Subject:	**<u>ACTION</u>**: TIL99-002 FAA 8260-Series Forms	Date:	January 8, 1999

From: Manager, Flight Procedure Standards
    Branch, AFS-420

Reply to
Attn. of:

To: Manager, National Flight Procedures
    Office, AVN-100

Recently, AVN-160 forwarded to us a set of Microsoft EXCEL spreadsheets, designed by Charlie Kettler (ASW FPO), which emulate the current FAA Forms 8260-15 A, B, and C. These spreadsheets incorporate certain refinements relating to size of data blocks. Mr. Kettler stated his desire that the forms could be used as a tool to aid in planning and processing the new DP data. John Thompson, AVN-160, in forwarding the spreadsheets, stated his hope that the forms could be approved for use in electronic transmittal of DP data. The current agency policy is for the forms to be used for training only.

The official FAA 8260-series forms are used in the official transmittal of data in the instrument procedure process and contain the official legal description of the instrument procedure. Portions of the forms are either promulgated via the "Transmittal Letter" or in some cases the National Flight Data Digest (NFDD). The required use of official FAA forms is a regulatory issue and the use of non-approved forms for other than training purposes cannot be authorized.

Flight Standards is responsible for 14 CFR Part 97 which documents the legal description of the procedure on the FAA 8260-series forms. Currently, JetForm FORMFLOW, utilized by AVN-22A, is the only approved computer forms development program. We solicit your suggestions for improvement of these forms. All suggestions approved by Flight Standards will be provided to AVN-22A for development action.

We hope this clarifies the issue regarding development and use of unofficial forms in procedures development, storage and transmittal of data. If you have any further questions, contact David Eckles, extension 4-5852.

Donald P. Pate

cc: Regional AWO's
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File: 1320-3
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