

# TELEGRAPHIC MESSAGE

NAME OF AGENCY <b>Federal Aviation Administration                  System Operations Litigation AJR-8                  Washington, D.C.</b>	PRECEDENCE ACTION: <u>Routine</u>  INFO:	SECURITY CLASSIFICATION <b>Unclassified</b>
ACCOUNTING CLASSIFICATION	DATE PREPARED <b>6/21/2007</b>	FILE
FOR INFORMATION	CALL	
NAME <b>Jeffery A. Myers, Manager, System                  Operations Litigation</b>	PHONE NUMBER <b>(202) 267-8025</b>	TYPE OF MESSAGE  _ SINGLE _ BOOK _ MULTI ADDRESS
THIS SPACE FOR USE OF COMMUNICATION UNIT		

MESSAGE TO BE TRANSMITTED (Use double spacing and all capital letters)

To:	CLEARANCE: ROUTINE  KRWA NOUS2 _____  GENOT RWA _____ SVC B  GG ALRGNS 1/500 AMC/1 ACT/1 ALATFO/1  <b>NOTICE N8020. 175 _____ SUBJECT/FAA ORDER 8020.16,                  AIR TRAFFIC ORGANIZATION AIRCRAFT ACCIDENT AND                  INCIDENT NOTIFICATION, INVESTIGATION AND                  REPORTING                  EFFECTIVE 06/24/07                  CANCEL 12/31/07                  CHANGE, THROUGHOUT THE ORDER, ALL REFERENCES TO                  "SAFETY INVESTIGATIONS" TO "SAFETY INVESTIGATIONS AND                  EVALUATIONS."                  CHANGE, THROUGHOUT THE ORDER, REFERENCES TO "SERVICE                  AREA" TO "SERVICE CENTER."                  CHANGE, THROUGHOUT THE ORDER, REFERENCES TO "SERVICE</b>
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AREA DIRECTOR" TO "SERVICE CENTER MANAGER."

CHANGE, THROUGHOUT PARAGRAPHS 153, 154, 156, 157, AND 158, REFERENCES TO "SERVICE CENTER" TO "SERVICE AREA."

CHANGE, THROUGHOUT PARAGRAPHS 153 AND 158, REFERENCES TO "OFFICE" TO "GROUP."

CHANGE THE MEMORANDUM FORMAT ON THE FOLLOWING PAGES TO CONFORM TO FAA BRANDING: APPENDIX 2, PAGES 11, 13, 29, 33, 37, 71, AND 77.

CHANGE PARAGRAPH 66, COMPLETING AND TRANSMITTING FAA FORM 8020-9, AIRCRAFT ACCIDENT/INCIDENT PRELIMINARY NOTICE, TO READ AS FOLLOWS: PARAGRAPH 66 THROUGH 66B(1)(C), NO CHANGE. CHANGE SUBPARAGRAPH 66B(1)(D) TO READ AS FOLLOWS: 66B(1)(D). THE CONTINENTAL UNITED STATES OF AMERICA (CONUS) FLIGHT SERVICE INFORMATION AREA GROUP (FSIAG) OR ALASKA FSIAG, AS APPROPRIATE.

CHANGE SUBPARAGRAPH 66B(1)(E) TO READ AS FOLLOWS:

66B(1)(E). AEROSPACE MEDICAL RESEARCH DIVISION, AAM-600, MIKE MONRONEY AERONAUTICAL CENTER. CHANGE

SUBPARAGRAPH 66B(1)(F) TO READ AS FOLLOWS: 66B(1)(F).

U.S. AIR FORCE RESCUE COORDINATION CENTER, LANGLEY AIR FORCE BASE, VIRGINIA. CHANGE SUBPARAGRAPH 66B(1)(G) TO READ AS FOLLOWS: 66B(1)(G). EL PASO, TEXAS,

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INTELLIGENCE CENTER (EPIC). ADD SUBPARAGRAPH 66B(1)(H) TO READ AS FOLLOWS: 66B(1)(H). THE APPROPRIATE CIVIL AERONAUTICAL AUTHORITY FOR ACCIDENTS INVOLVING AIRCRAFT OF CANADIAN OR MEXICAN REGISTRY IN ACCORDANCE WITH INTERNATIONAL CIVIL AVIATION ORGANIZATION (ICAO) ANNEX 13. NO CHANGE TO REST OF PARAGRAPH.

