

NAVIGATIONAL MATERIALS MASTER LIST

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NEW CHART POLICY!

Although purchasing our navigational materials through direct subscriptions with NACO has been cheaper than paying retail, we have encountered two unexpected problems. First, since all government subscription sales are final – no refunds, no cancellations – when runs are deleted from our system (as has happened at ADS, BNA, CPS, BHM, ORL and TPA) or when a base is closed entirely (as has happened at CRG and OPF), we continue to receive charts at those locations for up to a year, leading to ongoing budget items that we can neither explain nor justify. (Chart costs are pro-rated on our annual budget.) Second, NACO now only sells charts through designated “chart agents.”

Therefore, the decision has been made to allow these subscriptions to expire. Some have already expired, others will expire shortly and a few will continue for many months.

Our new policy will require **one designated pilot at each of six locations to be responsible for purchasing navigational materials** from this list from the local FBO or other chart agent, as follows:

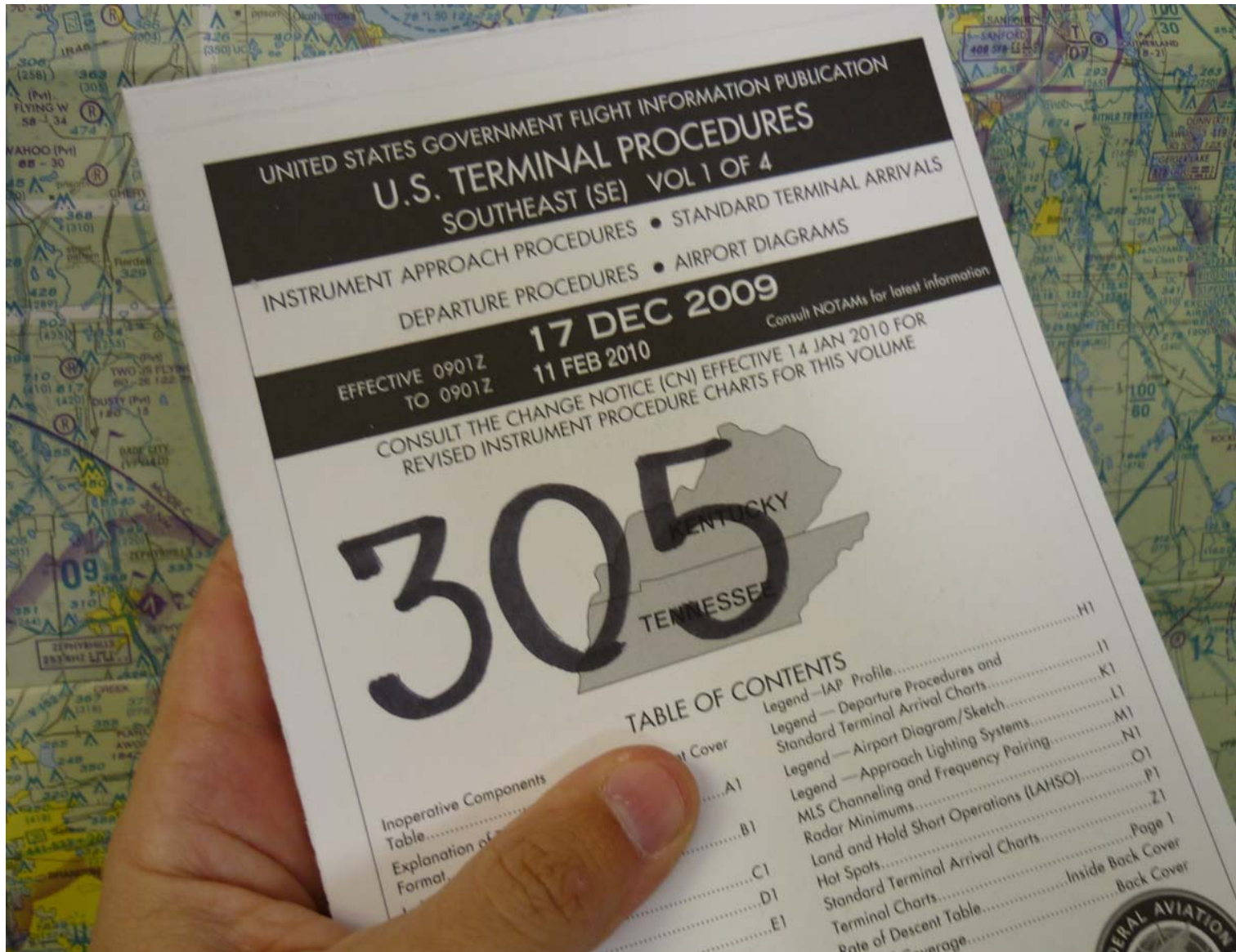
ORLANDO (ORL)– Austin Collins (will also provide some materials for TPA and FXE)
DALLAS (ADS) – Eric Franz
BIRMINGHAM (BHM) – Bob Ditto
NASHVILLE (BNA) – Brad Stockton (will also provide materials for FTY)
ST. LOUIS (CPS) – Michael Braun (will also provide materials for LIT)
KANSAS CITY (MKC) – Ivan Rakyta

