



U.S. Department  
of Transportation  
**Federal Aviation  
Administration**

**February 14, 2013**

Dear Forum Participant,

The Federal Aviation Administration (FAA) has scheduled Aeronautical Charting Forum (ACF) meeting 13-01 for April 23<sup>rd</sup> through April 25<sup>th</sup>, 2013.

The Instrument Procedures Group (IPG) meeting is scheduled for one day and will meet from 8:30 AM to 5:00 PM on Tuesday, April 23<sup>rd</sup>. The Charting Group meeting is scheduled for two-days and will meet from 8:30 AM to 5:00 PM on Wednesday, April 24<sup>th</sup> and Thursday, April 25<sup>th</sup>. Dress is business casual.

The ACF will be hosted by Innovative Solutions International, at Pragmatics, Inc. Headquarters, 1761 Business Center Drive, Reston, VA 20190-7515. A listing of local hotels, directions, and other information is available at <http://aeronav.faa.gov/index.asp?xml=aeronav/acf>.

As in the past, we are requesting that you send us information on new forum agenda items using the appropriate attached forms. Please mail, fax, or e-mail (preferred) completed forms to the appropriate addressee below **not later than April 5<sup>th</sup>**.

***NOTE: We will no longer accept late submissions unless the issue is deemed important enough for exception by the applicable Co-Chair. This will ensure all meeting materials and new agenda items are prepared and circulated for review prior to the meeting.***

For issues relating to the Instrument Procedures Group (IPG):

Mr. Thomas Schneider  
FAA/AFS-420  
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Info copy to: Mr. Bill Hammett  
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6 Pope Circle  
Nashua, NH 03063

Phone: (603) 521-7706  
Fax: (603) 521-7706 (Call first)

E-mail: [bill.ctr.hammett@faa.gov](mailto:bill.ctr.hammett@faa.gov)

For issues relating to the Charting Group (CG):

Ms. Valerie Watson  
FAA AeroNav Products, Quality Assurance and  
Regulatory Support, AJV-3B  
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SSMC 4 - Station 4640  
Silver Spring, MD 20910

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Email: [valerie.s.watson@faa.gov](mailto:valerie.s.watson@faa.gov)

Info copy to: Mr. Alex Rushton  
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Regulatory Support (NISC-LM), AJV-3B  
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SSMC 4 - Station 4530  
Silver Spring, MD 20910

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Email: [alex.ctr.rushton@faa.gov](mailto:alex.ctr.rushton@faa.gov)

**Security Requirements:**

- **US citizens: A federal or state issued picture I.D is required.**
- **Non-US citizens: A passport is required. Additionally, please forward the following information to Christy Nettleton at [christy.ctr.nettleton@faa.gov](mailto:christy.ctr.nettleton@faa.gov) not later than April 5:**
  - **Name**
  - **Country of Citizenship**
  - **Company/Organization Representing**
  - **Country of Company/Organization**
- **Foreign nationals who fail to provide the above information will not be allowed entrance – NO EXCEPTIONS**

Minutes of the Instrument Procedures Group 12-02 meeting, which was held on October 23, were electronically distributed on November 14, 2012. Copies of the minutes and other pertinent information relating to the IPG may be obtained on the ACF-IPG page of the AFS-420 web site: [http://www.faa.gov/about/office\\_org/headquarters\\_offices/avs/offices/afs/afs400/afs420/acfigp/](http://www.faa.gov/about/office_org/headquarters_offices/avs/offices/afs/afs400/afs420/acfigp/)

Minutes of the Charting Group 12-02 meeting, which was held on October 24-25, were electronically distributed on December 6, 2012. Copies of the minutes and other pertinent information relating to the Charting Group may be obtained on the AeroNav Services web site at: <http://aeronav.faa.gov/index.asp?xml=aeronav/acf> .

We ask that you review all open items from the previous meeting and be prepared to discuss those assigned to you or of interest to your organization. We look forward to your participation at the upcoming forum.

Thomas E. Schneider  
Co-Chair, Aeronautical Charting Forum,  
Instrument Procedures Group

Valerie S. Watson  
Co-Chair, Aeronautical Charting Forum  
Charting Group

Enclosures Recommendation Form (IPG)  
Recommendation Form (Charting Group)  
Pragmatics Information

**AERONAUTICAL CHARTING FORUM  
Instrument Procedures Group  
Meeting 13-01 – April 23, 2013**

**RECOMMENDATION DOCUMENT**

FAA Control # \_\_\_\_\_

**Subject:**

**Background/Discussion:**

**Recommendations:**

**Comments:**

**Submitted by:**

**Organization:**

**Phone:**

**FAX:**

**E-mail:**

**Date:**

Please send completed form and any attachments to:  
[thomas.e.schneider@faa.gov](mailto:thomas.e.schneider@faa.gov) and cc: [bill.ctr.hammett@faa.gov](mailto:bill.ctr.hammett@faa.gov)

**AERONAUTICAL CHARTING FORUM  
Charting Group  
Meeting 13-01 – April 24-25, 2013**

**RECOMMENDATION DOCUMENT**

**FAA Control # 13-01-\_\_\_\_\_**

**Subject:**

**Background/Discussion:**

**Recommendations:**

**Comments:**

**Submitted by:**

**Organization:**

**Phone:**

**E-mail:**

**Date:**

Please send completed form and any attachments to:  
[Valerie.s.watson@faa.gov](mailto:Valerie.s.watson@faa.gov) and cc: [alex.ctr.rushton@faa.gov](mailto:alex.ctr.rushton@faa.gov)