CHANGE PARAGRAPH 71, FORMAL ACCIDENT FILE/PACKAGE DATA COLLECTION, TO READ AS FOLLOWS. PARAGRAPH 71 THROUGH 71E(1), NO CHANGE. CHANGE SUBPARAGRAPH 71E(2) TO READ AS FOLLOWS: 71E(2). DETERMINED TO BE A NONOCCURRENCE, THE RESPONSIBLE AIR TRAFFIC FACILITY (SEE PARAGRAPH 70) WILL COORDINATE WITH THE APPROPRIATE SERVICE CENTER AND/OR FSIAG, AND RETAIN ALL DOCUMENTATION AS DESCRIBED IN THE LATEST EDITION OF FAA ORDER 1350.15 OR 45 DAYS, WHICHEVER IS LONGER. CHANGE PARAGRAPH 82, CONTENT, ASSEMBLY, AND DISTRIBUTION OF FORMAL ACCIDENT PACKAGE, TO READ AS FOLLOWS. PARAGRAPH 82 THROUGH 82B(1), NO CHANGE. CHANGE SUBPARAGRAPH 82B(2) TO READ AS FOLLOWS: 82B(2). FCF'S MUST PREPARE ONE COPY AND RETAIN THE ORIGINAL. THE COPY MUST BE FORWARDED AS DESCRIBED IN

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PARAGRAPHS 82D(2) AND 82D(3). THE COPY MUST NOT HAVE AN ORIGINAL SIGNATURE. SUBPARAGRAPHS 82B(3) THROUGH 82D(1), NO CHANGE. CHANGE SUBPARAGRAPH 82D(1)(A) TO READ AS FOLLOWS: 82D(1)(A). FAA TERMINAL, TRACON, AND EN ROUTE FACILITIES. ADD SUBPARAGRAPH 82D(1)(A)(I) TO READ AS FOLLOWS: 82D(1)(A)(I). TWO COMPLETE PACKAGES TO THE APPROPRIATE SERVICE CENTER. AFTER REVIEW, THE SERVICE CENTER WILL FORWARD ONE COPY OF THE PACKAGE TO SYSTEM OPERATIONS LITIGATION WITHIN 45 CALENDAR DAYS OF THE ACCIDENT. ADD SUBPARAGRAPH 82D(1)(A)(II) TO READ AS FOLLOWS: 82D(1)(A)(II). AFTER THE SERVICE CENTER AND SYSTEM OPERATIONS LITIGATION OFFICE HAS REVIEWED AND RELEASES THE PACKAGE, SEND TWO COMPLETE PACKAGES TO THE FAA IIC (AAI-100 OR FSDO, AS APPROPRIATE). THE FAA IIC MUST FORWARD ONE COPY TO THE NTSB WITHIN 60 CALENDAR DAYS OF THE ACCIDENT. CHANGE SUBPARAGRAPH 82D(1)(B) TO READ AS FOLLOWS: 82D(1)(B). FAA AFSS AND FSS FACILITIES. ADD SUBPARAGRAPH 82D(1)(B)(I) TO READ AS FOLLOWS: 82D(1)(B)(I). TWO COMPLETE PACKAGES TO THE APPROPRIATE FSIAG. AFTER REVIEW, THE FSIAG WILL FORWARD ONE COPY OF THE PACKAGE TO SYSTEM OPERATIONS LITIGATION WITHIN 45 CALENDAR

