



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

Air Traffic Organization Policy

**ORDER
JO 1900.47E**

Effective Date:
April 20, 2016

SUBJ: Air Traffic Control Operational Contingency Plans

Federal Aviation Administration operational contingency planning is a key component in ensuring safety and continuity of services in the National Airspace System. Comprehensive and coordinated planning, between air traffic control facilities, stakeholders and organizations that support them, can avert disruptions or mitigate their impact to safe and reliable service to the flying public. This order identifies the critical roles, establishes procedures as well as provides guidance for maintaining a pro-active approach to contingency planning.

The practices and procedures set forth in this order apply to FAA personnel and FAA-contract personnel who provide air traffic control services at FAA facilities and FAA Contract Towers, or support its infrastructure or operational environments.

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CHAPTER 1. INTRODUCTION

1-A. Purpose of This Order

This order establishes Air Traffic Control (ATC) requirements and responsibilities for the development and implementation of Operational Contingency Plans (OCPs) for Federal Aviation Administration (FAA) ATC facilities, including FAA Contract Towers (FCT) and Flight Service Stations (FSS) (FAA and contract), hereafter known as “ATC facilities.”

OCPs and supporting procedures that provide continuity are pre-planned actions to respond to events that affect the capability of facilities to provide operational ATC services. OCPs provide guidance during contingency operations and establish continuity until normal services can be fully restored.

1-B. Audience

This directive applies to the following Air Traffic Organization (ATO) service units: Air Traffic Services (AJT), Technical Operations (AJW), Mission Support (AJV), System Operations Services (AJR), Safety and Technical Training (AJI), FCT service providers, and all FAA ATC facilities; ATC services within Washington headquarters; the William J. Hughes Technical Center (WJHTC); and the Mike Monroney Aeronautical Center (MMAC).

1-C. Where to Find This Order

This order is available on the MY FAA Web site at https://employees.faa.gov/tools_resources/orders_notices/.

1-D. Distribution

This directive is distributed to the Department of Defense (DOD) and the following ATO service units: AJT, AJW, AJV, AJR, AJI, FCT service providers, and all ATC facilities; ATC services within Washington headquarters; the WJHTC; and the MMAC.

1-E. Policy

The following policy is provided:

1. This order applies to ATC facilities. Facility management is responsible to have OCPs in place to respond to events that affect the Operational Contingency Levels (OCLs) of their facility to provide ATC services.
2. The handling and management of air traffic during ATC Limited and ATC Zero events may result in airborne/ground delays, reroutes around impacted facilities, and may include the use of contingency routes.
3. Facilities must develop and maintain operational plans that provide continuity of services during unplanned outages to the extent dictated by the outage, with the goal to:
 - a. Achieve 90% of the Airport Acceptance Rate (AAR) at Core airports within 24 hours of an event.

- b. Return affected airspace to 90% capacity within 96 hours (i.e., to achieve 90% of the eight week rolling average traffic counts associated with individual Air Route Traffic Control Centers (ARTCC) and/or Terminal Radar Approach Control (TRACON) facilities).

1-F. Background

Recent instances of major facility outages suggest that current OCPs and procedures do not provide enough operational assistance to those involved in an OCP event. These events identified some specific shortcomings in OCP procedures. Previously, OCPs focused on the contingency response to an event without consideration for continuity of services over a prolonged period. This rewritten order includes operational guidance to be used during contingency events and clarifies methods for continuity of required services.

1-G. Cancellation

This order cancels FAAO JO 1900.47D, Air Traffic Operational Contingency Plan, dated March 8, 2013. Use 1900.47D as guidance until 1900.47E becomes effective.

1-H. Explanation of Changes

This document outlines more collaborative and flexible response capabilities for operational contingency events. Specifically, it:

1. Is restructured for more efficient flow and completeness.
2. Clarifies OCP roles and responsibilities (Chapter 5).
3. Updates definitions and acronyms (Appendix A and Appendix B, respectively).
4. Introduces Response Levels for ATC Zero events.
5. Introduces new requirements for airspace divestment/assumption.

1-I. Recommendation for Procedural Changes

1. Any recommended changes to this order must be submitted to the Vice President, Mission Support Services, Attn: Air Traffic Procedures Directorate.
 - a. Personnel should submit recommended changes in procedures to facility management.
 - b. Recommendations from other sources should be submitted through appropriate FAA, military, or industry/user channels.

1-J. Scope

This document defines roles and responsibilities for AJT, AJR, AJI, AJV, and AJW, relative to operational contingency planning for ATC facilities described in paragraph 1-A, Purpose of This Order.

1-K. Definitions, Abbreviations and Acronyms

Appendix A. The Glossary contains definitions of words used in this order.

Appendix B. Abbreviations and Acronyms contain abbreviations and acronyms used in this order.

CHAPTER 2. GENERAL ROLES AND RESPONSIBILITIES

This section contains an overview of administrative roles and responsibilities for OCPs.

2-A. Vice President, AJR

The Vice President, AJR must:

1. Provide oversight and approval for national OCP-related actions, corrective plans, and decisions that will affect traffic management procedures, FAA and contract flight service procedures, requirements, budget, staffing, equipment, operations, and training.
2. Provide support for the National OCP Database, including maintenance and updates of the software and hardware system.

2-B. Vice President, AJT

The Vice President, AJT must provide oversight and approval for OCP-related actions and decisions that will affect staffing and operations.

2-C. Vice President, AJV

The Vice President, AJV must:

1. Provide oversight and approval for OCP-related actions and decisions that will affect procedures and requirements.
2. Serve as the national focal point for ATO OCPs, including being responsible for coordinating with the other affected service units included in this section.

2-D. Vice President, AJW

The Vice President, AJW must provide oversight and approval for OCP-related actions, corrective plans, and decisions that will affect personnel and equipment.

2-E. Vice President, AJI

The Vice President, AJI must provide oversight and approval for OCP-related training and corrective plans.

2-F. Air Traffic Services Directors of Operations

Air Traffic Services Directors of Operations must:

1. Provide oversight to ensure that OCPs are developed in accordance with this order.
2. Provide oversight to ensure that action plans are developed to correct identified deficiencies.

2-G. Technical Operations Service Area Directors

Technical Operations Service Area Directors must ensure cooperation at the field facility level with respect to the content of subparagraphs 2.K.4 and 2.K.6.

2-H. Service Center Directors

Service Center Directors must:

1. Provide resources necessary to ensure OCPs are developed in accordance with this order.
2. Provide resources necessary to ensure action plans are developed to correct identified deficiencies.

