

To LAM/TEG Working Group **Date** March 29, 2012
From Sam Buckwalter **Reference** 12-999/SMA-698 aps
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tel +1 410-266-2008

Subject **Meeting Announcement**
Levels of Avionics Maintenance (LAM) Working Group and Test
Equipment Guidance (TEG) Working Group

When June 13-14, 2012, from 0900 to 1700

Where Meeting Location

ARINC International Headquarters
Building 6 – Conference Center
2551 Riva Road.
Annapolis, MD 21401
USA

The meeting will be held at the ARINC headquarters facility. Participants should arrive at least 15 minutes before starting times to proceed through security. See attached map.

The SCEA Working Group will meet the two preceding days before the LAM/TEG Working Group. If you are interested, please reference 12-999/SMA-697.

Point of contact: Sam Buckwalter (sbuckwal@arinc.com)

ARINC is a secure facility. Visitors must provide the following information to Sam Buckwalter before **June 4, 2012**.

Non-U.S. Citizens:

1. Name
2. Company
3. Country of Citizenship
4. Date of Birth

Hotel Information

See attached list of hotels in the area.

Instruction Please notify ARINC Industry Activities of your intention to attend by registering online at: <http://www.aviation-ia.com/events/>.

Dress code for this meeting is business casual.

Comments or questions regarding any of the agenda items are invited. If you wish any material to be circulated prior to the meeting, please submit your proposals via e-mail to sbuckwal@arinc.com by **June 4, 2012**. After this date, late materials will not be available for review prior to the meeting; they may only be introduced on the agenda with the approval of the chairman and formal consensus of the group.

The meeting is open to all interested parties. Individuals requesting time on the agenda should contact Sam Buckwalter. The agenda will be finalized one week prior to the meeting.

Meeting Objectives

The majority of the meeting will be spent reviewing and discussing **ARINC Report 668: *Guidance for Tool and Test Equipment (TTE) Equivalency*** in the effort to update the standard. Some of the issues to be discussed are:

- Detailed equivalency determination including documentation will only be necessary for TTE involved in Return to Service Testing (RTS) and those TTE critical to safety, performance, and cost.
- Equivalency of other TTE will be covered by defined procedures (e.g., standard practices) based on the quality manual of the individual maintenance organization.

A portion of the meeting will be dedicated to the review of Draft 1 of Supplement 3 to ARINC Report 625.

Travel Information

The Baltimore/Washington DC area is served by three major airports: Washington-Dulles, Reagan National, and Baltimore-Washington. Any of these is suitable, with directions for each attached below. Please enter ARINC at the main visitor reception lobby between buildings 5 and 6. A security guard at that location will issue you a visitor's badge. Please see the attached maps for directions.

cc

AMC Steering Group, FSEMC, SCEA

Attachment 1

ANNAPOLIS AREA HOTELS

[Courtyard Annapolis Res Code ARNC](#)

2559 Riva Road

Annapolis 410-266-1555

Contact: Misty Zanzano 410-266-1555 Within walking distance to ARINC. FREE breakfast & High Speed Internet

<http://marriott.com/hotels/travel/bwian-courtyard-annapolis/?corporateCode=ARI&app=resvlink>

[Double Tree Hotel \(former Radison\)](#)

210 Holiday Ct

Annapolis 410-224-3150

Complimentary Breakfast & Internet

http://doubletree1.hilton.com/en_US/dt/hotel/ANPDTDT-Doubletree-Hotel-Annapolis-Maryland/index.do?WT.srch=1

[Extended Stay America](#)

1 Womack Drive

Annapolis 410-571-9988

Contact: Laura Heffron

[Hampton Inn and Suites Annapolis](#)

124 Womack Drive

Annapolis 410-571-0200

Single/double (standard room) + tax

Within walking distance to ARINC.

Complimentary breakfast & Internet

[Hilton Garden Inn](#)

305 Harry S. Truman Parkway

Annapolis 410-266-9006

Single & Double Rooms Complimentary High Speed Internet Acces; Within walking distance to ARINC.

