



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

**February 7, 2020**

Dear Participant,

The Federal Aviation Administration (FAA) has scheduled a meeting of the Aeronautical Charting Group and Instrument Procedures Group for **Tuesday, April 14<sup>th</sup>** through **Thursday, April 16<sup>th</sup>, 2020**.

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 14<sup>th</sup>**. The Charting Group meeting is scheduled for two days and will meet from 8:30 AM to 5:00 PM on **Wednesday, April 15<sup>th</sup>** and **Thursday, April 16<sup>th</sup>**. Dress is business casual.

The meeting will be held at the NOAA Science Center/Auditorium located at 1301 East West Hwy, Silver Spring, MD 20910. A listing of local hotels, directions, and other information is available at [http://www.faa.gov/air\\_traffic/flight\\_info/aeronav/acf/](http://www.faa.gov/air_traffic/flight_info/aeronav/acf/).

It is requested that you send information on new agenda items using the appropriate attached forms. Please mail or e-mail (preferred) completed forms to the appropriate addressee below **no later than Friday, March 27<sup>th</sup>, 2020**.

***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.***

#### **Security Requirements:**

U.S. Citizens will be required to present a Federal or State issued picture I.D. for entry into the NOAA Auditorium.

- Personnel with a U.S. Government badge (FAA, DOT, etc.) will be issued a "Non-Escort" badge
- All other personnel will be issued an "Escort Required" badge

#### **NON U.S. NATIONALS:**

Non U.S. Nationals must register in advance and are required to submit the information requested in the following linked form. Please go to [https://www.faa.gov/air\\_traffic/flight\\_info/aeronav/acf/media/FNV\\_Form\\_ACF\\_20-01.doc](https://www.faa.gov/air_traffic/flight_info/aeronav/acf/media/FNV_Form_ACF_20-01.doc) to download the form, complete and submit by **COB Friday, 27 March, 2020** to Valerie Watson at [Valerie.s.watson@faa.gov](mailto:Valerie.s.watson@faa.gov) (as indicated at the top of the form).

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

Mr. Jeff Rawdon  
FAA Flight Procedures and Airspace Group  
P.O. Box 25082  
Oklahoma City, OK 73125

Phone: (405) 954-3772  
E-mail: [jeffrey.rawdon@faa.gov](mailto:jeffrey.rawdon@faa.gov)

Info copy to: Mr. Steve VanCamp  
FAA Flight Procedures and Airspace Group  
(Contract Support)  
P.O. Box 25082  
Oklahoma City, OK 73125

Phone: (405) 954-5327  
E-mail: [steve.ctr.vancamp@faa.gov](mailto:steve.ctr.vancamp@faa.gov)

For issues relating to the Charting Group (CG):

Ms. Valerie Watson  
FAA AIS, Charting Products Integration  
Team, AJV-A250  
1305 East West Highway  
SSMC 4 - Station 3604  
Silver Spring, MD 20910

Phone: (202) 267-5218  
Email: [valerie.s.watson@faa.gov](mailto:valerie.s.watson@faa.gov)

Info copy to: Mr. Alex Rushton  
FAA AIS, Charting Products Integration  
Team, (Contract Support) AJV-A250  
1305 East West Highway  
SSMC 4 - Station 3610  
Silver Spring, MD 20910

Phone: (202) 267-5109  
Email: [alex.ctr.rushton@faa.gov](mailto:alex.ctr.rushton@faa.gov)

Minutes of the Instrument Procedures Group 19-02 meeting and other pertinent information relating to the IPG may be obtained on the IPG web page of the Flight Procedures and Airspace Group web site:

[http://www.faa.gov/about/office\\_org/headquarters\\_offices/avs/offices/afx/afs/afs400/afs420/acfi/pg/](http://www.faa.gov/about/office_org/headquarters_offices/avs/offices/afx/afs/afs400/afs420/acfi/pg/).

Minutes of the Charting Group 19-02 meeting and other pertinent information relating to the Charting Group may be obtained on the Aeronautical Information Services web site at:

[http://www.faa.gov/air\\_traffic/flight\\_info/aeronav/acf/](http://www.faa.gov/air_traffic/flight_info/aeronav/acf/).

We look forward to your participation at the upcoming meeting.

Jeff Rawdon  
Co-Chair, Aeronautical Charting Meeting,  
Instrument Procedures Group

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

Enclosures: Recommendation Form (IPG); Recommendation Form (Charting Group)

**AERONAUTICAL CHARTING MEETING  
Instrument Procedures Group  
Meeting 20-01 – April 14, 2020**

**RECOMMENDATION DOCUMENT**

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

**Subject:**

**Background/Discussion:**

**Recommendations:**

**Comments:**

**Submitted by:**

**Organization:**

**Phone:**

**E-mail:**

**Date:**

Please send completed form and any attachments to:  
[jeffrey.rawdon@faa.gov](mailto:jeffrey.rawdon@faa.gov) and cc: [steve.ctr.vancamp@faa.gov](mailto:steve.ctr.vancamp@faa.gov)

**AERONAUTICAL CHARTING MEETING**

**Charting Group**

**Meeting 20-01 – April 15-16, 2020**

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[valerie.s.watson@faa.gov](mailto:valerie.s.watson@faa.gov), [Jennifer.L.Hendi@faa.gov](mailto:Jennifer.L.Hendi@faa.gov) and cc: [alex.ctr.rushton@faa.gov](mailto:alex.ctr.rushton@faa.gov)