2-I. Operations Support Group (OSG) Managers

Designate a service center Point of Contact (POC) to perform the following OCP-related tasks:

1. Serve as the liaison between the Air Traffic Control System Command Center (ATCSCC), the service area lines of business, and other ATC facilities on all matters relating to OCPs, the National OCP Database, and Contingency Plan Support System (CPSS).
2. Review OCPs and lessons learned in the National OCP Database and review the routes in the CPSS.
3. Serve as an information and training resource for service area facilities to help them maintain current and accurate information in the National OCP Database and CPSS.
4. Review certifications and exercise reports for facilities within the service area to help meet requirements.
5. Provide a report each January to the Service Area Directors regarding the status of all facility certifications and exercises for the prior calendar year.
6. Maintain facility and personnel accounts that have access to the National OCP Database.

NOTE: The Automated Contingency Tool is the application currently used as the National OCP Database.

2-J. ATCSCC Managers

ATCSCC Managers must:

1. Manage the National OCP Database.
 - a. Designate an administrator to provide oversight of the National OCP Database.
 - b. Ensure supporting contingency plans and agreements are maintained.
2. Ensure guidance and training support for the OCP database is provided for the service center administrators.

3. Designate a facility-level administrator to manage development and maintenance of the ATCSCC OCP.
 - a. Develop and approve work aids in coordination with AJW and other groups as necessary.
 - b. Ensure that ATCSCC OCPs are current in the National OCP Data base.
 - c. Coordinate changes to OCPs in advance with all affected support facilities.
 - d. Ensure that a Network Support Agreement is developed between the ATCSCC and its network of supporting facilities (i.e., its OCP network). If specialized assets or assistance are identified in an OCP, coordinate and secure approval with supporting organizations.
4. Support ATCSCC ATC Zero events and exercises:
 - a. Chair the Crisis Response Team (CRT).
 - b. Serve as the primary focal point for external stakeholder contact and coordination.
5. Ensure guidance and training is provided to ATCSCC air traffic personnel.
6. By December 31 of each calendar year, ensure the following:
 - a. An ATCSCC OCP ATC Zero exercise is conducted unless an ATCSCC ATC Zero event occurred during the year.
 - b. ATC Zero Table-Top Exercises (TTX) are conducted for ARTCCs and, at a minimum, all TRACONs that overlie Core airports.
 - c. An annual TTX schedule is published.

NOTE: The TTX schedule is available from the service center contingency POC or the ATCSCC procedures office.

2-K. Terminal, FSS, and ARTCC Air Traffic Managers (ATMs)

Terminal, FSS, and ARTCC Air Traffic Facility Managers must:

1. Develop an OCP network of support facilities.
 - a. Ensure a Network Support Agreement is developed between the impacted facility and its OCP network.
 - b. At a minimum, the OCP network will consist of the impacted facility and the primary support facility.
 - c. The OCP network should include all facilities with which the impacted facility has a Letter of Agreement (LOA) for normal operations and may include other facilities as needed (e.g. military ATC facilities and non-U.S. ATC facilities).
 - d. A new Network Support Agreement must be made when a support facility is added or deleted, or when the content changes in a manner that requires approval of all participants in a given OCP Network.

NOTE 1: If the overlying facility is military/non-FAA, the Primary Support Facility will be the first FAA facility beyond the military/non-FAA facility.

NOTE 2: If a support facility is a military/non-FAA ATC facility, it will not be included in the Network Support Agreement. Support provided by the military/non-FAA ATC facility must be covered in an LOA, and be attached to the facility ATC Zero plan in the National OCP Database

2. Develop and maintain facility OCPs. A facility-level administrator may be designated for this responsibility.
3. Designate a primary support facility.
4. If non-ATC organizations are needed as part of the OCP network to supply specialized assets or assistance, enter into agreements with such supporting organizations.
 - a. Technical Operations may be included in the OCP network support agreement.
 - b. Other organizations, such as airport operations, will require an LOA. Due to sensitive information, these must not be stored in the Facility Depository Directory (FDR).
5. For facilities that provide ATC services in defined airspace, develop and maintain plans that include airspace divestment procedures in collaboration with the support facility representatives.

NOTE: Some ATCTs and FSS may not have divestible airspace.

6. Approve the facility OCP and attachments using the National OCP database. Prior to approval, coordinate with Technical Operations Field Manager to ensure that the operational contingency plan does not interfere with their restoration plan.
7. Ensure that the approved OCP is available to all facilities that support and are adjacent to the impacted facility.
8. When joining another facility's OCP network, collaboratively develop supporting procedures and ensure the procedures are coordinated and shared among that OCP network's support facilities.
9. Provide training to ATC personnel to ensure familiarity with procedures and airspace based on the facility OCP in accordance with FAAO JO 3120.4.
10. Ensure OCP training is coordinated with supporting organizations as necessary.
11. Coordinate changes to OCPs, in advance, with all affected support facilities.
12. Identify the members of the facility CRT for situations that may require response to an ATC Limited or ATC Zero declaration.
13. Complete the following annual requirements by December 31 of each calendar year:
 1. Ensure that all network support agreements have been reviewed.

2. Ensure that a facility ATC Zero exercise is conducted unless an actual ATC Zero or ATC Limited event occurred during the year. Exercises must be conducted with as much detail and realism as possible without impact to the National Airspace System (NAS) and must include the support network facilities. The exercise may be conducted in concert with the ATC Zero TTX conducted by the ATCSCC.
3. Ensure certification of the facility OCP and support procedures in the National OCP Database.
4. Ensure certification of contact information in OCPs in the National OCP Database.

NOTE: Contact Service Center OSG for best practices regarding Annual Exercises.

2-L. Technical Operations Field Manager

Technical Operations Field Managers must ensure that:

1. Service Operations Center (SOC) manager or designee/ upward report to their Operational Control Center (OCC) all changes to OCLs.
2. System Support Center (SSC) manager or designee/upward report to their OCC all changes to OCLs.
3. OCC Team Leads report to the National Operations Control Center (NOCC) all changes to OCLs.

CHAPTER 3. DOCUMENTATION

3-A. Developing and Maintaining Network Support Agreements and Operational Contingency Plans

1. Each ATC facility must develop administrative and operational information for use during ATC Alert, ATC Limited (if applicable), and ATC Zero events.
2. ATMs must designate a primary support facility which will normally be an overlying facility. The ATCSCC is the primary support facility for ARTCCs.
3. Information must be entered into the National OCP Database (via templates where available). OCPs must include:
 - a. Contact information (names, phone numbers, and descriptions).
 - b. A list of all underlying and support ATC facilities.
 - c. Procedures for providing continuity of services to the extent dictated by the outage.
4. ATC Alert procedures must include:
 - a. Notification to support facilities.
 - b. A requirement to review ATC Limited and ATC Zero procedures, if applicable.
5. ATC Limited procedures must support the loss of one or more operational segments.
6. OCPs that divest airspace must have divestment and assumption documentation.
 - a. Airspace divestment documentation, at a minimum, must include:
 - (1) Depictions of all OCP Network airspace boundaries and their operational/service limitations, as they will exist during the OCP implementation.
 - (2) Common frequencies, altitudes, sector names, and their operational limitations.
 - (3) Any other useful information agreed upon by all participating facilities.
 - b. Airspace assumption documentation should include:
 - (1) Depictions of facility and assumed airspace boundaries and their operational/service limitations, as they will exist during the implementation of support procedures.
 - (2) Sector names, Navigational Aid (NAVAID) fixes common to facilities, common frequencies, and altitudes of assuming sectors with which the facility must interact during a contingency plan implementation.
 - (3) Any available routes and procedures that would be needed for flights to transition through divested airspace. Facilities that contain Core airports must include routes and procedures that support arrivals and departures to these airports, as well as their own overflights.