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DAYS OF THE ACCIDENT. ADD SUBPARAGRAPH 82D(1)(B)(II) TO READ AS FOLLOWS: 82D(1)(B)(II). AFTER THE FSIAG AND SYSTEM OPERATIONS LITIGATION OFFICE HAS REVIEWED AND RELEASES THE PACKAGE, SEND TWO COMPLETE PACKAGES TO THE FAA IIC (AAI-100 OR FSDO, AS APPROPRIATE). THE FAA IIC MUST FORWARD ONE COPY TO THE NTSB WITHIN 60 CALENDAR DAYS OF THE ACCIDENT. CHANGE SUBPARAGRAPH 82D(1)(C) TO READ AS FOLLOWS: 82D(1)(C). SHOULD CORRECTIONS TO THE FAA ACCIDENT PACKAGE BECOME NECESSARY, ALL CHANGES MUST BE DISTRIBUTED IN THE SAME MANNER AS OUTLINED IN PARAGRAPHS 82D(1)(A) AND 82D(1)(B). A MEMORANDUM FROM THE FACILITY MANAGER OR ACTING MANAGER MUST ACCOMPANY ANY CHANGE(S) WITH A COMPLETE EXPLANATION OF THE CHANGE. CHANGE SUBPARAGRAPH 82D(2) TO READ AS FOLLOWS: 82D(2). TERMINAL FCF. THE TERMINAL FCF PREPARING THE ACCIDENT PACKAGE MUST RETAIN THE PACKAGE WITH ORIGINAL DOCUMENTATION IN THE FACILITY FILES. DISTRIBUTE THE COPY OF THE PACKAGE AS FOLLOWS: SUBPARAGRAPHS 82D(2)(A) THROUGH 82D(2)(C), NO CHANGE. ADD SUBPARAGRAPH 82D(3) TO READ AS FOLLOWS: 82D(3). AFSS FCF. THE AFSS FCF PREPARING THE ACCIDENT PACKAGE MUST RETAIN THE PACKAGE WITH

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ORIGINAL DOCUMENTATION IN THE FACILITY FILES.

DISTRIBUTE ONE COPY OF THE PACKAGE AS FOLLOWS: ADD SUBPARAGRAPH 82D(3)(A) TO READ AS FOLLOWS: 82D(3)(A). TO THE APPROPRIATE FSIAG. AFTER REVIEW FOR COMPLIANCE WITH APPLICABLE FAA ORDERS AND DIRECTIVES, THE FSIAG MUST FORWARD THE ONE AND ONLY COPY OF THE PACKAGE TO SYSTEM OPERATIONS LITIGATION WITHIN 45 CALENDAR DAYS OF THE ACCIDENT. AFTER REVIEW FOR COMPLIANCE WITH APPLICABLE FAA ORDERS AND DIRECTIVES, SYSTEM OPERATIONS LITIGATION MUST RETURN THE ONE AND ONLY COPY TO THE ORIGINATING FCF. ADD SUBPARAGRAPH 82D(3)(B) TO READ AS FOLLOWS: 82D(3)(B). AFTER SYSTEM OPERATIONS LITIGATION AND THE FSIAG REVIEW, THE FCF MUST FORWARD ONE COPY TO THE NTSB WITHIN 60 CALENDAR DAYS OF THE ACCIDENT. ADD SUBPARAGRAPH 82D(3)(C) TO READ AS FOLLOWS: 82D(3)(C). SHOULD CORRECTIONS TO THE ACCIDENT PACKAGE BECOME NECESSARY AFTER THE FCF FORWARDS THE COPY OF THE ACCIDENT PACKAGE TO THE NTSB, ALL CHANGES MUST BE DISTRIBUTED IN THE SAME MANNER AS OUTLINED IN PARAGRAPHS 82D(3)(A) AND 82D(3)(B). A MEMORANDUM FROM THE FCF MANAGER OR ACTING MANAGER MUST ACCOMPANY ANY CHANGE(S) WITH A

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COMPLETE EXPLANATION OF THE CHANGE. ADD SUBPARAGRAPH 82D(4) TO READ AS FOLLOWS: 82D(4). FACILITIES THAT PREPARE A FORMAL ACCIDENT PACKAGE AS A RESULT OF AN ACCIDENT INVOLVING MILITARY AIRCRAFT MUST DISTRIBUTE THE PACKAGE IN ACCORDANCE WITH PARAGRAPH 82D.

CHANGE PARAGRAPH 83, CERTIFICATION OF THE AIR TRAFFIC AIRCRAFT ACCIDENT PACKAGE, TO READ AS FOLLOWS. CHANGE SUBPARAGRAPH 83A TO READ AS FOLLOWS: 83A.

