



**UNITED STATES OF AMERICA  
DEPARTMENT OF TRANSPORTATION  
OFFICE OF THE SECRETARY  
WASHINGTON, DC**

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**AIR CARRIER ACCESS ACT ADVISORY COMMITTEE**

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The U.S. Department of Transportation (Department) invites interested persons to submit applications or nominations for membership on the advisory committee on the air travel needs of passengers with disabilities. Applications and nominations for membership must be received on or before January 15, 2019.

Background

On October 5, 2018, President Trump signed the FAA Reauthorization Act of 2018 (FAA Act), Pub. L. No. 115-254, 132 Stat. 3186 (2018). Section 439 of the FAA Act requires the Secretary of Transportation to establish an advisory committee to identify and assess barriers to accessible air travel, determine the extent to which DOT is addressing those barriers, recommend improvements, and advise the Secretary on implementing the Air Carrier Access Act.

The Department intends to establish a Federal advisory committee on the air travel needs of passengers with disabilities to be known as the Air Carrier Access Act Advisory Committee (ACAA Committee) in accordance with the requirements of the Federal Advisory Committee Act (FACA).

Eligibility for Membership

The FAA Act specifies that the ACAA Committee shall be composed of at least one representative of each of the following groups: passengers with disabilities; national disability organizations; air carriers; airport operators; contractor service providers; aircraft manufacturers; wheelchair manufacturers; and national veteran organizations representing disabled veterans. The Department may select more than one representative for a group, if appropriate, to obtain fairly balanced membership. The chairperson will be designated from among the members appointed.

Individuals applying for membership should keep in mind that Committee members will be selected based on their ability and willingness to effectively represent the interests of all stakeholders in their category, as distinct from their parochial or personal interests. For example, an individual selected to serve on the Committee as a representative of air carriers would represent not only his or her own airline, but all air carriers. As such, the individual would be expected to

consult with other airlines in bringing issues to the table and making decisions on proposals before the Committee.

### Compensation for Members

Pursuant to section 439(e) of the FAA Act, committee members will be reimbursed for travel and per diem expenses as permitted under applicable Federal travel regulations. Reimbursement is subject to funding availability. Committee members will receive no salary or other compensation for participation in Committee activities.

### Submitting Applications or Nominations

Individuals can self-apply or be nominated by any individual or organization. To be considered for the ACAA Committee, applicants/nominators should submit the following information:

- Name, title, organization, and contact information (address, telephone number and email address) of nominee/applicant;
- Category of membership that the nominee/applicant is qualified to represent;
- Resume of the applicant or short biography of the nominee including professional and academic credentials;
- A statement of nomination on why the applicant wants to serve or the nominator is nominating the individual to serve, and the unique perspectives and experiences the nominee brings to the Committee;
- An affirmative statement that the applicant/nominee meets the eligibility requirements; and
- Optional letters of support.

Please do not send company, trade association, organization brochures, or any other promotional information. Materials submitted should total five pages or less. Should more information be needed, Department staff will contact the applicant/nominee, obtain information from the applicant's/nominee's past affiliations, or obtain information from publicly available sources.

All application/nomination materials should be submitted electronically via email to [ACAA-Advisory-Committee@dot.gov](mailto:ACAA-Advisory-Committee@dot.gov). Nominations must be received by January 15, 2019.

### Selection of Members

The Department will choose the Committee members based on four main criteria: (1) representativeness (does the applicant represent a significant stakeholder group described above?); (2) expertise (does the applicant bring essential knowledge, expertise, and/or experience regarding accessibility?); (3) balance (do selected applicants comprise a balanced array of representative and expert stakeholders?); and (4) willingness to participate fully (is the applicant

able and willing to attend the listed meetings and generally contribute constructively to a rigorous policy development process?).

Nominations are open to all individuals without regard to race, color, religion, sex, national origin, age, disability, marital status, or sexual orientation. Nominees selected for appointment to the Committee will be notified by return email and by a letter of appointment.

For further information, please contact Vinh Nguyen or Livaughn Chapman, Office of the Aviation Enforcement and Proceedings, U.S. Department of Transportation, by email at [vinh.nguyen@dot.gov](mailto:vinh.nguyen@dot.gov) or [livaughn.chapman@dot.gov](mailto:livaughn.chapman@dot.gov) or by telephone at 202-366-9342.