- (4) ATC Zero non-radar routes for use when airspace divestment is not possible. These routes should include overflights and, at a minimum, arrivals and departures for Core airports, and must be defined and submitted for entry into CPSS. ARTCC ATMs must ensure CPSS data is current and correct.

NOTE: All airports within Core airport terminals may be considered eligible to use CPSS routes. For example, DAL could utilize the same route as DFW.

- (a) Develop routes that are procedurally separated.
- (b) Developed routes must remain clear of Special Use Airspace (SUA).

NOTE: Procedures are not required for SUA in which operations, including return-to-base, are conducted under Visual Flight Rules (VFR).

- (c) CPSS route data must contain the following information:
 - (i) Prescribed routes and destinations served.
 - (ii) Altitudes for use along each defined route based on the destination airport.
 - (iii) Transfer of control/communication points and frequency information.
 - (iv) Telephone numbers, fax numbers, email addresses, etc. to be used for the coordination of flight plan information for the providing and the receiving ATC facilities.
 - (v) Routes may be defined for other underlying terminals.
- (5) Any other useful information as described by the Support Facility, including operational limitations.

- 7. OCPs and support agreements must be available in operational quarters to operational personnel in either hard copy or through electronic means. If the OCP is provided through electronic means, hard copies must also be maintained in the operational area to provide backup.
- 8. Support agreements, and LOAs that contain contingency plan information, and associated procedures must be stored in the National OCP Database. Contingency plan information from LOAs with military or non-U.S. ATC facilities may be copied into the National OCP Database.
- 9. Each ATC facility must conduct refresher training on OCP procedures in accordance with FAAO JO 3120.4 Air Traffic Technical Training. Training for operational ATC personnel must include:
 - a. Airspace divestment/assumption procedures.
 - b. Use of CPSS information, where applicable.
 - c. Operationally relevant information seen during an exercise or event.
- 10. Procedures that reference a change of OCL must include instruction on notifying the applicable Regional Operations Center (ROC), ATCSCC and the applicable Technical Operations entity and the Domestic Events Network (DEN).

3-B. Support Facility Procedures and Planning must include:

1. Defined roles, responsibilities, and coordination requirements.
2. Airspace divestment/assumption procedures; which may include:
 - a. Clearance limits.
 - b. Communications procedures.
 - c. Procedural altitudes.
 - d. Airport departure and arrival plans.
 - e. Routing.
 - f. Limitations.
3. Charts or other visual presentations when needed to help describe procedures.
4. Contact information in the National OCP database.
5. Notification procedures for ATC Alert, ATC Limited, and ATC Zero events.

NOTE: These procedures may include the use of the National Traffic Management Log (NTML) Facsimile Transmission (FAX), telephonic notification, National Airspace Data Interchange Network (NADIN), Aeronautical Information System-Replacement (AIS-R), and similar mechanisms.

3-C. Reports and Reporting

This paragraph describes data entry into the Automated Contingency Tool for ATC Zero and ATC Limited events and exercises.

1. All contingency event reports, including lessons learned, must be entered in the National OCP database.
2. Impacted facilities must initiate an event report within 7 calendar days of the termination of the event. The impacted facility must notify the support facilities that an event report has been initiated.
3. Support facilities must provide their response to events, including lessons learned, within 15 calendar days from when the event report was initiated.
4. The impacted facility must complete the report, including lessons learned, within 30 calendar days of the termination of the event. Prior to submission, the report must be coordinated with the Technical Operations Field Manager.
5. Dates, event summaries, and lessons learned from ATC Zero events, ATC Limited events, and exercises should be compiled and maintained for reference.

CHAPTER 4. NETWORK SUPPORT AGREEMENTS

Network Support Agreements are used to establish and identify members in an OCP network of supporting facilities.

4-A. Network Support Responsibilities

1. The impacted facility is primarily responsible for processing the Network Support Agreement, unless otherwise coordinated.
2. The ATM must:
 - a. Negotiate and prepare a single Network Support Agreement between their facility and its OCP network.
 - b. Coordinate and disseminate changes to OCPs and the support agreement across their OCP network.
3. The ATM should consult with the Operations Support Group (OSG) to resolve any issues or conflicts in developing the support agreement.

4-B. Network Support Agreement Content

Network Support agreements must include, at a minimum: (e.g. appendix C2)

1. Purpose.
2. Signatures of the facilities or organization managers.
3. An effective date.
4. Scope and limitations of the agreement.
5. A statement that delegates support facilities the authority to create, update, and amend supporting procedures as needed.
6. Contact information for the support facility(s).

4-C. Network Support Agreement Creation and Revisions

1. The ATM is responsible for managing the creation and revisions to support agreements.
2. For Network Support Agreement creation, the ATM must:
 - a. Establish an effective date acceptable to all parties involved that permits sufficient time for entry into the National OCP Database, and for facilities in the OCP network to familiarize ATC personnel with OCPs.
 - b. Sign the document using physical or electronic signatures (if available) of all participants in the OCP network.
 - c. Store the network support agreement in the National OCP Database.

NOTE: Due to sensitive information contained in support agreements, they are not to be stored in the Facility Directive Repository (FDR).

3. For revisions, the ATM must:

- a. Make revisions when support facilities are added or deleted from the OCP network, or when information changes.
- b. Place a vertical line to the left of each new or revised paragraph or section to signify new material.
- c. Identify page revisions by the “REV” number, e.g., “REV 1,” and the effective date in the lower right hand corner of each revised page.
- d. Coordinate revisions in the same manner and degree as for the original document.
- e. Cancel or update the support agreement as needed.

CHAPTER 5. OPERATIONAL CONTINGENCY LEVELS BY FACILITY TYPE

This chapter outlines requirements for each OCL by facility type. The order of responsibilities is generally sequential as depicted, but can be carried out as necessary based on the event.

