| Certificate Management Office and other Flight Standards District Office(s) | * Manager
* Asst. Manager for Airworthiness
* Asst. Manager for Operations
* Supervisors of Aviation Safety Inspectors (ASIs) assigned to company
* Principal Operations Inspector
* Principal Maintenance Inspector
* Principal Avionics Inspector
* Asst. ASIs assigned to company
 | Executives through Directors of operations and maintenance activities | Overview with emphasis on technical issues:* These are our operations and maintenance projects…
* These are issues impacting national policy that we are working on, and this is how we need to continue close cooperation…
 | One 60-minute session at least twice a year, and always within 6 months of a change of any manager or principle aviation safety inspector |  |
| **State/Local Regulators*** Most municipal regulatory authorities have a website. If not, information for how to contact the agency can be found on the city/county’s website.
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| Include any relevant agencies. |  |  |  |  |  |