



## **MEMORANDUM OF AGREEMENT**

BETWEEN

Flight Standards Service, Office of Safety Standards,  
Flight Technologies and Procedures Division

and

Air Traffic Organization, Mission Support Services,  
Aeronautical Information Services Directorate

and

Air Traffic Organization, Mission Support Services,  
Central Service Center Directorate,  
Eastern Service Center Directorate, and  
Western Service Center Directorate

### **1. Purpose**

This memorandum of agreement is established to codify the agreed-upon roles and responsibilities for processing instrument flight procedures (IFPs) through the Procedures Review Board (PRB) process. This collaborative agreement by Aeronautical Information Services (AIS), Flight Procedures Teams (FPT), and Flight Technologies and Procedures Division (AFS-400) is needed to ensure consistent standardized processing of IFPs across the National Airspace System (NAS).

IFPs will be designed to comply with current criteria to the greatest extent possible. However, during procedure development, a requirement may arise where a waiver or approval is necessary to support a non-standard procedure design. Early coordination with AFS-400 on waiver/approval language can be helpful in implementing best practices, reducing process variance, providing criteria clarification, and potentially improving the efficiency of the PRB Process. Although there can be significant benefits in early coordination, coordination with AFS-400 in developing waiver/approval language is not pre-approval of the waiver/approval request by AFS-400.

## 2. Background

A collaborative workgroup was formed to establish roles and responsibilities for IFPs requiring waivers and/or approval letters as a result of non-standard design methods. This workgroup, comprised of specialists from the Service Centers, AIS, and AFS-400, discussed the future of IFP processing and the need to establish a standardized method to promote safe and efficient IFP design and processing. The workgroup identified that roles and responsibilities need to be clarified and the existing Memorandum of Agreement (MOA) covering PRB procedure package content needs to be updated.

## 3. Scope and Objective (Agreement):

The agreed-upon roles and responsibilities, including the process workflow, are listed below. There are three primary phases leading up to publication where collaboration is required between FPT, AIS, and AFS-400: the Design phase, the Development phase, and the PRB phase.

**a. Design phase:** The primary point of contact during the Design phase is the FPT. This phase begins when a procedure request is received and ends when the completed preliminary design is delivered to AIS. If a waiver/approval requirement has been determined in this phase:

1. FPT will initiate a dialogue with the AFS-400 IFP Design and Implementation Lead (or an AFS-400 Section Terminal Instrument Procedures (TERPS) specialist as backup). If necessary, FPT will initiate a discussion with participants who will have a direct role in the development of the waiver/approval language. At a minimum, the group should include:

- FPT Specialist
- PRB Lead (optional)
- AFS-400 Flight Operations Specialist (to include policy specialist and geographic specialist)
- AFS-400 Section TERPS Specialist and/or IFP Design and Implementation Lead (AFS-400 will help identify if additional AFS-400 representatives will need to attend based on the criteria being waived.)
- Other parties the FPT requires for support

2. FPT is responsible for documenting attendees, discussion points, results of meetings, and proposed waiver/approval language.

3. AFS-400 will support the discussion by providing information and guidance, including past waiver language as a reference, best practices, precedents, and criteria clarification.
4. The FPT will ensure all discussion documents (including a draft of the waiver/approval) are included with the procedure package as it moves into the Development phase.

**b. Development phase:** The primary point of contact in the Development phase is AIS. This phase begins when AIS receives a procedure package from the FPT and ends with the publication of the procedure (or the move to “active” status for special procedures).