Below are common causes of changes to the Facility OCL:

1. Communications (e.g., loss of critical air/ground communications).
2. Telephony (e.g., loss of critical ground/ground communications).
3. Automation (e.g., loss of critical NAS automation or other critical automation capabilities).
4. Power (e.g., loss of critical or backup power).
5. Staffing (e.g., significant reduction in staffing).
6. Surveillance (e.g., loss of primary/secondary radar or other surveillance capabilities).
7. Evacuation: (e.g., partial or full evacuation of a facility).

5-A. ARTCCs

1. **ATC Alert Requirements.** This section describes the roles and responsibilities for handling ATC Alert events that occur at ARTCCs.
 - a. The Operations Manager-in-Charge (OMIC), or designee, must:
 - (1) Declare ATC Alert when required.
 - (2) Notify support facilities in the network.
 - (3) Notify the ATCSCC and ROC.
 - (4) Notify the Technical Operations Service Operations Center (SOC).
 - (5) Review the facility OCP to prepare for the possibility of declaring ATC Zero.
 - (6) Log the event on FAA Form 7230-4, Daily Record of Facility Operation (facility log), or equivalent electronic media.
 - (7) Ensure the ATC Alert is canceled:
 - (a) Notify the ATCSCC and ROC.
 - (b) Notify the SOC.
 - (c) Update the facility log.

- b. The ATCSCC must:
 - (1) Document the event in NTML.
 - (2) Notify the following when ATC Alert is declared or cancelled:
 - (a) NOCC.
 - (b) Washington Center Operation Complex (WOCC).
 - (c) Affected Stakeholders.
 - c. When notified that an ARTCC is in ATC Alert, ATC support facilities within the OCP network must review their OCP to prepare to provide assistance if necessary.
2. **ATC Zero Requirements.** This section describes the roles and responsibilities when an ARTCC is unable to safely provide published ATC services.
- a. The impacted facility OMIC, or designee, must:
 - (1) Declare ATC Zero.
 - (2) Notify the ATCSCC as the primary support facility.
 - (3) Notify the SOC.
 - (4) If able, convene and lead a facility CRT.

NOTE: If OMIC or designee is not available, the Primary Support Facility convenes an acting CRT.

- (a) Ensure that the CRT collaboratively determines facility response level.
 - i. Response level 1: (Repair or recovery is imminent and has been verified).
 - 1) Stabilize airspace.
 - 2) Use traffic management initiatives as needed.
 - 3) Consider utilizing Tower-En Route Control (TEC).
 - 4) No divestment expected.
 - ii. Response level 2: (Repair or recovery time frame uncertain).
 - 1) All elements of level 1.
 - 2) Divest or partially divest without personnel relocation.
 - 3) Consider utilizing CPSS routes.
 - iii. Response level 3: (Extensive damage - repairable).
 - 1) All elements of level 2.
 - 2) Divest with personnel relocation.
 - iv. Response level 4: (Extensive damage - irreparable).

- 1) All elements of level 3.
- 2) National level decisions required.

(b) Ensure the Response Level is communicated to all affected facility personnel and support facilities.

- (5) Make decision if airspace divestment is required and advise ATCSCC of facility response level.
- (6) Assist the ATCSCC if able.
- (7) Log the event on FAA Form 7230-4, Daily Record of Facility Operation (facility log), or equivalent electronic media.
- (8) Notify the ATCSCC when the ability to provide air traffic services is restored, and collaboratively develop a restoration plan to resume operations. Communicate this plan to all affected facility personnel.
- (9) Resume operations following the coordinated restoration plan.
- (10) When ATC Zero is canceled:
 - (a) Notify the ATCSCC.
 - (b) Notify the SOC.
 - (c) Update the facility log.
 - (d) Participate in post-event analysis and compile the lessons learned report.
 - (e) Make modifications and improvements to OCPs as necessary.

b. ATCSCC must:

- (1) Acting as the Primary Support Facility, the ATCSCC will notify the following when ATC ZERO is declared or cancelled:
 - (a) Support facilities in the network.
 - (b) SOC, directly or through the NOCC.
 - (c) WOCC.
 - (d) Applicable ROC.
 - (e) Affected Stakeholders.
 - (f) FAA senior management.
- (2) Coordinate with support facilities to ensure the initial stabilization of airspace within the impacted facility.
- (3) Notify the impacted facility OMIC, or designee, when the airspace has been stabilized.
- (4) Ensure that the facility's OCP is followed.

- (5) Ensure the plan is communicated to all affected support facilities.
 - (6) Provide updates to stakeholders and senior FAA management officials on ATC Zero response actions taken and restoration plans.
 - (7) Coordinate the resumption of services when notified that the ATC Zero-impacted facility is able to provide ATC services.
 - (8) Communicate this restoration plan to all affected support facilities.
- c. Support ATC facilities in the OCP network must:
- (1) Take actions necessary to stop the flow of air traffic or ATC services into the impacted facility and mitigate the effects of the ATC Zero declaration.
 - (2) Notify the ATCSCC when ready to provide continuity of required services in accordance with the impacted facility's OCP and the support procedures.
 - (3) Help in the notification process as directed by the ATCSCC.
 - (4) Support the impacted facility by following the OCP procedures and coordinated ad hoc modifications to the plan.
 - (5) Transition back to normal operations at the impacted facility following the coordinated restoration plan.
 - (6) Participate in post-event analysis.
 - (7) Enter support event response and lessons learned into the automated contingency database.

5-B. Terminals and Flight Service Facilities

1. **ATC Alert Requirements.** This section describes the roles and responsibilities for handling ATC Alert events that occur at terminal and flight service facilities.
 - a. The ATM or designee must:
 - (1) Declare ATC Alert when required.
 - (2) Notify support facilities in the network.
 - (3) Ensure that the ATCSCC, DEN, and ROC are notified.
 - (4) Ensure that the Technical Operations control center, be it SOC or OCC is notified.
 - (5) Review the facility OCP to prepare for the possibility of declaring ATC Limited (if applicable) or ATC Zero.
 - (6) Log the event on FAA Form 7230-4, Daily Record of Facility Operation (facility log), or equivalent electronic media.
 - (7) When the ATC Alert is canceled:
 - (a) Notify all affected facilities.

- (b) Ensure that the ATCSCC, DEN and ROC are notified.
 - (c) Ensure that the Technical Operations control center, be it SOC or OCC, is notified.
 - (d) Update the facility log.
 - b. The ATCSCC must document the event in the NTML and notify affected stakeholders.
 - c. When notified that a facility is in ATC Alert, ATC support facilities within the OCP network must review their OCP to prepare to provide assistance if necessary.
2. **ATC Limited Requirements.** This section describes the roles and responsibilities when an operational segment(s) at a Terminal facility is unable to safely provide all published ATC services, but the facility has not reached ATC Zero.

NOTE: Not all facilities require the ATC Limited OCL. See the definition for additional information.

