| **Government Meetings Chart** | | | | | |
| --- | --- | --- | --- | --- | --- |
| **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/> | | | | | |
| Secretary of Transportation  1200 New Jersey Ave., SE Washington, DC 20590  T: 202-366-1111 F: 202-366-7202 W: [www.dot.gov](http://www.dot.gov) | Scheduler | Chairman  President | 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 Administrator  800 Independence Ave., SW Washington, DC 20591  T: 202-267-3111 F: 202-267-5047 W: [www.faa.gov](http://www.faa.gov/) | Administrator  Scheduler | 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 Director  AIR-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 Director  AFS-200 Manager  AFS-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. | | | | | |
| Include any relevant agencies. |  |  |  |  |  |