1. AIS can also initiate procedure changes for known safety issues or maintenance requirements. If a new waiver/approval requirement is determined during this phase, AIS will coordinate with the applicable regional FPT for stakeholder awareness or, if necessary, return the project to the FPT for appropriate justification and/or design modification.
2. If necessary, AIS will initiate a dialogue with the AFS-400 IFP Design and Implementation Lead (or AFS-400 Section TERPS specialist as backup) if a new waiver/approval requirement is determined during this phase. If necessary, AIS will initiate a discussion with participants who will have a direct role in the development of the waiver/approval language. At a minimum, the group should include:
  - AIS Coordination Team, Quality Control (QC), Development Team
  - FPT Specialist/Manager
  - AFS-400 Flight Operations Specialist (to include policy specialist and geographic specialist)
  - AFS-400 IFP Design and Implementation Lead or AFS-400 Section TERPS Specialist as a backup. (AFS-400 will help identify if additional AFS-400 representatives will need to attend based on the criteria being waived.)
  - Other parties AIS requires for support
3. AIS is responsible for documenting attendees, discussion points, results of meetings, and proposed waiver/approval language.
4. AIS will coordinate FAA Form 8260-1, Flight Procedure Standards Waiver, (items four through six), with the team established per paragraph 3.b. (2).

5. AFS-400 will participate in the discussion by providing information and guidance, including past waiver/approval language as a reference, best practices, precedents, and criteria clarification.
6. AIS will ensure all discussion documents (including a draft waiver/approval) are available for review as the procedure package moves to the PRB phase.

**c. PRB phase:** The primary point of contact (POC) in the PRB phase is the AFS-400 PRB Lead and Specials and Waivers Inventory Management (SWIMS) Admin. The PRB phase begins when a procedure package is delivered to AFS-400 and ends with approval and/or disapproval by AFS-400 management based on recommendations from the PRB (approximately 50 days). If less than 50 days are required to meet a publication date, AIS will provide justification/rationale in the SWIMS submitter comments block.

1. If a waiver/approval requirement has been determined in this phase:
  - AFS-400 Section TERPS Specialist will brief others assigned to review the procedure regarding the need for a waiver/approval.
    - Those assigned will expeditiously complete a full review to capture additional changes/corrections.
    - All comments will be added to SWIMS.
  - AFS-400 Section TERPS Specialist will coordinate with the PRB Lead, SWIMS Admin, and all assigned specialists, to return the procedure package to AIS immediately (pre-PRB).
  - SWIMS Admin will return the procedure package to AIS via SWIMS, using the status “Return Pre-PRB.”
    - AIS will return the procedure package to AFS-400 (via SWIMS) when the additional waiver/approval document is added, and other identified corrections are complete.
    - Procedure package(s) will then move forward for additional review and PRB recommendation.
2. If additional discussion is required to formulate waiver/approval language, AFS-400 will initiate a discussion. At a minimum, the participants should include:
  - PRB Lead (schedules and facilitates meetings)

- AFS-400 Section TERPS Specialist, and/or the AFS-400 IFP Design and Implementation Lead. (AFS-400 will help identify if additional AFS-400 representatives will need to attend based on the criteria being waived.)
  - AFS-400 Flight Operations Specialist (to include policy specialist and geographic specialist)
  - All other assigned AFS-400 reviewers
  - AIS (Production Coordination Team will include appropriate Dev Team/QC)
  - FPT
  - Other parties required for support
3. AFS-400 is responsible for documenting attendees, discussion points, results of meetings, and proposed waiver/approval language.
  4. If flight inspection results have an impact on the IFP/waiver/approval (e.g., changes waiver language or causes a new waiver/approval requirement), or results in the redesign of the procedure (via UNSAT FC or FC comments), the package must be returned to the PRB prior to publication.

### **Miscellaneous**

1. To the greatest extent possible, the PRB agenda will be established and available in SWIMS no later than Monday prior to the PRB.
2. Results of the PRB will normally be made available in SWIMS within three business days following the PRB. A post-PRB meeting is held each Tuesday following the PRB unless no procedures have been reviewed that week for discussion. The AFS-400 IFP Design and Implementation Lead facilitates the meeting between AFS, AIS, and FPT. This meeting allows for discussion on PRB findings, application of criteria, and other concerns surrounding the integration of procedures into the NAS.
3. AIS will provide notification to AFS-400 if an IFP procedure package is changed or no longer requires AFS-400 action.
4. While a flight inspection graphic (FIG) is a fundamental part of a procedure package, approval/disapproval of a procedure package(s) is based on the

source document (8260-series FAA forms). The PRB may make note of errors on the FIG but will not delay the approval based on these errors.