- a. The ATM or designee must:
 - (1) Declare ATC Limited.
 - (2) Notify the Primary Support Facility.
 - (3) Notify the Technical Operations control center, be it SOC or OCC, if collocated.
 - (4) Implement the facility OCP as necessary to support the impacted operational segment.
 - (5) If applicable, convene and lead a facility CRT in managing an ATC Limited event.
 - (a) Ensure that the CRT collaboratively determines actions to be taken in response to the event. Use Response Levels listed in para 5-B 3, ATC Zero Requirements, as applicable.
 - (b) Communicate the plan to all affected facility personnel and support facilities.
 - (6) Review ATC Zero OCP to prepare for the possibility of further degradation.
 - (7) Log the event on FAA Form 7230-4, Daily Record of Facility Operation (facility log), or equivalent electronic media.
 - (8) Develop a restoration plan to return to full service. Coordinate with other entities as needed.
 - (9) When able to resume full operations, follow the restoration plan.
 - (10) When the ATC Limited is canceled:
 - (a) Notify the Primary Support Facility.
 - (b) Notify the Technical Operations control center, be it SOC or OCC, if collocated.

- (c) Update the facility log.
 - (d) Participate in post-event analysis and compile the lessons learned report.
 - (e) Make modifications and improvements to OCPs as necessary.
 - b. The Primary Support Facility must:
 - (1) Document the event in the NTML.
 - (2) Notify the following when ATC Limited is declared or cancelled:
 - (a) Support facilities in the network.
 - (b) Applicable SOC or OCC.
 - (c) ATCSCC.
 - (d) DEN.
 - (e) Applicable ROC.
 - c. The ATCSCC must ensure the event is documented in the NTML, and notify the NOCC and affected stakeholders when ATC Limited is declared or cancelled.
 - d. Support ATC facilities in the OCP network must:
 - (1) Support the impacted facility by following support procedures and coordinated ad hoc modifications to the plan.
 - (2) Participate in post-event analysis and contribute to the lessons learned report.
 - (3) Make modifications and improvements to support procedures as necessary.
- 3. **ATC Zero Requirements.** This section describes the roles and responsibilities when a terminal or flight service facility is unable to safely provide published ATC services.
 - a. For ATC Zero events that occur in Terminal or flight service facilities, the ATM or designee must:
 - (1) Declare ATC Zero.
 - (2) Notify the Primary Support Facility.
 - (3) Notify the Technical Operations control center, be it SOC or OCC, if collocated.
 - (4) If able, convene and lead a facility CRT.

NOTE: If the ATM or designee is not available, the Primary Support Facility convenes an acting CRT.

- (a) Ensure that the CRT collaboratively determines facility response level.
 - i. Response level 1: (repair or recovery is imminent and has been verified).
 - 1. Stabilize airspace.
 - 2. Use traffic management initiatives as needed.

3. No divestment expected.
 - ii. Response level 2: (Repair or recovery time frame uncertain).
 1. All elements of level 1.
 2. Divest or partially divest without personnel relocation.
 - iii. Response level 3: (Extended repair or recovery time frame).
 1. All elements of level 2.
 2. Divest with personnel relocation.
 - iv. Response level 4: (Extensive repair or recovery time).
 1. All elements of level 3.
 2. Consider utilizing Temporary Control Towers and other continuity of operations concepts.
- (b) Ensure the Response Level is communicated to all affected facility personnel and support facilities.
- (5) Decide if airspace divestment is necessary and notify the Primary Support Facility of response level.
 - (6) If able, assist the Primary Support Facility.
 - (7) Log the event on FAA Form 7230-4, Daily Record of Facility Operation (facility log), or equivalent electronic media.
 - (8) Develop a restoration plan to return to full service. Coordinate with other entities as needed.
 - (9) Notify the Primary Support Facility when the ability to provide air traffic services is restored, and collaboratively develop a restoration plan to resume operations. Communicate this plan to all affected facility personnel.
 - (10) When ATC Zero is canceled:
 - (a) Notify the Primary Support Facility.
 - (b) Notify the Technical Operations control center, be it SOC or OCC, if collocated.
 - (c) Update the facility log.
 - (d) Participate in post-event analysis and compile the lessons learned report.
 - (e) Make modifications and improvements to OCPs as necessary.
- b. The Primary Support Facility must:
- (1) Document the event in the NTML.

- (2) The Primary Support Facility will notify the following when ATC Zero is declared or cancelled:
 - (a) Support facilities in the network.
 - (b) Applicable SOC or OCC.
 - (c) ATCSCC.
 - (d) DEN.
 - (e) Applicable ROC.
 - (3) Coordinate with support facilities to ensure the initial stabilization of airspace within the impacted facility.
 - (4) Notify the ATCSCC and impacted facilities ATM, or designee, when airspace has been stabilized.
 - (5) Ensure that the facility's OCP is followed.
 - (6) Ensure the plan is communicated to all affected support facilities.
 - (7) When notified that the ATC ZERO impacted facility is able to provide ATC services, coordinate the resumption of services. If the impacted facility is a CORE airport or a TRACON overlying a CORE airport, the ATCSCC will manage the national restoration plan to resume services.
- c. The ATCSCC must:
- (1) Document the event in the NTML and notify affected stakeholders when ATC Zero is declared or cancelled.
 - (2) For ATC Zero events that occur at a CORE airport or at a TRACON overlying a CORE airport, the ATCSCC must:
 - (a) Notify FAA senior management.
 - (b) Assist the Primary Support Facility with the initial stabilization of airspace.
 - (c) Provide updates to stakeholders and senior FAA management officials on the response actions taken and restoration plans.
 - (d) In collaboration with the Primary Support Facility and the impacted facility, develop a national restoration plan to prepare for resumption of services. The plan must include needed Traffic Management Initiatives (TMIs) and be coordinated in advance with any FAA facility or other stakeholders affected by the plan.
 - (e) When notified the ATC Zero impacted facility is able to provide ATC services, initiate the restoration plan. Manage and modify the restoration plan as needed until operations at the affected facility are back to normal.

NOTE: The previous paragraphs do not preclude the ATCSCC from providing support to other ATC facilities.

- d. Support ATC facilities in the OCP network must:
 - (1) Support the impacted facility by following support procedures and coordinated ad hoc modifications to the plan.
 - (2) Participate in post-event analysis and contribute to the lessons learned report.
 - (3) Make modifications and improvements to support procedures as necessary.

5-C. ATCSCC

1. **ATC Alert Requirements.** This section describes the roles and responsibilities for handling ATC Alert events that occur at the ATCSCC.

