

**FAA Safety Team
Cleveland Flight Standards District Office
25249 Country Club Blvd.
North Olmsted, Ohio 44070**

July 30, 2014

FAASTeam Representatives,

In accordance with the FAASTeam National Performance Plan, FAASTeam Program Managers are required to conduct semi-annual meetings with the FAASTeam Representatives within their area of responsibility. These meetings are for the purpose of interaction, communication and FAASTeam training and will be scheduled in March/September 2014. Each FAASTeam Representative is required to attend at least one (1) of these meetings to maintain your volunteer status as a FAASTeam Representative.

You are invited as follows:

FAASTeam Representative Semi-Annual Meeting

Date: September 06, 2014

Time: 9:00am – 1:00pm

Location: Akron-Canton Regional Airport

Conference Room 1

2nd Floor Main Terminal Building

5400 Lauby Road, NW

North Canton, Ohio 44720

This meeting will include information relative to the following topics:

1. Overview of FAASTeam Program Changes
2. Review of FAASTeam National Performance Plan
3. Review of FAASTeam Representative Manual
4. FAASafety.gov/SPANS Events
5. WINGS/AMT On-Line Programs
6. FAASTeam Representative Responsibilities and Expectations

If you did not attend the FAASTeam Representative Training held March 26, 2014 in the Cleveland FSDO, this training is mandatory to maintain your volunteer status as a FAASTeam Representative. Those FAASTeam Representatives that do not complete the required annual training will have their FAASTeam status terminated. This will be the final opportunity to complete this training in FY2014.

Please confirm your attendance via telephone at 440-686-2025(O) or Email at mark.kimmel@faa.gov.

If you have questions or require additional information, please contact me.

Respectfully,

Mark R. Kimmel

Mark Kimmel, FAASTeam Program Manager
Cleveland Flight Standards District Office