5. Management may allow submission of an incomplete package on a very limited basis. Pre-approval will be coordinated through the PRB Lead/SWIMS Admin, documented on the cover letter, and included in the package to alert all reviewers. Procedure packages without a pre-approval will be returned to AIS (“Returned-for Rework” in SWIMS).
  6. Once a procedure package has been submitted into the PRB process, any additional version(s) of the procedure package will not be accepted without coordination and/or a determination has been made per the PRB process or the procedure package has been returned in another status (Returned pre-PRB, Return for Rework, etc.).
- d. Effective Date and Review:** This agreement is effective upon signature of all parties and will be reviewed by all parties on a biennial basis to determine the need for modification or termination.

**APPROVED:**

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Steve Szukala  
Acting Director, Aeronautical  
Information Services

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Christopher J. Hope  
Manager, Flight Technologies  
and Procedures Division

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Amber Natale  
Acting Director, Central Service  
Center

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Gene Burdick  
Acting Director, Eastern Service  
Center

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Clark Desing  
Director, Western Service Center

## Appendix A. IFP Package Processing

### 1. Package Process

- a.** AIS will upload a procedure package (one combined PDF per procedure) into SWIMS.
  - 1.** A brief explanation of changes for each new package version will be contained in the digital file loaded into SWIMS (if provided in SWIMS). Digital files will be uploaded daily or as needed.
  - 2.** The procedure package file name will use the following designators: “S” for Special, “W” for Waiver, “A” for Approval Request, or a combination of the three identifiers as appropriate. The naming order will be S\_W\_A State City Airport ID Name of procedure Amdt # Version # (V#).
- b.** Changes in procedure package content after it has entered the AFS-400 signature cycle will only be accepted with the concurrence of the AFS-420 Group manager or designee.
- c.** All procedure package correspondence between AIS and AFS will use the AIS group email: [AMC-AJV-IFP-ProdCoordTeam@faa.gov](mailto:AMC-AJV-IFP-ProdCoordTeam@faa.gov).

### 2. Examples (Folder naming):

S\_W\_A\_CA\_Burbank\_KBUR\_RNAV\_(RNP)\_Y\_RWY\_8\_AMDT\_1\_V1  
W\_A\_CA\_Burbank\_KBUR\_VOR\_RWY\_8\_AMDT\_2\_V1

- a.** All package correspondence/email between AIS and AFS will include the airport ID to facilitate tracking and eliminate confusion when processing packages.
- b.** AFS-400 will notify AIS of any package discrepancies via the AIS group email (incomplete packages, missing documentation, required corrections, etc.).
  - 1. Note:** The identified discrepancies will be corrected by AIS and resubmitted to AFS.
  - 2. Note:** If a package has been closed/returned to AIS because of a non-response, the resubmitted package will start with the next sequential version.

### 3. Example (Naming):

S\_W\_A\_CA\_Burbank\_KBUR\_RNAV\_(RNP)\_Y\_RWY\_8\_AMDT\_1\_V2

- a.** Radar vector departure waiver/approval requests will be named for the primary departure airport.

#### 4. Package Content

**a. AIS Cover Memo.** The cover memo explains the request to include any waiver(s) and/or approval(s), identifies documentation not included in the package, and identifies any changes to the procedure package, as appropriate.

**b. Primary FAA Forms** (as applicable)

(1) FAA Form 8260-7A (Specials)

(2) FAA Form 8260-15A/B/C/D

(a) FAA Form 8260-15A for each airport outside of the Radar Vector requested for inclusion on a Radar Vector Departure.