- a. The ATM or designee must:
 - (1) Declare ATC Alert.
 - (2) Ensure that the WOCC is notified.
 - (3) Ensure that the NOCC is notified of the ATC Alert status and collaborates on any response.
 - (4) Ensure that the supporting ATC facilities, stakeholders, and other organizations are notified as necessary.
 - (5) Review the facility OCP to prepare for the possibility of declaring ATC Zero.
 - (6) Log the event on the NTML.
 - (7) When the ATC Alert is canceled:
 - (a) Ensure that the WOCC, NOCC, stakeholders, and all other affected facilities are notified.
 - (b) Update the facility log.
- b. Support facilities in the OCP network: When notified the ATCSCC has declared ATC Alert, all support facilities must review their OCP to prepare to provide assistance if necessary.

2. **ATC Zero Requirements.** This section describes the roles and responsibilities for handling ATC Zero events that occur at the ATCSCC.

- a. The ATM or designee must:
 - (1) Declare ATC Zero when the facility is unable to provide any Traffic Flow Management (TFM) services.
 - (2) Ensure that the NOCC is aware of the ATC Zero status and collaborates on any response.
 - (3) Ensure that the WOCC is notified and that the WOCC activates the standing telephone bridge to notify the support facilities. If the ATCSCC is unable to

contact the WOCC, a support facility may make the notification. Provide the following information in the notification:

- (a) ATC Zero declaration.
 - (b) The condition that initiated the ATC Zero declaration.
 - (c) Actions being taken.
 - (d) When an update is expected.
- (4) Ensure all affected stakeholders and other ATO organizations are notified.
 - (5) Follow the ATCSCC ATC Zero OCP procedures.
 - (6) Convene and lead a facility CRT in managing an ATC Zero event.

NOTE: At the ATCSCC, the facility CRT consists of the ATCSCC NOM, NOCC representative, the TFM sustainment manager, and other personnel the NOM deems appropriate. The CRT coordinates information about the ATC Zero event and collaboratively determines actions to be taken in response to the event.

- (7) Log the event the NTML.
 - (8) Develop a coordinated restoration plan.
 - (9) Resume operations following the restoration plan.
 - (10) When the ATC Zero is canceled:
 - (a) Ensure that the WOCC, NOCC, stakeholders and all other affected ATC facilities are notified.
 - (b) Update the facility log.
 - (c) Participate in post-event analysis and contribute to the lessons learned report.
 - (d) Contribute to the lessons learned report. Make modifications and improvements to OCPs as necessary.
- b. The NOCC must:
- (1) Participate in the facility CRT.
 - (2) Participate in post-event analysis and lessons learned.
- c. Support ATC facilities in the OCP network must:
- (1) Support the ATCSCC by following the support procedures and coordinated ad hoc modifications to the plan.
 - (2) Transition back to normal operations when the ATC Zero event at the ATCSCC has ended, following the restoration plan.
 - (3) Participate in post-event analysis and compile the lessons learned report.

- (4) Make modifications and improvements to support procedures as necessary.

CHAPTER 6. REPORT OF A NON-RESPONSIVE AIR TRAFFIC CONTROL FACILITY

This section describes the roles and responsibilities which apply when an ATC facility is reported to be non-responsive.

1. If a facility is reported as non-responsive, the primary support facility may declare ATC Zero for the facility.
 - a. The primary support facility must use alternative methods to determine the cause of non-responsiveness.
 - (1) Verify communications.
 - (2) If communications cannot be established, ensure a visual or physical inspection of the facility is attempted.
 - b. If unable to resolve the cause for non-responsiveness, the primary support facility must declare ATC Zero for the non-responsive facility. The designated primary support facility is the only facility, other than the ATCSCC, that can declare ATC Zero for the non-responsive facility.
 - c. After the primary support facility declares ATC Zero, it:
 - (1) Implements the impacted facility's OCP.
 - (2) Carries out its usual support role to the impacted facility.
2. The ATCSCC has the authority to declare ATC Zero for any facility if the primary support facility is unavailable.

APPENDIX A. GLOSSARY

The following terms and their definitions are used throughout this order. Appendix B contains a list of abbreviations and acronyms.

1. **Adjacent** – Any airspace that borders another.
2. **Airport Acceptance Rate** – The number of arrivals that an airport is capable of accepting each hour.
3. **Airspace Assumption Documentation** - These documents are intended to be used by support facilities/sectors before implementation of the OCP. They may be utilized to design electronic maps during implementation or near operational positions to show controllers the airspace and the operational limitations they have assumed. They may include graphical depictions tailored for each support facility/sector, showing the airspace assumed by the support facility/sector in support of each impacted facility from which it assumes airspace, and, if appropriate, other facilities.
4. **Airspace Divestiture** – The relinquishing of responsibility for a predetermined volume of airspace by an ATC Zero facility to an ATC Support Facility(s).
5. **Airspace Divestment Documentation** – These documents are developed and supplied to all applicable support facilities so they are all aware of who is in control of the various portions of the impacted facility's airspace. Airspace divestment documents are intended to be used by all applicable support facilities/sectors. They may include graphical depictions and the operational/service limitations of the airspace divested by the impacted facility and assumed by support facilities during implementation of an OCP.
6. **Annual** – The period of time between January 1 and December 31, inclusive.
7. **Annual Exercise** – A comprehensive walk-through of procedures to test and validate the facility's ATC Zero or Limited OCP. The annual exercise will validate facility contingency procedures, telephone numbers and test its support network. This exercise may be combined with the TTX conducted by the ATCSCC.
8. **Approval** – Authorization for use of the latest official version of an OCP. It is required after creating a new OCP document or modifying an existing OCP document when changed.
9. **ATC Alert** – A precautionary notification to ensure support facilities in an OCP network are informed of a possible ATC Limited or ATC Zero declaration. ATC Alerts are normally associated with, but not limited to, non-routine maintenance activities or equipment outages that eliminate backup equipment to critical systems and services. ATC Alert declarations include 1) the condition that initiated the alert, 2) actions being taken 3) potential impacts to air traffic, and 4) when an update is expected.
10. **ATC Facility** – Entities that serve as an FAA ATC facility, including FCT and flight service stations (FAA and contract).
11. **ATC Limited** – An OCL declared when a Terminal facility suffers the loss of one or more operational segments but the facility can still provide published ATC services at a reduced level. The ATC Limited OCL excludes VFR Towers because they have only a

