

ORDER

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

WP AT 7210.23

WESTERN TERMINAL SERVICE AREA

06/28/04

SUBJ: Western Terminal Service Area Procedures for the Posting of Air Traffic Documents on the Intranet

- 1. PURPOSE.** This Order prescribes the requirements for Air Traffic Facilities within the Western Terminal Service Area (WTSA) to post Letters of Agreement (LOAs) and Facility Directives (Orders, Notices and Supplements) on the Air Traffic Documents' web page.
- 2. DISTRIBUTION.** This Order is being distributed to the branch level and above in the Western Terminal Service Area and to all WTSA Air Traffic Control Facilities.
- 3. BACKGROUND.** In an effort to decrease the amount of paperwork generated and to assist in the efficiency of the review of these documents, a website was developed that allows Air Traffic Facilities the ability to post documents for easy access by other facilities. Although it was voluntary at first, it has resulted in both cost and time savings by reducing the amount of postage and turnaround time for review of these documents.
- 4. PROCEDURES.** Western Terminal Service Area maintains a website for the posting of facility documentation. Facilities are required to post LOAs and Facility Directives on the Air Traffic Documents' web page. Other pertinent documents relating to the facility may also be posted. Each new facility has been provided a User ID and initial password, both of which are your three-letter ID (case sensitive, lower case). When you initially access the web page, you will be asked to change your password. Use any password you choose. This will permit the responsible facility to add new or revise existing documents. Each facility will have the capability to view any other facility's documents, but will only be able to revise, publish, and delete their own documents. If you are a signatory to an LOA, but not the originator, you can download the LOA from the originator's site and upload to your site.
 - a. To access the Air Traffic Documents' web page:
 - (1) Go to the AWP Intranet Site (<http://ro.awp.faa.gov>)
 - (2) Select the "ATO" Link underneath "AWP Home page."
 - (3) Below the "radar sweep", select Air Traffic Documents link.
 - (4) All Terminal Operations, Western Service Area, facilities will be listed by three-letter ID. Either scroll down to the facility ID you want or, by using the "Filter" drop down menu, select the ID you want to view. Click on "Facilities" and that facility's Air Traffic Documents will be ready for viewing.

(5) Find the document subject line you want to view and click on the subject line. The document will open.

(6) To download for offline viewing, follow the instructions at the top of the page.

(7) To publish, update or delete a document from the web page, you must use your ID and password. Follow the directions at the top of the web page for each of these functions.

b. Established "Rules of Protocol" which facilities must follow.

(1) All current and future documents shall be developed using Microsoft Word.

(2) For those older documents not in Word format, facilities shall make every effort to convert them and publish on the Air Traffic Documents' web page within 3 months of the date of this notice.

(3) For attachments, such as diagrams, maps, etc. that cannot be put into Word format, each facility should scan the attachments, clearly identify which document it is associated with, and post on the Air Traffic Documents' web page. For those facilities that do not have this capability, send the documents to AWP-530 for scanning and posting on the web page.

(4) The annual review of all LOAs required by FAA Order 7210.3P, paragraph 4-3-7 is still required. However, the required certification memo and the current LOA index can be posted directly to the Intranet Web Page. Each facility will develop these documents in Word and label the document:

(a) CertYYYY.doc (Certification memo)

1 This certification shall be completed by March 15 of each year.

2 A certification shall be completed at the time of facility internal evaluations and facility managerial changes.

(b) LOAindexYY.doc (Current LOA Index)

(5) Because we do not currently have a method for ATMs to attach their signature to electronic documents, all Air Traffic Documents posted on the web page shall indicate ATM approval by adding to the signature block, "Original signed by (insert appropriate name) and on file in the facility."

(6) Facility managers are delegated the authority to develop, coordinate, approve, and implement Letters of Agreement between facilities within the Western Terminal Area except as specified in Chapter 4 of the current version of FAA Order 7210.3.

(7) All proposed LOAs should be forwarded electronically to the Service Area Office for review, as required by the current version of FAA Order 7210.3. Send an Email or call your Operations Support Specialist to notify them of an LOA for their review on the web page.

(8) Each document that is downloaded by the facility and then posted will automatically have the date it was posted attached to it.

(9) If any facility cannot access this Air Traffic Documents' web page, attach any new or revised document to an Email or send a disc to Operations Support (530), and we will ensure that it gets posted to the Air Traffic Documents' web page.

(10) The originating facility has the responsibility to post any revisions to the Air Traffic Documents' web page and to ensure that all documents are current.

(11) We are encouraging facilities to provide suggestions for improving or revising this process as it evolves. Please refer all comments/recommendations and questions to our Document Web Page, Operations Support Specialist.


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