CERTIFICATION BY AFSS AND FSS FACILITIES. ADD SUBPARAGRAPH 83A(1) TO READ AS FOLLOWS: 83A(1). AN INFORMATION MEMORANDUM ADDRESSED TO THE FSIAG MANAGER FROM THE AIR TRAFFIC MANAGER OR ACTING AIR TRAFFIC MANAGER, OF THE DATA COLLECTION FACILITY MUST BE PREPARED. THE CERTIFICATION SIGNATURE MUST BE THE SAME AS THE TYPED NAME. DO NOT USE "FOR" TO SIGN AS THE CERTIFIER. THIS MEMORANDUM WILL CERTIFY THAT THE AIR TRAFFIC MANAGER OR ACTING AIR TRAFFIC MANAGER IS ATTESTING TO THE COMPLETENESS AND ACCURACY OF THE ENTIRE AIR TRAFFIC AIRCRAFT ACCIDENT PACKAGE. THE MEMORANDUM WILL PROVIDE THE FOLLOWING CERTIFICATION: "I HEREBY CERTIFY THAT AIR TRAFFIC AIRCRAFT ACCIDENT PACKAGE, (INSERT AIR TRAFFIC AIRCRAFT ACCIDENT PACKAGE

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NUMBER), HAS BEEN REVIEWED, AND IT IS COMPLETE AND ACCURATE." ADD SUBPARAGRAPH 83A(2) TO READ AS FOLLOWS: 83A(2). CERTIFICATION BY FSIAG MANAGER (FAA AFSS AND FSS FACILITIES ONLY). AN INFORMATION MEMORANDUM ADDRESSED TO THE MANAGER, SYSTEM OPERATIONS LITIGATION, FROM THE FSIAG DIRECTOR OR THE FSIAG DIRECTOR'S DESIGNEE, MUST BE PREPARED. THIS MEMORANDUM WILL CERTIFY THAT THE FSIAG MANAGER OR THE FSIAG MANAGER'S DESIGNEE IS ATTESTING TO THE COMPLETENESS AND ACCURACY OF THE ENTIRE FAA AIR TRAFFIC AIRCRAFT ACCIDENT PACKAGE. THE MEMORANDUM WILL PROVIDE THE FOLLOWING CERTIFICATION: "I HEREBY CERTIFY THAT AIR TRAFFIC AIRCRAFT ACCIDENT PACKAGE, (INSERT AIR TRAFFIC AIRCRAFT ACCIDENT PACKAGE NUMBER), HAS BEEN REVIEWED, AND IT IS COMPLETE AND ACCURATE." ADD SUBPARAGRAPH 83A(2) NOTE TO READ AS FOLLOWS: 83A(2) NOTE. NOTE: AIR TRAFFIC AIRCRAFT ACCIDENT PACKAGES PREPARED BY FCF'S ARE NOT CERTIFIED AT THE FSIAG LEVEL. HOWEVER, THIS DOES NOT RELIEVE THE FSIAG OF THE RESPONSIBILITY TO REVIEW THE FCF ACCIDENT PACKAGE FOR COMPLETENESS AND COMPLIANCE WITH APPROPRIATE FAA ORDERS AND GUIDELINES. ADD