-
- single operational segment. For example, an up/down facility could declare ATC Limited if the tower cab is unable to provide ATC services but the radar room is functional.
12. **ATC Zero** – An OCL declared when it is determined the facility is unable to safely provide air traffic services, or traffic flow management in the case of the ATCSCC.
 13. **Automated Contingency Tool** – A Web-based, administrative application that is located at <https://act2.faa.gov/>. It is used to collect, organize input, maintain, modify, display, share, publish, and distribute information relative to OCPs. It is currently the application used as the National OCP Database.
 14. **Certification** – An action taken annually within the National OCP database for verification of the current version of all OCPs and facility information. Revised OCPs are considered certified for the calendar year in which they are approved.
 15. **Contingency Plan Support System (CPSS)** – A collection of contingency non-radar routes maintained by the ATCSCC on an internal website. CPSS data is available via the “Contingency Plan” tab at <http://www.atcscf.faa.gov/ois/>.
 16. **Core Airports** – Major airports that require significant agency focus. The master list of Core airports is available at http://aspmhelp.faa.gov/index.php/Core_30.
 17. **Crisis Response Team (CRT)** – A facility team, led by the OMIC or designee, that coordinates information about the ATC Zero or ATC Limited event, and collaboratively receives input on actions to be taken in response to the event. The CRT should include AT OMIC or designee, the Technical Operations Manager or designee, the Supervisory Traffic Management Coordinator (STMC) or designee and bargaining unit representative(s). At Terminal facilities with limited support staff, the makeup of the CRT will be at the discretion of the ATM or their designee.
 18. **Domestic Events Network (DEN)** – A standing telephonic network that is managed by ATO’s NTSO team to link major ATC field facilities and over 170 interagency nodes. The DEN is used for rapid alerting, shared situational awareness, and tactical response coordination addressing security and other disruptions to the NAS.
 19. **Impacted Facility** – An ATC facility that is unable to provide some or all published ATC services.
 20. **National OCP Database** – The repository to store and distribute OCPs, support agreements and certain LOAs. Currently, the National OCP Database is implemented via ACT 2 but is not tool-specific.
 21. **National Tactical Security Operations (NTSO)** – One of four teams of Air Traffic Security Coordinators (recruited from senior air traffic controllers and other experienced front-line personnel) that carryout ATO’s tactical security operation such as helping to protect Presidential movements. The NTSO manages the DEN out of the FAA headquarters.
 22. **Network Support Agreement** – A document developed and signed by an ATC facility and other ATC facilities and/or Technical Operations that describes the scope and limits of support agreed upon should the facility declare ATC Limited or ATC Zero. An impacted facility’s support agreement establishes its OCP network and designates a

Primary Support Facility. Actual procedures to be followed are contained in the Operational Contingency Plan.

23. **OCP Network** – The impacted facility and one or more facilities that provide support during an event.
24. **Operational Contingency Level (OCL)** – The level of severity of an event (ATC Alert, ATC Limited, or ATC Zero) that indicates the status of published ATC services that a facility can provide.
25. **Operational Contingency Plan (OCP)** – A pre-coordinated plan containing operational and administrative instructions and procedures for impacted and support facilities. It guides the OCP network when an impacted facility experiences a degradation or loss of ability to provide ATC services. It also contains procedures for continuity of ATC services through supporting facilities. For facilities with a single LOCID, there will be only one OCP. ARTCCs that contain oceanic operations may use a separate OCP for each operation (i.e., domestic and oceanic).
26. **Operational Segment** – Any one of the distinct operational quarters in a Terminal ATC facility, specifically, the airport traffic control tower (ATCT) cab, the radar room, and areas of specialization.
27. **Primary Support Facility** – An ATC facility that has entered into a support agreement with another ATC facility to serve as its notification facility in the event of the impacted facility's immediate evacuation. The primary support facility also has certain roles and responsibilities in the event of a non-responsive facility or an OCL declaration. It may have other duties as a support facility in the OCP network. The Primary Support facility is to be considered the primary source for implementation of the impacted facilities OCP during ATC Zero operations.
28. **Published ATC Services** – ATC services as prescribed in FAA Orders JO 7110.65, JO 7210.3, and JO 7110.10.
29. **Response Level(s)** – Description of the options within the contingency plan being implemented given the severity of the outage and the likelihood of restoration.
30. **Specialized Assets and Assistance** – Any equipment, building, or service not normally available at the facility but is needed in case of an OCL change. Examples include provisions for transportation, opening of legacy or ramp control towers, and radio retuning.
31. **Stabilized Airspace** – An impacted facility's airspace is considered stabilized when all aircraft previously under the control of that facility are accounted for or are receiving ATC services from a support facility.
32. **Support Facility** – Any ATC facility or entity that provides pre-coordinated assistance to the impacted facility during an ATC Zero event or during an ATC Limited OCL.
33. **Supporting Organization** – Any non-ATC organization within or outside of the FAA that provides pre-coordinated assistance to the impacted facility during an ATC Zero event or during an ATC Limited OCL.

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34. **Table-top Exercise (TTX)** – A training exercise to verify the validity of OCP phone numbers. The table-top exercise does not meet OCP annual exercise requirements. The ATCSCC conducts annual TTX with ARTCCs and TRACONs overlying Core airports. Facilities may combine their OCP annual exercise with the ATCSCC TTX if desired.
35. **Terminal** – For the purpose of this order, terminals refer to TRACONs and both Contract and Federal ATCTs. Normally the ATCT and TRACON use the same 3 character ID.
36. **Up/Down Facility** – Terminal facility wherein all CPC controllers are certified to work all tower and radar positions.
37. **Work Aids** – For the purposes of this order, items such as checklists, sector procedures, phone numbers, frequencies, and any other materials used during an OCP event.

APPENDIX B. ABBREVIATIONS AND ACRONYMS

The abbreviations and acronyms included in this appendix are defined in accordance with how they are used in this order.

TERM	DEFINITION	TERM	DEFINITION
AAR	Airport Acceptance Rate	OMIC	Operations Manager-in-Charge
ACT	Automated Contingency Tool	OSG	Operations Support Group
AIS-R	Aeronautical Information System-Replacement	POC	Point of Contact
ARTCC	Air route traffic control center	RAPCON	Radar Approach Control
ATC	Air Traffic Control	REV	Revision
ATCSCC	David J. Hurley Air Traffic Control System Command Center	ROC	Regional Operations Center
ATCT	Airport Traffic Control Tower	SOC	Service Operations Center
ATM	Air Traffic Manager	STMC	Supervisor Traffic Management Coordinator
ATO	Air Traffic Organization	SUA	Special Use Airspace
CPC	Certified Professional Controller	TEC	Tower En route Control
CPSS	Contingency Plan Support System	TFM	Traffic Flow Management
CRT	Crisis Response Team	TMU	Traffic Management Unit
DEN	Domestic Events Network	TRACON	Terminal Radar Approach Control
FAA	Federal Aviation Administration	TTX	Table-top exercise
FAX	Facsimile	VFR	Visual Flight Rules
FCT	FAA Contract Tower	WJHTC	William J. Hughes Technical Center
FDR	Facility Directive Repository	WOCC	Washington Operations Center Complex
FSS	Flight Service Station		
LOA	Letter of Agreement		
LOCID	Location Identifier		
MMAC	Mike Monroney Aeronautical Center		
NADIN	National Airspace Data Interchange Network		
NAS	National Airspace System		
NAVAID	Navigational Aid		
NMR	NADIN Message ReHost		
NOCC	National Operations Control Center		
NOM	National Operations Manager		
NTML	National Traffic Management Log		
NTSO	National Tactical Security Operations		
OCC	Operational Control Center		
OCL	Operational Contingency Level		
OCP	Operational Contingency Plan		

APPENDIX C. EXAMPLES

This Appendix includes examples of situations that illustrate the requirements included in this Directive.

