

CHAPTER 2 LAYOUT AND FORMAT

2.1 GENERAL

Unless otherwise specified, textual, tabulated, and graphic data shall be positioned so as to read perpendicular to the bound edge. Page-size graphics may be positioned with the top or bottom at the bound edge if the east-west dimensions are greater than north-south. The bottom of the graphic will be at the bound edge on even-numbered pages, and the top of the graphic will be at the bound edge on odd-numbered pages.

Each Section will begin at the top of a new page.

Each item of information has its own basic layout and format and is discussed under the subject heading for the specific data.

Separation between Airport/Facility entries will be solid or dash line. A solid ruled line, extending across the width of the page, will be used between entries with differing associated cities. A dashed ruled line, extending across the width of the page, will be used between entries that have the same associated city.

2.2 SIZE AND DIMENSIONS

The trim size of the Supplement shall measure 5 3/8" x 8 1/4". The page limitation shall measure 4 3/4" x 7 3/4".

2.3 COVERS

2.3.1 Outside Front Cover

The outside front cover color, font style, size, color and position shall be as indicated in the following Appendices:

- [Appendix 1](#) - Front Cover - Chart Supplement U.S.
- [Appendix 2](#) - Front Cover - Chart Supplement Alaska
- [Appendix 3](#) - Front Cover - Chart Supplement Pacific

2.3.1.1 **FAA Logo/Banner**

The FAA logo/banner shall be shown in white type on a blue background strip located at the top of the cover as indicated in appendices.

2.3.1.2 **Trademark Logo**

The trademark symbol (TM) shall be shown in knock-out white type screen as indicated in the appendices.

2.3.1.3 Publication Title**2.3.1.4 Geographic Area Name****2.3.1.5 Effective Dates and Times**

The dates on the cover shall reflect the effective Z (Zulu) time and date, and the expiration Z time and date of the aeronautical data. Dates shown shall consist of the day, month, and year; e.g Effective 0901Z8 JAN 2015. Names and months shall be abbreviated to the first three letters as appropriate.

2.3.1.6 Coverage Area

The area of coverage applicable to each volume shall be shown in blue. State boundaries in the contiguous U.S. will be depicted in green. Identification text in white. The Chart Supplement Alaska will show a graphic of the state of Alaska in Blue with identification text in white. The Chart Supplement Pacific will show a graphic of the earth in blue and white. See Appendices for examples.

2.3.1.7 Consult NOTAMs Note

The note “Consult NOTAMs for latest information” note shall be shown as indicated in the Appendices.

2.3.1.8 Consult/Subscribe to FAA Safety Alerts and Charting Notices Note

The note “Consult/Subscribe to FAA Safety Alerts and Charting Notices at: *(link to current Safety Alerts and Charting Notices website here)*” note shall be shown below the Consult NOTAMs note.

2.3.1.9 Warning Note

The note “Warning: Refer to current foreign chart and flight information publications for information within foreign airspace” will be shown below the Consult/Subscribe to FAA Safety Alerts and Charting Notices Note.

2.3.1.10 IAC Credit Note

The following Interagency Air Committee (IAC) credit note shall be shown, positioned .25" above the lower trim edge as indicated in appendices. Type size and style shall be 8 pt. Arial Bold (upper/lower case). “Published from digital files compiled in accordance with Interagency Air Committee specifications and agreements approved by Department of Defense • Federal Aviation Administration”

2.3.1.11 QR Code

The QR Code shall be positioned on the title panel.

2.3.1.12 Flags - Important Notices

Important notices may be flagged on the front cover positioned below the publication title as space permits. Type size and style shall be 8 pt. Arial Bold (upper/lower case).

2.3.2 Inside Front Cover

References:

[Appendix 4](#) - Inside Front Cover - Chart Supplement U.S.

[Appendix 5](#) - Inside Front Cover - Chart Supplement Alaska

[Appendix 6](#) - Inside Front Cover - Chart Supplement Pacific

2.3.2.1 General Information

The title “GENERAL INFORMATION”, will begin on the inside front cover and continue to the succeeding pages as necessary. The inside front cover will consist of the following:

1. An introductory paragraph containing general descriptive statements concerning the publishing and distributing agency, a general descriptive statement as to the contents and purpose of the publication, and other information as required.
2. The following information shall also be published under the heading “CORRECTIONS, COMMENTS, AND/OR PROCUREMENT”:
3. Critical information note/s;
4. Contact information for submitting data corrections;
5. Publication schedule, including cut-off dates for submission of information and any pertinent notes;
6. Contact information for submitting charting comments;
7. A note directing users to visit the web site for frequently asked questions;
8. Procurement contact information;
9. A note indicating that these supplements are part of the U.S. Aeronautical Information Publication.

