



**Federal Aviation  
Administration**



**Office of International Affairs**  
**Job Aid**  
Technical Assistance Requests



**FOR INTERNAL USE AND REFERENCE ONLY**



**Federal Aviation  
Administration**

**Sample Questions / Survey for the Intake of Technical Assistance Requests**

- 1.** Date the technical assistance request was received by the FAA.
- 2.** Name of entity making the request for technical assistance.
- 3.** In which region dose the requesting entity reside? (Africa, Europe and Middle East; Asia-Pacific; Western Hemisphere; ICAO)
- 4.** What is the name of the point-of-contact for the technical assistance request?
- 5.** What is the email address of the point-of-contact for the technical assistance request?
- 6.** What is the phone number of the point-of-contact for the technical assistance request?
- 7.** Is the requesting entity the same as the technical assistance recipient? (Yes; No)
- 8.** Which country will host or receive the technical assistance?
- 9.** What is the name of the point-of-contact for the host or recipient country?
- 10.** What is the email address of the point-of-contact for the host or recipient country?
- 11.** What is the phone number of the point-of-contact for the host or recipient country?
- 12.** Describe the specific request being made of the FAA.
- 13.** Describe the reason(s) for the specific request. Explain what barrier the FAA may help the foreign entity overcome through technical assistance.
- 14.** If the request is for training, how many students are expected to participate?
- 15.** When does the request need to be fulfilled by?
- 16.** Attach any emails, records of conversation, or other files associated with the technical assistance request.
- 17.** Which FAA Line of Business or Staff Office has technical responsibility for supporting the specific request? (APL-11, APT, APX, APC, AEU, APC, AWH, AJV-I, AIR-40, AFS-50, AMA-800, Other)
- 18.** Which FAA Desk Officer is assigned responsibility for the host or recipient country?

