

CHANGE

**U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION**

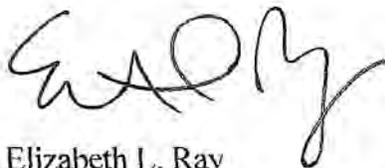
**JO 7400.2J
CHG 1**

Air Traffic Organization Policy

Effective Date:
July 26, 2012

SUBJ: Procedures for Handling Airspace Matters

- 1. Purpose of This Change.** This change transmits revised pages to Federal Aviation Administration Order JO 7400.2J, Procedures for Handling Airspace Matters.
- 2. Audience.** This change applies to all Air Traffic Organization (ATO) personnel and anyone using ATO directives. This order also applies to all regional, service area, and field organizational elements involved in rulemaking and nonrulemaking actions associated with airspace allocation and utilization, obstruction evaluation, obstruction marking and lighting, airport airspace analysis, and the management of air navigation aids.
- 3. Where Can I Find This Change?** This change is available on the FAA Web site at http://faa.gov/air_traffic/publications and https://employees.faa.gov/tools_resources/orders_notices/.
- 4. Explanation of Policy Change.** See the Explanation of Changes attachment which has editorial corrections and changes submitted through normal procedures.
- 5. Distribution.** This change is distributed to select offices in Washington headquarters; the Office of Commercial Space Transportation; regional Flight Standards; Airports Divisions; service area offices; the William J. Hughes Technical Center; the Mike Monroney Aeronautical Center; Technical Operations Aviation System Standards; all field facilities; international aviation field offices; and interested aviation public.
- 6. Disposition of Transmittal.** Retain this transmittal until superseded by a new basic order.
- 7. Page Control Chart.** See the page control chart attachment.



Elizabeth L. Ray
Vice President, Mission Support Services
Air Traffic Organization

Date: June 1, 2012

Explanation of Changes

Change 1

**Direct questions through appropriate facility/service center office staff
to the Office of Primary Interest (OPI).**

a. 9-2-4. OEG PARTICIPATION

This change reflects that all obstruction evaluation case studies, and all applicable information to be used during a petition review, are readily available electronically through the iOE/AAA automated Web site thus eliminating the need for the original or

certified true copy of the aeronautical study case file.

b. Entire publication.

Additional editorial/format changes were made where necessary. Revision bars were not used because of the insignificant nature of these changes.

FAAO JO 7400.2J
Change 1
Page Control Chart
July 26, 2012

REMOVE PAGES	DATED	INSERT PAGES	DATED
Table of Contents v	2/9/12	Table of Contents v	2/9/12
Table of Contents vi	2/9/12	Table of Contents vi	7/26/12
9-2-1 and 9-2-2	2/9/12	9-2-1	7/26/12

Paragraph	Page
6-3-2. SCOPE	6-3-1
6-3-3. DETERMINING ADVERSE EFFECT	6-3-1
6-3-4. DETERMINING SIGNIFICANT VOLUME OF ACTIVITY	6-3-1
6-3-5. SUBSTANTIAL ADVERSE EFFECT	6-3-2
6-3-6. RESPONSIBILITY	6-3-2
6-3-7. AIRPORT SURFACES AND CLEARANCE AREAS	6-3-13
6-3-8. EVALUATING EFFECT ON VFR OPERATIONS	6-3-13
6-3-9. EVALUATING EFFECT ON IFR OPERATIONS	6-3-20
6-3-10. EVALUATING EFFECT ON AIR NAVIGATION AND COMMUNICATION FACILITIES	6-3-23
6-3-11. EVALUATING PLANNED OR FUTURE AIRPORT DEVELOPMENT PROGRAMS	6-3-25
6-3-12. EVALUATING TEMPORARY CONSTRUCTION	6-3-25
6-3-13. CONSIDERING SHIELDING	6-3-26
6-3-14. CONSIDERING SHADOW PLANE	6-3-26
6-3-15. RECOMMENDING MARKING AND LIGHTING OF STRUCTURES	6-3-27
6-3-16. NEGOTIATIONS	6-3-29
6-3-17. CIRCULARIZATION	6-3-29

Chapter 7. Determinations

Section 1. Issuing Determinations

7-1-1. POLICY	7-1-1
7-1-2. RESPONSIBILITY	7-1-1
7-1-3. DETERMINATIONS	7-1-1
7-1-4. DETERMINATION CONTENT AND OPTIONS	7-1-2
7-1-5. DETERMINATION DATES	7-1-6
7-1-6. EXISTING STRUCTURES	7-1-6
7-1-7. DISTRIBUTION OF DETERMINATIONS	7-1-6

Section 2. Extension of Determinations

7-2-1. AUTHORITY	7-2-1
7-2-2. CONDITIONS	7-2-1
7-2-3. COORDINATION	7-2-1
7-2-4. EXTENSION PERIOD	7-2-1
7-2-5. REVIEW PROVISIONS FOR PETITION	7-2-1
7-2-6. DISTRIBUTION	7-2-1

Section 3. Revision, Correction, and Termination of Determination

7-3-1. REVISIONS AND TERMINATIONS BASED ON NEW FACTS	7-3-1
7-3-2. CORRECTION	7-3-1
7-3-3. STANDARD FORMAT	7-3-1
7-3-4. DISTRIBUTION	7-3-1

