



**U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION**

**ORDER
7920.2**

National Policy

Effective date:
07/02/2024

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.

3. Where Can I Find This Order. You can find this order on the FAA website at http://www.faa.gov/regulations_policies/orders_notices and on the MyFAA employee website at https://employees.faa.gov/tools_resources/orders_notices/.

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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HALL

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KATRINA W HALL
Date: 2024.07.02
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Timothy L. Arel
Chief Operating Officer
FAA Air Traffic Organization

Appendix A. Administrative Information

1. Distribution. This order is distributed to the following FAA Lines of Business: Office of Airports (ARP) including Airport Safety and Standards (AAS) and Airport Planning and Programming (APP), Air Traffic Organization (AJO) including Air Traffic Services (AJT), Mission Support Services (AJV), Safety and Technical Training (AJI), System Operations (AJR), Technical Operations (AJW), Aviation Safety (AVS), all Air Traffic facilities; Mike Monroney Aeronautical Center (MMAC); and the William J. Hughes Technical Center (WJHTC).

2. Background. Interagency Air Committee (IAC) specifications govern all content for the Chart Supplement. However, notices in the Chart Supplement have not been governed by IAC specifications for most of the history of the Chart Supplement. Notices have been approved and published by various entities as no directive defined ownership and responsibilities. This new order defines those responsibilities.

3. Authority to Change This Order. The issuance, revision, or cancellation of the material in this order is the responsibility of the Office of Primary Responsibility (OPR) Aeronautical Information Services (AJV-A).

4. Definitions.

ACC: Aeronautical Chart Change.

AIS: Aeronautical Information Services.

Charting Notice: Mechanism of notification to the public via website regarding any significant changes to aeronautical charts, publications, and services.

Custodian: See agency standard definition in FAA Order 1375.1, Data and Information Management Policy.

EIM: Enterprise Information Management.

IAC: Interagency Air Committee.

NAS: National Airspace System.

OPR: Office of Primary Responsibility.

PDF: Portable Document Format.

Proponent: Any entity or individual who proposes inclusions, removals, or corrections to existent information in the Chart Supplement.

5. Related Publications.

Aeronautical Information Manual (AIM)

Aeronautical Information Publication (AIP)

FAA Order 1000.36, *FAA Writing Standards*

FAA Order JO 1000.37, *Air Traffic Organization Safety Management System*

FAA Order 1320.1, *FAA Directives Management*

FAA Order JO 1320.62, *Air Traffic Organization Directives Management*

FAA Order 1375.1, *Data and Information Management Policy*
FAA Order 6000.15, *General Maintenance Handbook for NAS Facilities*
FAA Order JO 7110.10, *Flight Services*
FAA Order JO 7110.65, *Air Traffic Control*
FAA Order JO 7210.3, *Facility Operation and Administration*
FAA Order JO 7400.2, *Procedures for Handling Airspace Matters*
FAA Order 7900.2, *Submitting Aeronautical Data to Aeronautical Information Services in Support of the National Airspace System (NAS)*
FAA Order 7930.2, *Notice to Airmen (NOTAM)*
FAA Order 8000.369, *Safety Management System*
Pilot/Controller Glossary

6. Suggestions for Improvements. Please forward all comments on deficiencies, clarifications, or improvements regarding the contents of this order to:

The Directives Management Officer at 9-AJV-A-HQ-Correspondence@faa.gov.

Your suggestions are welcome. FAA Form 1320-19, *Directive Feedback Information*, is available on the MyFAA Employee website: under "Tools & Resources" choose "Forms." Additionally, it is located in appendix B of this order for your convenience.

7. Records Management. Refer to FAA Order 0000.1, *FAA Standard Subject Classification System*; FAA Order 1350.14, *Records Management*; or your office Records Management Officer (RMO)/Directives Management Officer (DMO) for guidance regarding retention or disposition of records.

Appendix B. Directive Feedback Information

Please submit any written comments or recommendation for improving this directive, or suggest new items or subjects to be added to it. Also, if you find an error, please tell us about it.

Subject: Order 7920.2, Chart Supplement Notices

To: Directive Management Officer, 9-AJV-A-HQ-Correspondence@faa.gov

(Please mark all appropriate line items)

☐ An error (procedural or typographical) has been noted in paragraph _____ on page _____.

☐ Recommend paragraph _____ on page _____ be changed as follows:
(attach separate sheet if necessary)

☐ In a future change to this order, please include coverage on the following subject:
(Briefly describe what you want added.)

☐ Other comments:

☐ I would like to discuss the above. Please contact me.

Submitted by: _____ Date: _____

Telephone Number: _____ Routing Symbol: _____

FAA Form 1320-19 (08/21) Supersedes Previous Edition