[Historic Inns of Annapolis](#)

Annapolis 410-263

Complimentary Breakfast/Internet/Parking/Shuttle

<http://www.historicinnsofannapolis.com>

ANNAPOLIS AREA HOTELS

[Holiday Inn Express & Suites Annapolis](#)

2451 Riva Road

Annapolis 410- 224-4317

Includes hot deluxe continental breakfast bar/Free wireless internet

http://www.ihg.com/h/d/EX/1/en/rates?hotelCode=ANPRR&rateCode=ILMGB&_IATAno=99502056

[Homestead Studio Suites](#)

120 Admiral Cochrane Dr

Annapolis 410-571-6600

For a Suite 410-571-6600

[Marriott SpringHill Suites](#)

189 Admiral Cochrane Drive

Annapolis 1-443-321-2500

Complimentary Breakfast Buffet & Internet

[O'Callaghan Hotel](#)

174 West Street

Annapolis 410-263-7700: Contact: Lesley Pattison

<http://www.ocallaghanhotels.com/USmain.aspx>

[Residence Inn](#)

170 Admiral Cochrane Dr

Annapolis 410-573-0300

Within walking distance, FREE Breakfast & High Speed

Internet <http://marriott.com/property/propertypage/BWIRA?corporateCode=ARI&app=resvlink>

[Sheraton Annapolis](#)

173 Jennifer Road

Annapolis 410-571-1504

Free Internet, Complimentary Hot Buffet Style Breakfast & Complimentary Shuttle Bus

[WESTIN](#)

100 Spa @ WESTGATE Circle

Annapolis 410-972-4302 fax: 410-295-7420

Transient rate including fee in-room internet

<http://www.westin.com/annapolis>

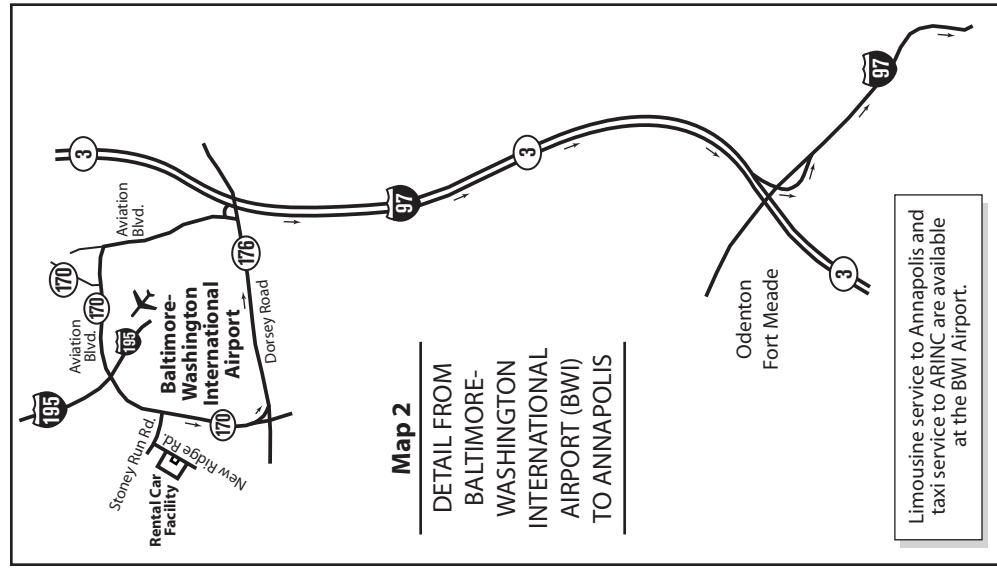
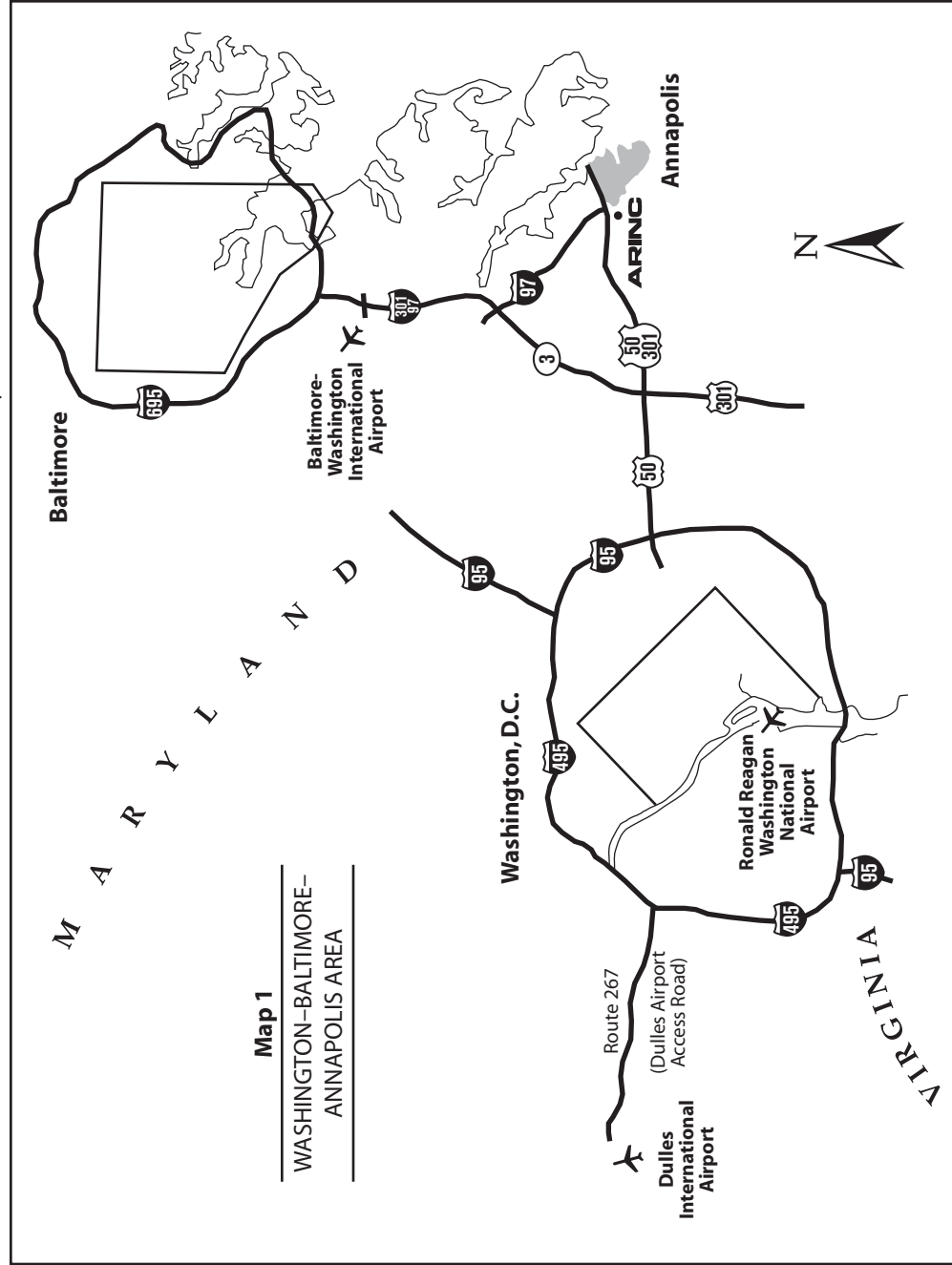
DIRECTIONS TO ARINC'S HEADQUARTERS IN ANNAPOLIS, MARYLAND