2.3.3 Inside Back Cover

2.3.3.1 Chart Supplement U.S. & Alaska

The PIREP form and encoding instruction pages will be located on the inside back cover and the facing page (form on inside back cover, guidance on preceding page).

References:

[Appendix 7](#) - Inside Back Cover - Chart Supplement U.S. & Alaska

2.3.3.2 Chart Supplement Pacific

The inside back cover shall contain the Instrument Takeoff or Approach Procedures Chart Rate of Climb/Descent Table.

References:

[Appendix 8](#) - Inside Back Cover - Chart Supplement Pacific

2.3.4 Outside Back Cover

References:

[Appendix 9](#) - Outside Back Cover - Chart Supplement U.S.

[Appendix 10](#) - Outside Back Cover - Chart Supplement Alaska

[Appendix 11](#) - Outside Back Cover - Chart Supplement Pacific

2.3.4.1 Common Items - Applies to All Three Products

2.3.4.1.1 Bar Codes

Bar code information and associated text shall be positioned at the bottom right as shown in Appendices. Bar codes shall be depicted for the National Stock Number and the Effective Julian Date. The National Stock Number (NSN), the NGA Reference number and the effective date (Julian) will also be shown textually. Font and type size as shown in the appendices. The FAA Product ID shall be shown above the NSN bar code. The branding approval code will be shown below the NGA Ref. No.

Figure 2.1 Bar Codes



2.3.4.2 Chart Supplement U.S.

2.3.4.2.1 Area of Coverage

The Outside Back Cover shall show an “AREA OF COVERAGE” graphic depicting the boundaries of each volume. Each volume area shall be identified by volume name, in 8 pt Arial (Caps). Each state shall be identified with the individual two letter Post Office code in 6 pt. Arial (Caps). The area of coverage for the volume will be shown with states shaded in a blue color with knock-out white type.

2.3.4.3 Chart Supplement Alaska and Chart Supplement Pacific

The Alaska and Pacific outside back cover shall contain the IFR and VFR Position Reporting, Change in Flight Plan and Flight Plan Filing procedures. The font style Arial, type size shall be 10 pt (caps) for the title and 6 pt (caps and lowercase) for the remaining text.

2.3.5 Spine

The spine shall contain the following:

References:

[Appendix 12](#) - Spines

2.3.5.1 Abbreviated Chart Supplement Name

Two or three-letter abbreviated supplement name.

2.3.5.2 Two Letter Area Code (Postal Code) for Chart Supplement U.S.

Alphabetized coverage using two letter post office code negative 18 point type (caps) on black background.

2.3.5.3 Full Name Coverage - Alaska and Pacific Chart Supplements

Full name coverage in negative 18 point type (caps) on black background for Alaska and Pacific Chart Supplements.

2.3.5.4 Effective Dates

The effective dates of the volume in 10 point type (caps).

2.3.5.5 Read of Spine

The spine shall read from left to right with the front cover facing up

2.3.5.6 Top Trim Edge

The top trim edge shall identify the publication and volume, e.g. AFD NE, PCS, ACS. This identifier gets stamped onto the books by the printing contractor

2.3.6 General Information - Table of Contents

The Table of Contents page immediately follows “GENERAL INFORMATION” (inside front cover) at the top of the next page.

2.3.6.1 Title

The title “TABLE OF CONTENTS” in 8 point bold type (caps) followed by the contents in 8 point type.

References:

[Appendix 13](#) - Table of Contents - Chart Supplement U.S.

[Appendix 14](#) - Table of Contents - Chart Supplement Alaska

[Appendix 15](#) - Table of Contents - Chart Supplement Pacific

2.3.7 Cross Reference Listings

Cross reference listings of military airports, and seaplane bases shall immediately follow the TOC page.

The listings shall be columnized listings alphabetical by facility name followed by abbreviated state name (or if in a foreign area, the abbreviated country name) and the city name.

2.3.7.1 City/Military Airport Cross Reference

Military airports shall be listed alphabetically by facility name for all Military or joint-use Military/Civilian airports contained in the supplement.

2.3.7.2 Seaplane Landing Listing

Seaplane Landing Listing shall consist of columnized listing alphabetical by facility name of all seaplane landing areas/waterways contained in the supplement.

A descriptive write-up shall precede the columnized listing.

2.3.8 Abbreviations and Acronyms

The abbreviations section will immediately follow after the Cross Reference listings. Abbreviations and acronyms shall conform to ICAO standards when feasible. When no ICAO abbreviation exists, the FAA abbreviation will be used. If no FAA abbreviation exists, the DoD abbreviation will be used. All abbreviations/acronyms used in the Supplements must appear in Section A of that Supplement.

