

# NOTICE

**U.S. DEPARTMENT OF TRANSPORTATION**  
FEDERAL AVIATION ADMINISTRATION  
Air Traffic Organization Policy

**N JO 7400.35**

**Effective Date:**  
October 1, 2017

**Cancellation Date:**  
September 30, 2018

**SUBJ:** Development of Launch or Reentry Vehicle Operator and Site Operator Letters of Agreement (LOA)

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- 1. Purpose of this Notice.** This notice is issued to replace N JO 7400.34, same subject. This notice transmits guidance that each Launch or Reentry Vehicle Operator and Site Operator LOA must be coordinated and reviewed by Mission Support Services, Airspace Policy Group, AJV-11.
- 2. Audience.** This notice applies to the following Air Traffic Organization (ATO) service units: Air Traffic Services, Mission Support, and System Operations; and all associated air traffic control facilities.
- 3. Where can I Find This Notice?** This notice is available on the MyFAA employee Web site at [https://employees.faa.gov/tools\\_resources/orders\\_notices/](https://employees.faa.gov/tools_resources/orders_notices/) and on the air traffic publications Web site at [http://www.faa.gov/air\\_traffic/publications/](http://www.faa.gov/air_traffic/publications/).
- 4. Explanation of Policy Change.** This notice establishes Mission Support Services, Airspace Policy Group (AJV-11) as the point of contact (POC) for facilitation of Launch or Reentry Vehicle Operator and Site Operator LOA development and signature. AJV-11 will facilitate coordination with the Air Traffic Control System Command Center (ATCSCC) Space Operations Office (AJR-11), Air Traffic facility or facilities having jurisdiction over the airspace where the launch or reentry will take place and the Office of Commercial Space Transportation (AST). AJV-11 will ensure that all comments received from coordinated parties are considered appropriately before having the LOA signed by the proponent(s), Air Traffic facility or facilities and ATCSCC. AJV-11 will communicate the progress, status, and any issues to ATO management and others as appropriate.
- 5. Procedures/Action.** FAA Order JO 7400.2, Procedures for Handling Airspace Matters, paragraphs 31-3-1, Responsibilities; 31-3-3, LOA Coordination; 31-4-1, Responsibilities; 31-4-3, LOA Coordination and 31-4-4, Launch and Reentry Site Process are in the process of being changed. AJV-11 becomes the facilitator for LOA development in the ATO and is now the primary point of contact for LOA coordination with the AST POC. In addition, AJV-11 will facilitate the necessary LOA coordination and signature with ATC facility or facilities and Service Centers, AJR-11, and the launch or reentry vehicle or site operator. AJR-1100 ATCSCC Space Operations is the ATO Office of Primary Responsibility (OPR) for launch and reentry operations across the NAS. As the OPR, ATCSCC Space Operations must work closely with air traffic facilities when developing all site and vehicle LOAs. ATCSCC Space Operations reviews proposed sites and planned operations to identify potential impacts to the NAS.
- 6. Distribution.** This notice is distributed to the following ATO service units: Air Traffic Services, Mission Support Services, and System Operations Services; the Office of ATO Safety and Technical Training; the Air Traffic Safety Oversight Service; the Office of Commercial Space Transportation; the William J. Hughes Technical Center; and the Mike Monroney Aeronautical Center.

**7. Background.** Paragraph 31-3-1 c. states that, with regard to airspace management, 14 CFR 400 requires license and permit applicants to complete a LOA with the ATC facility or facilities having jurisdiction over the airspace where the launch or reentry will take place. AJV-11 is now the coordination and review authority within the ATO and will act as the primary point of contact with AST, ATC facility or facilities, Service Centers and AJR-11.

Original signed by Karen Chiodini  
for

Heather Hemdal  
Director, Air Traffic Procedures  
Air Traffic Organization

07/24/2017

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Date Signed