From Washington Dulles International Airport, exit east on Washington Dulles Access Road (Route 267) to I-495. Take I-495 north/east; this becomes I-95. Exit east onto Route 50. (See Map 1.) Take exit 22 marked Aris T. Allen Boulevard (Route 665) and follow the signs to Riva Road. Turn right at the light onto Riva Road. The ARINC facilities are approximately 1/8 mile on the left on Admiral Cochrane Drive. (See Map 4.)

From Baltimore-Washington International Airport, exit the rental car facility on New Ridge Road to Stoney Run Road. Turn right on Stoney Run Road, and then make another right onto Aviation Boulevard (Route 170). At intersection with Dorsey Road (Route 176), exit left onto Dorsey Road. Follow Dorsey Road to exit for I-97 south (Annapolis and Bay Bridge). Turn right to take I-97/Route 3 south toward Annapolis. (See Map 2.) I-97 merges with Route 50. (See Map 4.) Immediately take exit 22 marked Aris T. Allen Boulevard (Route 665) and follow the signs to Riva Road. Turn right at the light onto Riva Road. The ARINC facilities are approximately 1/8 mile on the left on Admiral Cochrane Drive. (See Map 4.)

From Washington, take Route 50 east toward Annapolis. Take exit 22 marked Aris T. Allen Boulevard (Route 665). Turn right at the light onto Riva Road. The ARINC facilities are approximately 1/8 mile on the left on Admiral Cochrane Drive. (See Map 4.)

