SUBJ: Notices in the Chart Supplement

1. Purpose of This Order. This new order establishes appropriate governance and enterprise management for notices in the Chart Supplement. Chart Supplement refers to a series of civil/military flight information publications issued by the FAA every 56 days consisting of the Chart Supplement U.S., Chart Supplement Alaska, and Chart Supplement Pacific.

2. Audience. This order applies to all FAA personnel and contract employees who submit, revise, or remove notices in the Chart Supplement.


4. Notices in the Chart Supplement. The Chart Supplement provides supplementary aeronautical data and information to all users of FAA aeronautical charts. The aeronautical data and information provided describes key entities including but not limited to, airports, NAVAIDs, communications, weather, non-regulatory operational procedures, and airport diagrams. A notice for the Chart Supplement comes directly from an organization who originates and submits the notice. Notices contain aeronautical information provided to National Airspace System (NAS) users as a part of the Chart Supplement. Additional information on the process for submitting these notices is available at: https://www.faa.gov/air_traffic/flight_info/aeronav/aero_data/CS_Notice_Submissions/.

   a. Quality and Integrity.

      (1) All requests to add, change, or remove a notice in the Chart Supplement must be submitted as an Aeronautical Chart Change (ACC) by an FAA employee or contractor in the Aeronautical Information Portal (https://www.faa.gov/air_traffic/flight_info/aeronav/aero_data/Aero_Chart_Changes/).

      (2) Aeronautical Information Services (AIS) may initiate the process to remove an existing notice if/when:

         (a) There is no record of the FAA organization who requested it to be included in the Chart Supplement.

         (b) The FAA organization of record does not confirm the quality and integrity of the notice via an ACC in the Aeronautical Information Portal (see subparagraph 4a) within 20 business days if asked to.
b. **Standardization.** ACCs submitted to the Aeronautical Information Portal to add, modify or confirm the quality of a notice in the Chart Supplement must include the finalized notice as a PDF containing aeronautical information that is in compliance with Interagency Air Committee (IAC) specifications (https://www.faa.gov/air_traffic/flight_info/aeronav/iac/).

c. **Lineage.** The name of the FAA office of primary responsibility for the originating ACC will be included at the end of the notice entry in the Chart Supplement.

d. **Currency.** Notices are current for as long as indicated in the originating ACC in the Aeronautical Information Portal.

e. **Use.** These notices supplement the aeronautical information in FAA aeronautical charts or other FAA aeronautical services.

f. **Availability.** Notices included in the Chart Supplement are always available as an electronic file download at: https://www.faa.gov/air_traffic/flight_info/aeronav/digital_products/dafd/.

5. **Service, Roles, and Responsibilities.**

Each FAA employee or contractor who requests a notice be included in the Chart Supplement, along with the Air Traffic Organization’s Mission Support Services (AJV) must comply with EIM standards addressed in FAA Order 1375.1, Data and Information Management Policy.

a. **Notice Office of Primary Responsibility (OPR).** Any FAA office of record that wants aeronautical information included as a notice in the Chart Supplement is the responsible custodian for submitting valid, quality aeronautical data and information through the Aeronautical Information Portal (see subparagraphs 4a through d).

b. **Mission Support Services (AJV).** AJV is responsible for providing users of the NAS with aeronautical information in the form of notices in the Chart Supplement as outlined in IAC specifications (https://www.faa.gov/air_traffic/flight_info/aeronav/iac/).

(1) Aeronautical Information Services (AJV-A) is responsible for aggregating into the Chart Supplement new and modified notice requests received via an ACC in the Aeronautical Information Portal that comply with IAC specifications (see subparagraph 4b). AIS determines the merit and validity of requests and coordinates the proponent requests with appropriate FAA offices. AIS ensures compliance to product specifications and requirements. AIS approves or rejects submissions to be published and communicates the final decision to the proponent. AIS publishes Charting Notices in accordance with AIS practices.

(2) The appropriate Service Center AJV-E/C/W supports or initiates outreach to determine the OPR of notices in the Chart Supplement.

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