(b) Additionally, include a FIG for each airport if it is different from the FIG for the main airport. It is not necessary to include the additional FIGs if it mirrors the FIG for the main airport (i.e., the only difference is the name of the airport being served).

(3) FAA Form 8260-1 (and any supporting documentation)

(4) FAA Form 8260-3/4/5 (Public Procedure)

(5) FAA Form 8260-9

(6) FAA Form 8260-17.1 (STARs)

(7) FAA Form 8260-17.2 (STARs)

(8) FAA Form 8260-2 and 8260-2 Data Worksheets (if applicable)

**c. Other Forms/Documentation**

(1) FIG (if applicable)

(2) Flight Inspection Maps

(3) Legible color TARGETS Generated Maps

(4) Existing Instrument Approach Plate (if procedure is an amendment)

(5) TARGETS Departure Calculations

(6) Departure Climb Gradient Calculations

(7) FAA Form 8260-20

(8) T/P-NOTAM (if required)

- (9) Visual Segment Evaluation (if applicable for Copter procedures)
- (10) Missed Approach Climb Gradient Calculations (if applicable)
- (11) Wind Data (if other than TARGETS, or if required for an RNP)
- (12) Terminal Airspace Data for FAA Form 8260-4
- (13) Stamped information (INFO) copies of all existing waivers/approvals, and FAA Form 8260-2s (if applicable)
- (14) Additional data determined necessary for review

## Appendix B: AJV-A/AFS Miscellaneous Processes

### 1. Post-PRB Processing FAA Maintained Specials

- a.** AJV-A will receive receipt of PRB approval, via a signed and complete submission through SWIMS. Final charts will not be requested until this is received.
- b.** The AFS-400 Flight Operations Specialist will coordinate for a final chart via email to [AMC-AJV-IFP-ProdCoordTeam@faa.gov](mailto:AMC-AJV-IFP-ProdCoordTeam@faa.gov).

  - 1.** The “Subject” field of the email must include “Special IFP Charting Request <LocationID>.”
  - 2.** Include an effective date (AIRAC date) for the special IFP. If one is not provided, AIS will reach out for a joint agreement on an applicable effective date. Special procedures effective dates will be coordinated between the AFS-400 Flight Operations Specialist and Air Traffic Control (ATC). AIS/FPT develops the waiver/approval request(s) in coordination with the proponent and forwards it to the Flight Procedures and Airspace Group (AFS-420) for further action.
- c.** AJV-A will upload the final forms to U: AVN100\Digital Procedure Files\Pending Team Action\Specials Final Charts\Request for Final Chart. Terminal Charting will normally complete the finalized special IFP chart at least 38 days before the effective date. The final chart will be placed in U: AVN100\Digital Procedure Files\Pending Team Action\Specials Final Charts\Final Chart Ready. Additionally, Terminal Charting will send a copy of the final chart, via email, to the appropriate AFS-400 Section inbox.

  - Functional Emails:
    - Eastern: [9-AVS-AFS420E@faa.gov](mailto:9-AVS-AFS420E@faa.gov)
    - Western: [9-AVS-AFS420W@faa.gov](mailto:9-AVS-AFS420W@faa.gov)
    - Central: [9-AVS-AFS420C@faa.gov](mailto:9-AVS-AFS420C@faa.gov)
    - Production Coordination (ICT): [AMC-AJV-IFP-ProdCoordTeam@faa.gov](mailto:AMC-AJV-IFP-ProdCoordTeam@faa.gov)
- d.** Terminal Charting will monitor the NFDD for non-procedural data changes and will email AFS/IFP Coordination the revised chart.
- e.** AFS-400 will email ICT, Terminal Charting Sub Team Managers, and the Terminal Charting Specials Project Leader when AFS-400 has approved the cancellation of a special IFP, or when the FAA is transferring charting

responsibilities to a non-FAA chart provider. The assigned effective date is included in this coordination.