**IF YOU NEED IT,
GET IT!**

IF YOU ARE AT A SINGLE-PILOT BASE, IT IS YOUR RESPONSIBILITY TO PURCHASE THE CHARTS YOU NEED. Submit the receipt along with an Expense Report and you will be fully reimbursed.

1. If you are at a base that has been receiving NACO subscriptions, **WAIT UNTIL THE REGULAR NACO SHIPMENT HAS ARRIVED!** Only buy what is needed. Remember, the subscriptions will be expiring in stages. If you need eight sets of EC 3 terminal procedures, for example, and NACO ships four, you only need to buy four more. I know this sounds obvious, but a lot of attention is being paid to the budget right now and we want to eliminate redundant procurements as much as possible.
2. Purchase what is necessary and **KEEP THE RECEIPT!** Send the receipt to Orlando. If you use anything *other* than a company card or a company FBO account, then be sure to send the receipt to Orlando along with an Expense Report and you will be fully reimbursed.

3. Please mark the **run number** (or the word “standby” along with the name of the base, i.e., “BNA standby”) on each low enroute chart and each set of terps. See the example below:



4. Please DO NOT pick up another run's charts and plates and use them for a different run! That leaves the pilot who is flying the other run without navigational materials!
5. Leave your run's charts and plates where they are available in case another pilot needs to cover your run (if you take a day off, for example, or if you fly a different run on a particular day). This could be inside the airplane, inside the FBO, inside our base, inside the lockbox or in any other location that you and the next pilot – or you and Dispatch – agree upon in advance.
6. If you leave a run – either temporarily or permanently – please do not take the charts and plates with you. For example, if you are based in Tampa and are flying run 803, you will have a SE 3 and an L 23 (as well as an A 1) with “803” written on each of them. If you accept a temporary duty assignment in St. Louis (or transfer permanently to St. Louis), don't leave town with those three items still in your flight bag. Otherwise, the pilot who reports for duty in TPA to cover run 803 on the following date will not have the charts and plates he or she needs.
7. Be sure to check this Navigational Materials Master List (<http://www.austincollins.com/nav.pdf>) before each new 56-day chart cycle begins. Make sure that the charts listed there are the charts you will need for your run. Also take a moment to determine whether you need to *deliver charts to other airports/pilots* **OR** *pick up charts from other airports/pilots*. Sometimes this is the only practical way we can get materials to a remote location.
8. **IF YOU ARE AT A SINGLE-PILOT BASE AND YOUR RUN NUMBER IS NOT LISTED HERE, THEN BUY YOUR OWN NACO CHARTS AND PLATES AND SUBMIT THE RECEIPT (ALONG WITH AN EXPENSE REPORT) TO ORLANDO.**
9. Runs do change often – more often than they used to. **If you need to purchase additional charts or plates, KEEP THE RECEIPT and send an Expense Report (along with the receipt) to Orlando. You will be reimbursed.** Be sure to purchase only NACO materials; those are all we are approved to use on the line.



10. You may also download and print NACO materials from the Internet directly from NACO – this is legal and acceptable, plus it's free!
http://naco.faa.gov/index.asp?xml=naco/online/d_tpp



11. If you are at one of our larger bases, please print this out and post a copy it where it is available for other pilots to review.
12. If you need additional assistance – for instance, if you need a company credit card number for a one-time special purchase – call me at extension 618. You may also call Adam or Ernst. Dispatch may also be able to assist with special purchases.
13. Dispatch maintains a complete set of charts and plates in Orlando, plus they can always download from the link on page 4. If you don't have something you need, TELL DISPATCH AND THEY MIGHT BE ABLE TO FAX IT TO YOU! Likewise, if only one airport/approach is required for a specific one-time situation (such as an IFR alternate outside your usual route structure) and you cannot download what you need, a Dispatcher might be able to fax you the current information rather than buying an entire set of terminal procedures.
14. I am often asked about alternate coverage. You are in a better position than I am to judge how likely it is that you would need additional charts and plates based on the frequency of the need to divert into other areas. I trust your judgment; don't buy unnecessary materials but do buy anything for which there is a legitimate operational need. **IF YOU NEED IT, GET IT!**

THANK YOU! Please fly safely.