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SUBPARAGRAPH 83A(3) TO READ AS FOLLOWS: 83A(3). THE CERTIFICATION MEMORANDUMS WILL BE PLACED IN SECTION 2 OF THE ORIGINAL AND ALL COPIES OF THE AIR TRAFFIC AIRCRAFT ACCIDENT PACKAGE (SEE APPENDIX 2). CHANGE SUBPARAGRAPH 83B TO READ AS FOLLOWS: 83B. CERTIFICATION BY ALL OTHER FACILITIES. ADD SUBPARAGRAPH 83B(1) TO READ AS FOLLOWS: 83B(1). AN INFORMATION MEMORANDUM ADDRESSED TO THE SERVICE CENTER MANAGER FROM THE AIR TRAFFIC MANAGER OR ACTING AIR TRAFFIC MANAGER, OF THE DATA COLLECTION FACILITY MUST BE PREPARED. THE CERTIFICATION SIGNATURE MUST BE THE SAME AS THE TYPED NAME. DO NOT USE "FOR" TO SIGN AS THE CERTIFIER. THIS MEMORANDUM WILL CERTIFY THAT THE AIR TRAFFIC MANAGER OR ACTING AIR TRAFFIC MANAGER IS ATTESTING TO THE COMPLETENESS AND ACCURACY OF THE ENTIRE AIR TRAFFIC AIRCRAFT ACCIDENT PACKAGE. THE MEMORANDUM WILL PROVIDE THE FOLLOWING CERTIFICATION: "I HEREBY CERTIFY THAT AIR TRAFFIC AIRCRAFT ACCIDENT PACKAGE, (INSERT AIR TRAFFIC AIRCRAFT ACCIDENT PACKAGE NUMBER), HAS BEEN REVIEWED, AND IT IS COMPLETE AND ACCURATE." ADD SUBPARAGRAPH 83B(2) TO READ AS FOLLOWS: 83B(2). CERTIFICATION BY SERVICE CENTER (FAA

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AIR TRAFFIC FACILITIES ONLY). AN INFORMATION MEMORANDUM ADDRESSED TO THE MANAGER, SYSTEM OPERATIONS LITIGATION, FROM THE SERVICE CENTER MANAGER OR THE SERVICE CENTER MANAGER'S DESIGNEE, MUST BE PREPARED. THIS MEMORANDUM WILL CERTIFY THAT THE SERVICE CENTER MANAGER OR THE SERVICE CENTER MANAGER'S DESIGNEE IS ATTESTING TO THE COMPLETENESS AND ACCURACY OF THE ENTIRE FAA AIR TRAFFIC AIRCRAFT ACCIDENT PACKAGE. THE MEMORANDUM WILL PROVIDE THE FOLLOWING CERTIFICATION: "I HEREBY CERTIFY THAT AIR TRAFFIC AIRCRAFT ACCIDENT PACKAGE, (INSERT AIR TRAFFIC AIRCRAFT ACCIDENT PACKAGE NUMBER), HAS BEEN REVIEWED, AND IT IS COMPLETE AND ACCURATE." ADD SUBPARAGRAPH 83B(2) NOTE TO READ AS FOLLOWS: 83B(2) NOTE. NOTE: AIR TRAFFIC AIRCRAFT ACCIDENT PACKAGES PREPARED BY FCF'S ARE NOT CERTIFIED AT THE SERVICE CENTER LEVEL. HOWEVER, THIS DOES NOT RELIEVE THE SERVICE CENTER OF THE RESPONSIBILITY TO REVIEW THE FCF ACCIDENT PACKAGE FOR COMPLETENESS AND COMPLIANCE WITH APPROPRIATE FAA ORDERS AND GUIDELINES. ADD SUBPARAGRAPH 83B(3) TO READ AS FOLLOWS: 83B(3). THE CERTIFICATION MEMORANDUMS WILL BE PLACED IN SECTION 2 OF THE

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ORIGINAL AND ALL COPIES OF THE AIR TRAFFIC AIRCRAFT  
ACCIDENT PACKAGE (SEE APPENDIX 2).

CHANGE PARAGRAPH 153, RESPONSIBILITIES, TO READ AS  
FOLLOWS. PARAGRAPH 153 THROUGH 153F(3), NO CHANGE.

CHANGE SUBPARAGRAPH 153F(4) TO READ AS FOLLOWS:

153F(4). REMOVING THE REQUESTED POTENTIALLY SUSPECT  
FACILITIES FROM SERVICE AS DIRECTED BY THE SERVICE AREA  
AFAAR. SUBPARAGRAPH 153F(5), NO CHANGE. RENUMBER  
NEXT SUBPARAGRAPH TO 153G (THIS IS AN EDITORIAL CHANGE  
ONLY). NO CHANGE TO REST OF PARAGRAPH.

CHANGE PARAGRAPH 157, FIELD WORK, TO READ AS FOLLOWS.

PARAGRAPH 157 THROUGH 157A, NO CHANGE. CHANGE

SUBPARAGRAPH 157A(1) TO READ AS FOLLOWS: 157A(1).