- f.** An AFS-400 representative adds the effective date in SWIMs, as well as to the 7A/7B/15A/B/C CSPT distribution package.

**Note:** If Flight Standards activates special procedures prior to the publication of fixes/data, they will assume responsibility for initiation of safety/NOTAM actions that result.

## **2. Non-FAA Service Provider 8260-2 Requests**

- a.** FAA-owned fix updates, driven by Non-FAA Service Provider amendments/implementation, are forwarded to AJV-A via the [AMC-AJV-IFP-ProdCoordTeam@faa.gov](mailto:AMC-AJV-IFP-ProdCoordTeam@faa.gov) email. The attached 8260-2 worksheets will outline the requested updates.

**Note:** Fix changes to support Non-FAA procedures should not impact FAA-owned procedures without appropriate coordination/prioritization of respective changes.

- b.** The e-mail request will include a requested chart date for NFDD action. If the non-En route cutoff of the requested chart date is five (5) business days or less from the request date, the request should come from the responsible AFS-400 manager and requires AIS approval of late data.
- c.** The IFP Projects Team will send the APWS project, along with the e-mailed request and the attached worksheet(s), to the IFP QC team via the [AJV-IFPQCTeam@faa.gov](mailto:AJV-IFPQCTeam@faa.gov) email.
- d.** IFP QC Team will complete the requested changes and process the amendments to the IFP Projects Team via the Coversheet Tracker.
- e.** Flight Standards representative loads the coordinated AIRAC date into SWIMS and adds this to the applicable 7A/7B/15A/B/C, as well as in the CSPT distribution package,
- f.** Any changes to the requested chart date will be coordinated between AJV-A via [AMC-AJV-IFP-ProdCoordTeam@faa.gov](mailto:AMC-AJV-IFP-ProdCoordTeam@faa.gov), Flight Standards Coordinators, as well as the AFS-400 Flight Operations Specialist for updating the Non-FAA provider.
- g.** Non-FAA changes only to fix use or new fix actions may be assigned an AIRAC date after publication of applicable data and Air Traffic accepts applicable changes

1. **Note:** If a package has been closed/returned to AIS because of a non-response, the resubmitted package will start with the next sequential version.
2. **Note:** If an AIRAC date is assigned without coordination with AJV-A, Flight Standards will ensure appropriate data/ATC and stakeholder readiness, as well as any applicable NOTAM action are addressed.

### 3. Non-FAA Maintained Public Procedure Submissions

- a. AFS-400 will submit non-FAA maintained public procedures to AJV-A, via a SWIMS upload and an email notification to [AMC-AJV-IFP-ProdCoordTeam@faa.gov](mailto:AMC-AJV-IFP-ProdCoordTeam@faa.gov), in accordance with Order 8260.26 submission cutoff dates. Any subsequent submission of changes will also require an email notification.
  - **Package Contents**
    - Applicable 8260-series forms/P NOTAM (f.pdf)
    - ARINC coding (data folder)
    - Supporting documentation (s.pdf)
    - 8260-2 files (8260-2.pdf)
- b. AJV-A compiles digital files for upload to the FTP, IFP Coordination, and Navigation Database Review (NDBR) portals.
- c. The IFP Coordination Team will submit the coded procedure to Quality Control for ingestion into the Coded Instrument Flight Procedure (CIFP).
- d. If AIS identifies required rework on non-FAA maintained public procedures or the package is incomplete, the package will be returned to AFS-400 for corrections/recompilation. Resubmission of work should include a statement of all changes made to the procedure. AIS is not responsible for the quality control check of changes. Forms will be processed as submitted.
- e. If non-FAA public procedures impact FAA procedures, these must be coordinated through the regional FPT.
- f. The procedures are processed through the Production Integration Team for compilation of a final chart and incorporation into the Transmittal Letter.