Abbreviations/acronyms shall be used in Section 2: Airport Facility Directory except on those occasions where misinterpretation or confusion would result by such usage. The use of abbreviations/acronyms in Sections A, C, D and E are discouraged; however, common abbreviations/acronyms should continue to be used; e.g., ADIZ, ICAO, IFR, FL.

Landing facility (Airport, Heliport, Seaplane Base, etc.) names shall be extracted verbatim from the authoritative database and will not be further abbreviated.

Abbreviations listed represent grammatical variations of the basic word. An “s” will not be added to pluralize an abbreviation; e.g., hr may mean hour, hours; req may mean request, requesting, requested or requests.

The abbreviation “OPS” shall be construed to mean part of a specific call sign, e.g., HICK OPS or as used in Base OPS. The abbreviation “opr” is intended to represent the grammatical variations of operate including operations, operational, operator, e.g., C-130 opr restricted to Rwy 09L-27R.

2.4 TEXTUAL/TABULATED DATA

2.4.1 General Format

Unless otherwise specified, all data shall be set flush left using 6 pt type News Gothic BT (caps and lowercase). Emphasis of words, phrases, or sentences shall be accomplished by using 6 pt News Gothic BT type (caps). Type for headings, sub-headings and paragraph numbers shall be of an appropriate size and style for visual distinction.

2.4.2 Page Heading Format

Page headings shall be shown in 10 pt News Gothic Condensed BT Bold text, centered at top of page and will indicate the section number and section title.

Figure 2.2 Sample Page Heading
SECTION 1: AIRPORT/FACILITY DIRECTORY LEGEND

2.4.3 Airport/Facility Directory Entry Format

1. The heading and individual city name shall be in 10 pt News Gothic Condensed BT Bold type (caps).
2. The facility title name(s) shall be in 8 pt News Gothic Condensed BT Bold type (caps).
3. Type size for major data groupings, e.g., SERVICE, REMARKS, etc., shall be 6 pt News Gothic Condensed BT Bold (caps).
4. Other sub-heading identification shall be 6 News Gothic Condensed BT Bold point (caps) and indented.

2.4.4 Borders and Specific Tabulations

Borders around specific tabulations, vertical and/or horizontal separation lines shall be of a size or line weight that reflects good graphic practice.

2.5 GRAPHICS DATA

It is the responsibility of the compiling agency to evaluate each individual requirement and portray required data in accordance with good graphic/cartographic practice. Symbols used shall be standard IAC approved symbols or as submitted by approving authority, and reduced in size if necessary. Line weights and type shall be of a size commensurate with the scale or size of the graphic.

2.6 PAGE NUMBERS

Front and back covers (inside and outside) shall not be numbered.

Odd-numbered pages shall be identified by page number, positioned in the upper right hand corner of the page. Even-numbered pages shall be identified by page number, positioned in the upper left corner of the page.

Type for page numbers shall be 10 point News Gothic Condensed BT Bold (caps).

The Chart Supplement Pacific will contain a section of Terminal Procedures. This section will follow the specifications for page numbering as described in IAC 17 - Flight Information Publication Terminal Procedures Publication.

2.7 ARRANGEMENT

The Supplement will be divided into sections of information published in the following sequence:

Outside Front Cover	
Inside Front Cover	General Information
Table of Contents	
Abbreviations	
Section 1	Airport/Facility Directory Legend
Section 2	Airport/Facility Directory
Section 3	Notices
Section 4	Associated Data
Section 5	Procedures
Section 6	Emergency Procedures
Section 7	Airport Diagrams Terminal Procedures (PAC)
Inside Back Cover	PIREP (U.S. Chart Supplement and AK) Climb-Descent Table (PAC)
Outside Back Cover	Locator Map (U.S. Chart Supplement) Position Reports/Flight Plans (PAC and AK)

Data within individual sections of the Supplement shall be arranged, unless otherwise specified, in the same sequence as mentioned within this specification.

2.7.1 **Blank Pages**

The layout of this publication may require the insertion of blank pages to complete a signature, to ensure that a graphic and its associated descriptive text are on facing pages, or to start a section on an odd-numbered page. All blank pages will be numbered and identified by the following note centered in 10 pt type (caps):

Figure 2.3 Intentionally Left Blank

INTENTIONALLY

LEFT

BLANK

2.7.2 **Lengthy Airport Entries**

Airport/Facility entries may be continued on the next page provided a major grouping (SERVICES, REMARKS, etc.) is completed at the bottom of the first page and a new major grouping begins at the top of the succeeding page. A note will be added indicating 'CONTINUED ON NEXT PAGE' and 'CONTINUED FROM PRECING PAGE' centered in 10 point type (caps) bold.