PART I – ORL

BASE	RUN NUMBER	Low Enroute Charts	Approach Plates	Usual Method of Distribution
ORL	101	A 1 L 21 L 23	SE 3 SE 4	Pilot picks up in Orlando.
ORL	102	A 1 L 23	SE 3	Pilot picks up in Orlando.
ORL	110	A 1 L 21 L 23	SE 3 SE 4	Pilot picks up in Orlando.
FXE	421	A 1 L 23	SE3	Pilot picks up during scheduled stop in Tampa.

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ORL standby

A1 SE 2
L 17 SE 3
L 21 SE 4
L 23

Dispatch

L 9 SE 1
L 11 SE 2
L 15 SE 3 (3)
L 17 SE 4
L 21 (3) SC 1
L 23 (3) SC 2
L 25 SC 3
L 27 SC 4
L 29 SC 5
L 35 EC 2
A 1 EC 3
NC 2
NC 3
NE 3
NE 4

California: L 3 SW 2
L 1 SW 3

SOUTHEAST U.S. AF/D
NORTHEAST U.S. AF/D
NORTH CENTRAL U.S. AF/D
SOUTH CENTRAL U.S. AF/D
EAST CENTRAL U.S. AF/D

Training Dept.

L 15 SE 1
L 21 (3) SE 3 (8)
L 23 (3) SE 4
A 1
SOUTHEAST U.S. AF/D
2 ORL/TPA Terminal Area Charts
2 Jacksonville Sectional Charts
2 Miami Sectional Charts

ORL Totals:

1 L 3	1 SW 2
1 L 1	1 SW 3
1 L 9	2 SE 1
1 L 11	4 SE 2
2 L 15	16 SE 3
2 L 17	5 SE 4
9 L 21	1 SC 1
11 L 23	1 SC 2
1 L 25	1 SC 3
1 L 27	1 SC 4
1 L 29	1 SC 5
1 L 35	1 EC 2
7 A 1	1 EC 3
	1 NC 2
	1 NC 3
	1 NE 3
	1 NE 4
2 SOUTHEAST U.S. AF/D	
1 NORTHEAST U.S. AF/D	
1 NORTH CENTRAL U.S. AF/D	
1 SOUTH CENTRAL U.S. AF/D	
1 EAST CENTRAL U.S. AF/D	
2 ORL/TPA Terminal Area Charts	
2 Jacksonville Sectional Charts	
2 Miami Sectional Charts	

PART II – OPF

BASE	RUN NUMBER	Low Enroute Charts	Approach Plates	Usual Method of Distribution
ORL	404	A 1 L 23	SE 3	Pilot purchases materials and submits a receipt and Expense Report to Orlando.

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PART III – BNA

BASE	RUN NUMBER	Low Enroute Charts	Approach Plates	Usual Method of Distribution
BNA	305	L 15 L 25 A 1	SE 1 SE 4	Pilot picks up in Nashville.
BNA	310	L 15 L 25 A 1	SE 1 SE 4	Pilot picks up in Nashville.
BNA	311	L 15 L 25 A 1	SE 1 EC 2 EC 3	Pilot picks up in Nashville.
BNA	standby	L 15 L 17 L 25 A 1	SE 1 SE 4 EC 2 EC 3	
FTY	525	L 15 L 17 L 25 A 1	SE 1 SE 4	312 takes them to TYS and leaves them there for 525.

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(BNA totals on following page.)

BNA Totals:	5 L 15	5 SE 1
	2 L 17	4 SE 4
	5 L 25	2 EC 2
	5 A 1	2 EC 3

PART IV – TPA

BASE	RUN NUMBER	Low Enroute Charts	Approach Plates	Usual Method of Distribution
TPA	801	A 1 L 23	SE 3	Pilot picks up in Tampa or Orlando.
TPA	802	A 1 L 23	SE 3	Pilot picks up in Tampa or Orlando.
TPA	803	A 1 L 23	SE 3	Pilot picks up in Tampa or Orlando.
TPA	804	A 1 L 23	SE 3	Pilot picks up in Tampa or Orlando.
TPA	810	A 1 L 23	SE 3	Pilot picks up in Tampa or Orlando.
TPA	840	A 1 L 17 L 23 L 25 L 35	SE 2 SE 3 SE 4 NE 3	Pilot picks up in Tampa or Orlando.
TPA	standby	A 1 L 17 L 23 L 25 L 35	SE 2 SE 3 SE 4 NE 3	