Chapter 8. Post Determination Action

Section 1. Action

8-1-1. FOLLOW-UP ACTION	8-1-1
-------------------------------	-------

Paragraph	Page
8-1-2. RECEIPT OF COMPLETED PSR	8-1-1
8-1-3. RECEIPT OF COMPLETED FORM 7460-2	8-1-1
8-1-4. PROCESSING PROJECT ABANDONED NOTIFICATION	8-1-2
8-1-5. PROCESSING DISMANTLEMENT NOTIFICATION	8-1-2

Chapter 9. Discretionary Review Process

Section 1. General

9-1-1. AUTHORITY	9-1-1
9-1-2. OEG RESPONSIBILITY	9-1-1
9-1-3. JURISDICTION	9-1-1

Section 2. Petition Processing

9-2-1. ADMINISTRATIVE PROCESSING	9-2-1
9-2-2. RECOMMENDATIONS	9-2-1
9-2-3. DISTRIBUTION OF NOTICES TO GRANT DISCRETIONARY REVIEW	9-2-1
9-2-4. OEG PARTICIPATION	9-2-1
9-2-5. FINAL DECISION	9-2-1
9-2-6. DISTRIBUTION OF DECISION	9-2-1

Part 3. Airport Airspace Analysis

Chapter 10. Basic

Section 1. Policy

10-1-1. PURPOSE	10-1-1
10-1-2. AUTHORITY	10-1-1
10-1-3. AIRPORT PROGRAMS	10-1-1
10-1-4. FUNDING RESPONSIBILITY	10-1-2
10-1-5. RESPONSIBILITY	10-1-2

Section 2. Airport Study

10-2-1. PURPOSE	10-2-1
10-2-2. STUDY NUMBER ASSIGNMENT	10-2-1
10-2-3. PROPOSALS SUBJECT TO AERONAUTICAL STUDY	10-2-1

Section 3. Airport Standards

10-3-1. DESIGN STANDARDS	10-3-1
10-3-2. AIRPORT SPACING GUIDELINES AND TRAFFIC PATTERN AIRSPACE AREAS	10-3-1
10-3-3. DESIGNATION OF INSTRUMENT RUNWAYS, CHANGES OF AIRPORT STATUS VFR TO IFR AND LOWERING MINIMUMS	10-3-2
10-3-4. AIRSPACE FEASIBILITY STUDY	10-3-3
10-3-5. ONSITE EVALUATION	10-3-3
10-3-6. FORMULATION OF FAA DETERMINATION	10-3-3

Section 4. Airport Charting and Publication of Airport Data

10-4-1. POLICY	10-4-1
----------------------	--------

Section 2. Petition Processing

9-2-1. ADMINISTRATIVE PROCESSING

Upon receiving a petition, the FAA will:

a. Assign an OE case number to the petition composed of the last two digits of the calendar year in which the assignment is made, the symbol “AWA” to indicate Washington headquarters, the symbol “OE” to indicate obstruction evaluation, and a serial number. Serial numbers run consecutively within each calendar year.

b. If the petition does not meet the criteria in part 77, notify the petitioner in writing.

c. If the petition meets the criteria in part 77, notify the sponsor, the petitioner (or designated representative), the OEG, and, if appropriate, the FCC that the determination is not and will not become final pending disposition of the petition.

d. Distribute a copy of a valid petition and the associated determination to the Spectrum Assignment and Engineering Services, NAS Support Group, Flight Procedures Standards Branch, AFS-420, Airport Engineering Division, AAS-100; and the Terminal Procedures and Charting Group for their examination.

e. Coordination and consultation with the Office of the Chief Counsel (AGC) is required for high interest or controversial cases.

f. There are no regulatory time frames for completion of the response to a petition of discretionary review. However, every effort should be made to complete the examination, or review, within six months of receipt of the petition.

9-2-2. RECOMMENDATIONS

Based upon the results of the examination of the petition and further coordination with Spectrum Assignment and Engineering Services, AFS-420, AAS-100, Terminal Procedures and Charting Group, and, as appropriate, AGC, the Airspace Regulations and ATC Procedures Group must recommend to the Director of Mission Support, Airspace Services

whether to grant or deny the review, and whether the review should include a public comment period.

9-2-3. DISTRIBUTION OF NOTICES TO GRANT DISCRETIONARY REVIEW

The Airspace Regulations and ATC Procedures Group will distribute the notice to grant discretionary review in writing to the petitioner, the sponsor (or designated representative), interested parties of record, and the FCC, if appropriate. The notice will include, but is not limited to: a statement of the specific issues to be considered; the aeronautical study number; a description of the proposal’s location and height; the obstruction standards that are exceeded; the date the comment period closes (no less than 45 days from issuance of the grant); where to send comments; and a person to contact for more information.

9-2-4. OEG PARTICIPATION

When a discretionary review is granted, the Airspace Regulations and ATC Procedures Group must request the OEG submit written documentation verifying that the electronic case file is complete.

9-2-5. FINAL DECISION

Based on the review of the aeronautical study, the petition, current directives and orders, and comments received, the Airspace Regulations and ATC Procedures Group must draft and coordinate a document for the Director of Mission Support, Airspace Services signature that affirms, reverses, or revises the initial determination, or remands the case to OEG for termination, re-study or other action as necessary.

9-2-6. DISTRIBUTION OF DECISION

Copies of the final decision must be distributed by the Airspace Regulations and ATC Procedures Group to the petitioner(s), sponsor (or designated representative), interested parties of record, OEG, and FCC, if appropriate.

