



# FAA

## Aviation Safety

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### Memorandum

Date:

To: Instrument Flight Procedure Service Providers

From: Mark Steinbicker, Manager, Flight Technologies and Procedures Division

Prepared by: Jeff Robinson, Aviation Safety Inspector, Flight Procedures and Airspace Group

Subject: Service Provider Relief for Order 8260.60B Paragraph 2-1-4

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This memorandum serves as relief from Order 8260.60B, Special Procedures, paragraph 2-1-4.a., Special Instrument Procedure Package Content, sub-paragraphs (14) and (15), which state the service provider must provide:

- (14) *Documentation indicating coordination with the affected/controlling Air Traffic Control (ATC) facilities to ensure ATC- acceptance of the procedure. Documentation should include ATC facility name, point-of-contact (POC), telephone number, and email address;*
- (15) *Documentation of the following:*
  - (a) *Airport/heliport owner/manager acceptance of Special procedure development*
  - (b) *The identity of the proponent (if different from the airport/heliport owner/manager)*
  - (c) *The identity of the operator(s) expected to use the procedure, and*
  - (d) *Documentation that the proponent and airport/heliport owner(s) have granted permission to the proposed operator(s) to use the procedure.*

However, service providers, with accepted processes, may omit Special Instrument Procedure package submission of Airport/ATC concurrence because they have FAA-accepted internal processes described in their manual(s).

This relief will be incorporated into the next revision of Order 8260.60.

Please direct all inquiries to Jim Rose, Unit Manager, Flight Procedures and Airspace Group at 405-954-6424 or jim.rose@faa.gov.