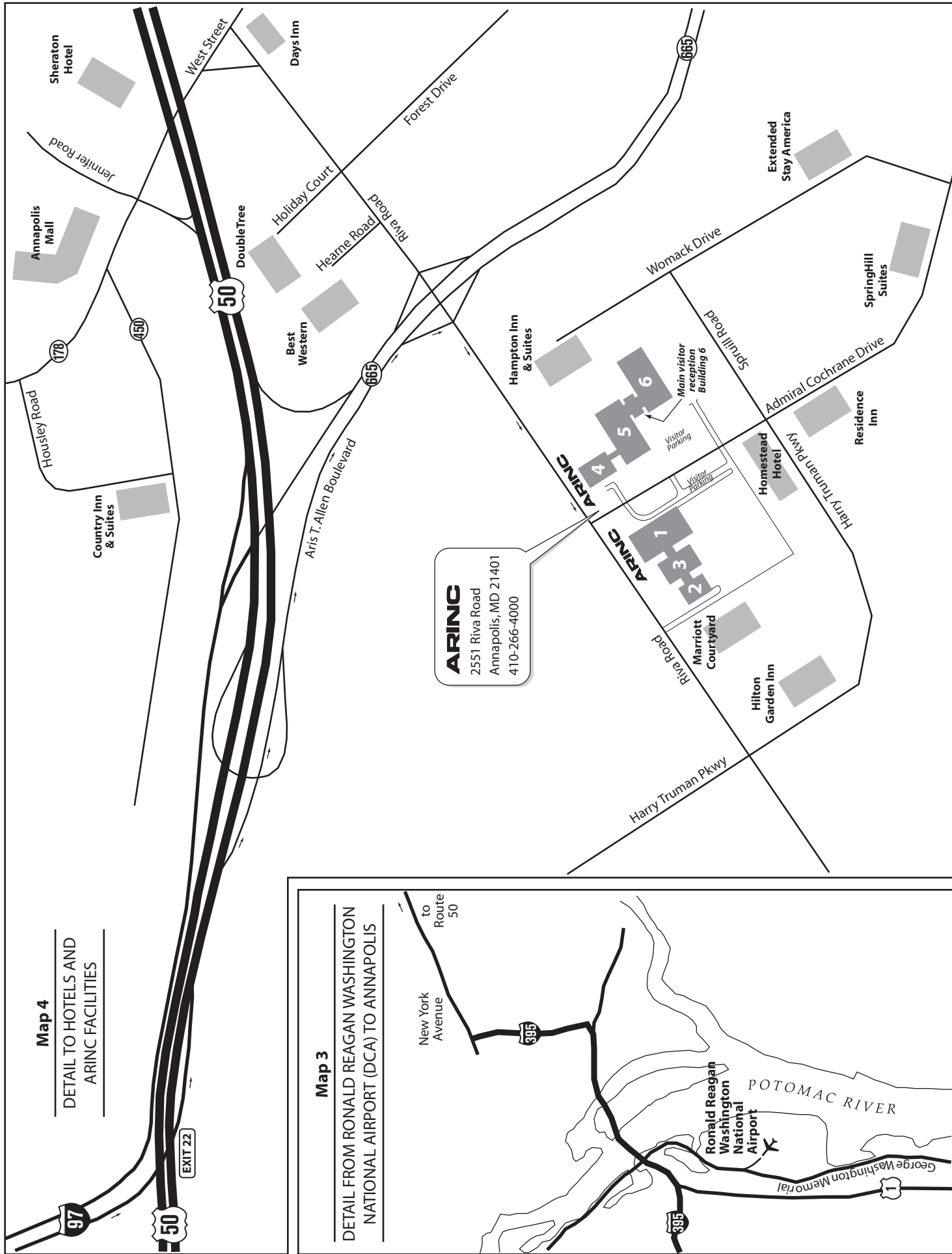
From Ronald Reagan Washington National Airport, exit north onto the George Washington Memorial Parkway and take I-395 north across the Potomac River. Stay on I-395 until it dead ends at New York Avenue. Turn right onto New York Avenue and follow the signs for Route 50 east to Annapolis. (See Map 3.) Take exit 22 marked Aris T. Allen Boulevard (Route 665) and follow the signs to Riva Road. Turn right at the light onto Riva Road. The ARINC facilities are approximately 1/8 mile on the left on Admiral Cochrane Drive. (See Map 4.)



Limousine service to Annapolis and taxi service to ARINC are available at the BWI Airport.

Map 4

DETAIL TO HOTELS AND
ARINC FACILITIES



Map 3

DETAIL FROM RONALD REAGAN WASHINGTON
NATIONAL AIRPORT (DCA) TO ANNAPOLIS