C-1 OCL Changes

This section provides a few examples of conditions that may result in OCL declarations. It is not intended to be comprehensive.

ATC Alert

What is an ATC Alert Event?

- Severe weather in area may impact facility operations.
- Up/Down: Abandoned radar room due to fumes but still can provide surveillance services from the tower cab.
- Due to a cable cut, a tower cab loses its ground control and clearance delivery frequencies. It operates with just its local control frequencies.

ATC Limited

What is an ATC Limited Event?

- Up/Down facility: Tower cab has been abandoned due to a fire alarm or adverse weather conditions. TRACON continues in operation.
- Up/Down facility: Sufficient qualified staff are unavailable to staff both the cab and the TRACON.
- Large TRACON: One or more areas of specialization become unable to provide services (e.g., spider infestation).

What is not an ATC Limited Event?

- All of a facility's primary or backup radios are out of service resulting in no redundancy (this is an ATC Alert, not ATC Limited event).
- Individual positions out-of-service: Services can be provided at other positions. (This may or may not be an ATC Alert.)

ATC Zero

What is an ATC Zero Event?

- No staff to open facility or provide service.

C-2 Network Support Agreements**[Impacted Facility]****Operational Contingency Plan (OCP)****Network Support Agreement**

- 1. Purpose.** This document establishes a network of facilities in support of **[Impacted Facility]** for operational contingency planning.
- 2. Participants.** The network is comprised of **[Impacted Facility]**, **[Primary Support Facility]**, [Additional Support Facility, if any], and [etc.].
- 3. Effective Date.** MM/DD/YYYY
- 4. Scope.** This agreement applies to contingency planning related to changes in Operational Contingency Levels at **[Impacted Facility]**. It includes the participants' written plans contained in the National OCP Database.
- 5. Limitations.** *[optional: If needed, otherwise enter None]*
- 6. Authorization.** The support facilities in this agreement are delegated the authority to create, update, and amend support procedures, as needed.
- 7. Primary Support Facility.** **[Primary Support Facility]** is designated as the primary support for this network and is delegated authority to declare ATC Zero on behalf of **[Impacted Facility]** following procedures outlined in FAAO JO 1900.47.
- 8. Additional Responsibilities.** *[optional: Include this paragraph if other responsibilities are needed. Otherwise enter None.]*
- 9. Contact Information.** *[Insert table or use attachment: should be facility operational phone numbers, not administrative]*

[Insert signature block here for the ATM of the Impacted Facility and all supporting facilities]

C-3 OCP Networks***VFR Tower or FAA Contract Tower***

- With ARTCC overlying: The ARTCC should be the primary support facility. There may or may not be any other facilities in this network.
- With TRACON overlying: The TRACON should be the primary support facility. There may or may not be any other facilities in this network.
- With RAPCON overlying: The overlying ARTCC should be the primary support facility. The RAPCON may or may not be included in the network

Up/Down Facility

- With ARTCC overlying: The ARTCC could be the primary support facility, unless another adjacent facility is more suitable. Adjacent and underlying facilities should be included in the network.
- With TRACON overlying: The TRACON should be the primary support facility. Adjacent and underlying facilities should be included in the network. Overlying ARTCCs may or may not be in the network, if they do not share a common boundary with the impacted facility.

Large TRACON

- An overlying ARTCC should be the primary support facility unless the ATCSCC is so designated. Adjacent and underlying facilities should be included in the network.

ARTCC

- The ATCSCC is the primary support facility. Adjacent ARTCCs and TRACONs should be included in the network. Facilities directly underlying should be included, also. An ATCT underlying a TRACON need not be included in the network since the TRACON would already be providing the support.

C-4 Non-Responsive Facility***Example 1:***

ABC is an Up/Down facility whose airspace underlies ZGH, an ARTCC. Adjacent to ABC is DEF, a large TRACON, and IJK, another Up/Down facility. All these facilities are part of ABC's network. ZGH has been designated the primary support facility.

ABC goes to cab-only operations at 10 p.m. and airspace reverts to ZGH until 6 a.m. The facility is normally staffed with two people on the mid-shift. By letter of agreement DEF, may call inbounds to ABC after point out to ZGH.

Scenario:

ABC loses staffing due to illness and incapacitation. Support facilities are unaware until DEF has an inbound aircraft.

Chronology:

0300 – ABC Controller 1 is controller-in-charge and approves Controller 2's sick leave request, becoming a single person operation for the balance of the shift.

0400 – Controller 1 trips in the cab and is knocked unconscious.

0430 – DEF calls an inbound on the shout line, but receives no response. After several attempts the controller advises the watch supervisor, who in turn contacts ZGH as the primary support facility.

0440 – Following support facility procedures, the ZGH watch supervisor attempts contact with ABC via land-lines and commercial telephone.

0442 – When these prove unsuccessful, the watch supervisor contacts the ABC Crash Fire Rescue unit and requests they observe the cab using binoculars and go to the tower to make contact. The unit advises no silhouette is observed.

0443 – The inbound aircraft attempts radio contact at the request of DEF and reports negative contact. This is reported to ZGH.

0447 – Based on these reports, ZGH declares ATC Zero on behalf of ABC and commences notification procedures per ABC's plan. ZGH also continues its actions as a support facility.

Example 2:

LMN is a part-time Up/Down facility whose airspace underlies ZOP; ZOP is an ARTCC that is LMN's primary support facility. It operates from 0500 to 2200 local. Underlying LMN is VWX, an FAA Contract Tower. It operates from 0600 to 2000 local. These facilities are part of LMN's OCP network, but they otherwise do not have routine interaction. No LOA exists between them.

Scenario:

No staff arrives to open LMN at 0500 due to an ice storm. No other employees are scheduled to arrive until 0630.

Chronology:

0445 – Two controllers carpool to work and are involved in an accident due to the icy conditions. The storm has caused limited cell phone service. They are unable to advise anyone of their situation, immediately.

0510 – ZOP realizes LMN has not reported its routine opening and attempts to contact the facility via land-lines.

0515 – ZOP contacts airport operations but no one answers. A subsequent call to Crash, Fire, and Rescue reveals that no one has driven over the road to the tower.

0516 – ZOP declares ATC Zero on behalf of LMN and commences notification procedures per ABC's plan. ZOP also continues its actions as a support facility. In this example, those actions are to continue mid-shift operations.

0600 – ZOP advises VWX of the outage and the two facilities interact according to their support procedures.