TPA Totals: 7 A 1 2 SE 2
 2 L 17 5 SE 3
 7 L 23 2 SE 4
 2 L 25 2 NE 3
 2 L 35

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PART V – CPS

BASE	RUN NUMBER	Low Enroute Charts	Approach Plates	Usual Method of Distribution
LIT	701	L 15 L 17 L 27 A 1	SC 1 EC 3 NC 3	Pilot picks up during layover in CPS.
CPS	702	L 15 L 17 L 27 A 1	SC 1 EC 3 NC 3	Pilot picks up in CPS.
CPS	705	L 9 L 15 L 27 A 1	EC 3 NC 3	Pilot picks up in CPS.
CPS	708	L 9 L 15 L 27 A 1	EC 3 NC 3	Pilot picks up in CPS.
CPS	711	L 9 L 15 L 27 A 1	EC 3 NC 3	Pilot picks up in CPS.

CPS	716	L 9 L 15 L 27 A 1	EC 3 NC 3	Pilot picks up in CPS.
CPS	717	L 15 L 17 L 27 A 1	SC 1 EC 3 NC 3	Pilot picks up in CPS.
CPS	718	L 15 L 17 L 27 A 1	SC 1 EC 3 NC 3 SE 1	Pilot picks up in CPS.
CPS	standby	L 9 L 11 L 15 L 17 L 27 A 1	SE 1 NC 3 SC 1 EC 3	
CPS Totals:		9 A 1 5 L 9 9 L 15 5 L 17 9 L 27	9 NC 3 5 SC 1 9 EC 3 2 SE 1	

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PART VI – LUK

[RESERVED]

PART VII – MKC

BASE	RUN NUMBER	Low Enroute Charts	Approach Plates	Usual Method of Distribution
MKC	720	L 9 L 15 L 27 A 1	NC 2 NC 3	Pilot picks up in MKC.
MKC	730	L 9 A 1	NC 2 NC 3	Pilot picks up in MKC.
MKC	740	L 9 L 11 L 27 A 1	EC 3 NC 3	Pilot picks up in MKC.
MKC	741	L 9 L 15 L 27 A 1	NC 2 NC 3 EC 3	Pilot picks up in MKC.
MKC	745	L 9 L 27 A 1	EC 3 NC 3	Pilot picks up in MKC..
MKC	standby	L 9 L 11 L 15 L 27 A 1	NC 2 NC 3 EC 3	

MKC Totals: 6 A 1 4 NC 2
 6 L 9 6 NC 3
 2 L 11 4 EC 3
 3 L 15
 5 L 27

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PART VIII – CRG
[RESERVED]

PART IX – BHM

BASE	RUN NUMBER	Low Enroute Charts	Approach Plates	Usual Method of Distribution
BHM	601	L 17 L 21 A 1	SE 3 SE 4	Pilot picks up in BHM.
BHM	603	L 17 L 21 A 1	SE 3 SE 4	Pilot picks up in BHM.
BHM	standby	L 17 L 21 A 1	SE 3 SE 4	
BHM Totals:		3 A 1 3 L 17 3 L 21	3 SE 3 3 SE 4	

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PART X – ADS

BASE	RUN NUMBER	Low Enroute Charts	Approach Plates	Usual Method of Distribution
ADS	202	L 15 L 17 A 1	SC 1 SC 2	Pilot picks up in ADS.
ADS	203	L 15 L 17 A 1	SC 1 SC 2	Pilot picks up in ADS.
ADS	291	L 17 L 19 L 21 A 1	SC 2 SC 3 SC 5	Pilot picks up in ADS.
ADS	standby	L 17 L 19 L 21 A 1	SC 2 SC 3 SC 5	
ADS Totals:		2 L 15 4 L 17 2 L 19 2 L 21 4 A 1	2 SC 1 4 SC 2 2 SC 3 2 SC 5	

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PART XI – HHR

BASE	RUN NUMBER	Low Enroute Charts	Approach Plates	Usual Method of Distribution
HHR	931	L 3 A 1	SW 3	Pilot purchases materials and submits a receipt and Expense Report to Orlando.

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PART XII – OAK

BASE	RUN NUMBER	Low Enroute Charts	Approach Plates	Usual Method of Distribution
OAK	952	L 1 A 1	SW 2 SW 3	Pilot picks up in OAK.
OAK	953	L 1 A 1	SW 2 SW 3	Pilot picks up in OAK.
OAK	954	L 1 A 1	SW 2 SW 3	Pilot picks up in OAK.
OAK	standby	L 1 A 1	SW 2 SW 3	
OAK Totals:		4 L 1 4 A 1	4 SW 2 4 SW 3	

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