IMMEDIATELY REMOVE THE REQUESTED POTENTIALLY SUSPECT

FACILITIES FROM SERVICE. THIS IS A RISK MANAGEMENT

ACTION, AND MUST NOT INVOLVE ANY MANUALLY COMMANDED

CHANGES IN FACILITY STATUS OR OPERATION - I.E., THIS

ACTION SHOULD NOT CAUSE ANY FACILITY TO CEASE ITS

NORMAL FUNCTION OR CEASE RADIATING SIGNALS. REQUEST

NOTAM'S BE PUBLISHED TO ACCURATELY REFLECT THE

INTERRUPTIONS. SUBPARAGRAPHS 157A(2) THROUGH 157A(4),

NO CHANGE. CHANGE SUBPARAGRAPH 157A(5) TO READ AS

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FOLLOWS: 157A(5). ACCOMPLISH APPROPRIATE LOGGING OF EVENTS AND REPORTING OF INTERRUPTIONS, USING PROCEDURES DEFINED IN FAA ORDER 6000.48, GENERAL MAINTENANCE HANDBOOK FOR AUTOMATED LOGGING, AND IN FAA ORDER 6040.15, NATIONAL AIRSPACE PERFORMANCE REPORTING SYSTEM. NO CHANGE TO REST OF PARAGRAPH. CHANGE APPENDIX 2, PARAGRAPH J, PERSONNEL LOGS (PARAGRAPH 82C(6)), TO READ AS FOLLOWS: PARAGRAPH J, PERSONNEL LOGS (PARAGRAPH 82C(6)). INCLUDE THE FACILITIES SIGN IN/OUT PERSONNEL LOGS OR THE AUTOMATED EQUIVALENT. IF THE FACILITY HAS MORE THAN ONE AREA OF SPECIALIZATION, THEN INCLUDE ALL PERSONNEL LOGS OF EVERY AREA OF SPECIALIZATION HAVING CONTACT (SEE PARAGRAPH 93A NOTE) WITH THE SUBJECT AIRCRAFT. UNLESS REQUESTED BY AAI-100, SYSTEM OPERATIONS LITIGATION, OR A COMPETENT AUTHORITY, ALL CLASSIFIED OR SECURITY SENSITIVE INFORMATION AND/OR DOCUMENTATION; AND INFORMATION PROTECTED UNDER THE PRIVACY ACT, NORMALLY MADE A PART OF THE (FORMAL OR INFORMAL) AIR TRAFFIC AIRCRAFT ACCIDENT FILE, INCLUDING BUT NOT LIMITED TO THE AIR TRAFFIC AIRCRAFT ACCIDENT PACKAGE, MUST BE REDACTED OR BLACKED OUT FROM ALL COPIES (I.E., THE TYPE

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OF LEAVE TAKEN, NOT THE FACT THAT LEAVE WAS TAKEN;  
ETC.). ONLY THE ORIGINAL AIR TRAFFIC ACCIDENT FILE  
AND/OR PACKAGE AT THE ORIGINATING AIR TRAFFIC FACILITY  
WILL RETAIN THE ORIGINAL INFORMATION AND/OR  
DOCUMENTATION. NOTE: THE EXAMPLE ON THE NEXT PAGE IS  
AN EXAMPLE OF HOW THE PERSONNEL LOG WOULD LOOK IN THE  
ORIGINAL, AND ONLY THE ORIGINAL, AIR TRAFFIC AIRCRAFT  
ACCIDENT PACKAGE.

TO AVOID A COMPLETE REPRINT OF THE ORDER, THE  
AFOREMENTIONED CHANGES MAY BE NOTED OR OTHERWISE  
PENCILED IN. A COPY OF FAA ORDER 8020.16, COMPLETE WITH  
THESE CHANGES, IS AVAILABLE ON THE FOLLOWING INTRANET  
SITE: [FTP://ATS.AWA.FAA.GOV/AJR-8](ftp://ats.awa.faa.gov/AJR-8).

IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT SHARON M.  
BEAVAN AT (202) 267-7681.



JEFFERY A. MYERS  
MANAGER, SYSTEM OPERATIONS LITIGATION

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