ERRATA SHEET

SUBJECT: Corrected Change 1 to JO 7210.3Y, Facility Operation and Administration

REMOVE PAGES	DATED	INSERT PAGES	DATED
E of C–1 and E of C–2	7/24/14	E of C–1 and E of C–2 Added Paragraph 2-1-20, OBSTACLE IDENTIFICATION SURFACES, OBSTACLE FREE ZONES, RUNWAY SAFETY AREAS, AND CLEARWAYS, and Paragraph 3-6-5, RADAR TARGET SIZING	7/24/14
2–1–9 through 2–1–12	4/3/14	2–1–9 through 2–1–12 Inadvertently omitted. Paragraphs restored; no change to content.	7/24/14
2–6–3	4/3/14	2–6–3 No change.	4/3/14
2–6–4	4/3/14	2–6–4 Paragraph 2–6–12c, CONSOLIDATING TRACON/TOWER MIDNIGHT OPERATIONS some content deleted. Paragraph 2-6-13, SINGLE PERSON TRACON/TOWER MIDNIGHT OPERATIONS. Content deleted and new guidance added.	7/24/14
2–6–5	4/3/14		
3–6–3 and 3–6–4	4/3/14	3–6–3 and 3–6–4 3-6-5 RADAR TARGET SIZING some content changed.	7/24/14
6–3–1 and 6–3–2	7/24/14	6–3–1 and 6–3–2 Paragraph 6–3–1, HANDLING OF SIGMETS, CWAs, AND PIREPS Added reference and added AIRMETS and URGENT PIREPS.	7/24/14
Briefing Guide Cover through BG–17	7/24/14	Briefing Guide Cover through BG–19 Expanded due to two additional paragraphs.	7/24/14

This errata sheet transmits revised pages to the subject order.

Attachment

Explanation of Changes
Change 1

Direct questions through appropriate facility/service center office staff to the office of primary responsibility (OPR)

a. 2-1-20. OBSTACLE IDENTIFICATION SURFACES, OBSTACLE FREE ZONES, RUNWAY SAFETY AREAS, AND CLEARWAYS

This change will establish uniform procedures and phraseology for approach hold areas.

b. 2-2-3. POSITION RESPONSIBIILITIES

This change defines procedures that must be followed when an air traffic control specialist leaves an operational area, for any reason, to take a short relief break. These breaks should only be taken when no other ATCS is available to provide a short relief break and during periods when the controller is not responsible for any aircraft.

c. 2-6-12. CONSOLIDATING TOWER/TRACON FUNCTIONS

The procedures identified in this paragraph only addressed notification procedures while working during the midnight shift. These procedures are being deleted from this paragraph and added to paragraph 2-2-3, Position Responsibilities, and will now apply during all scheduled shifts.

d. 2-6-13. SINGLE PERSON TRACON/ TOWER MIDNIGHT OPERATIONS

The Fatigue Safety Steering Committee (FSSC) established a workgroup to review operational and procedural options, then identified and formulated criteria to use for long-term planning. The workgroup effort collaborated across numerous Lines of Business and included the National Air Traffic Controllers Association.

e. 3-6-5. RADAR TARGET SIZING

This change provides guidance for the target size for Precision Approach Monitor (PAM) and Tower Radar Displays.

f. 4-5-2. LETTERS TO AIRMEN

New language outlines the method that the facility Air Traffic Managers must utilize to disseminate Letters to Airmen.

g. 6-3-1. HANDLING OF SIGMETs, CWAs, AND PIREPs.

This change will add a reference linking this Section 3. Operations Paragraph 6-3-1, Handling of Sigments, CWAs, and PIREPs to Section 26. Weather Management which provides detailed requirements for the weather coordinator.

h. 10-4-7. SIMULTANEOUS INDEPENDENT CLOSE PARALLEL APPROACHES - HIGH UPDATE RADAR NOT REQUIRED

This proposal incorporates the data from the AFS simulation/analysis and will now permit closely spaced parallel approaches at airports with runway centerlines separated by a minimum of 3,600’ and the field elevation less than 2,000’ MSL.

i. 10-6-10. RUNWAY STATUS LIGHTS (RWSL)

This DCP adds the requirements associated with N JO 7210.842, Guidance for the Use of Runway Status Lights (RWSL) Light System, into FAA Order JO 7210.3. The new paragraph provides guidance for the operation and periodic check of the RWSL system. This change cancels and incorporates N JO 7210.842, Guidance for the Use of Runway Status Lights (RWSL) Light System, effective March 29, 2013.

j. 17-2-4. FIELD FACILITIES

This change specifies responsibilities and procedures for the facility manager in reference to the weather coordinator position and a reference to the detailed information.

k. 17-4-4. OPERATIONS MANAGER (OM) SUPPORT

This change deletes the reference to FAAO 7210.38 Center Weather Unit (CWSU).

l. Section 11. Collaborative Trajectory Options Program (CTOP)
17-11-1. GENERAL
17-11-2. POLICY
17-11-3. DEFINITIONS
17-11-4. ATCSCC PROCEDURES
17-11-5. ARTCC PROCEDURES
17-11-6. TERMINAL PROCEDURES
17-11-7. AMENDING EDCTs
17-11-8. CANCELLATION PROCEDURES
17-11-9. DOCUMENTATION

This change establishes a new section containing procedures and requirements for the Collaborative Trajectory Options Program (CTOP).

m. Section 26. Weather Management
17-26-1. GENERAL
17-26-2. BACKGROUND
17-26-3. POLICY
17-26-4. RESPONSIBILITIES

This change specifies air traffic control responsibilities and procedures for the weather coordinator position to collect and disseminate weather information in a new section.

n. Entire Publication

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

taxiways where simultaneous use could create hazards for arriving and departing aircraft. These procedures must be reviewed whenever new runways or taxiways are programmed or whenever new/different aircraft are scheduled to provide service to the airport.

b. Ensure that aircraft on the ground do not penetrate marked Obstacle Identification Surfaces, Obstacle Free Zones, Runway Safety Areas, or Clearways, or other airspace designed to provide protection for departures and arrivals.

c. At locations where potential for conflict exists, take action to rectify the situation by developing proposed solutions and establishing local procedures to define conditions when the approach and departure areas and other surfaces must be protected. These procedures must be included in a facility directive and the signage at the intended hold position must be consistent with the phraseology identified in FAA Order JO 7110.65, Paragraph 3-7-2, Taxi and Ground Movement.

d. ATMs must consult with the airport authority, Flight Standards, Airports, and the Regional Runway Safety Program Manager (RSPM) when developing proposed solutions and establishing local procedures. The RSPM will assist the ATM, as needed, in initiating contact with Flight Standards and Airports.

REFERENCE–
P/CG Term – Approach Hold

2–1–21. FACILITY IDENTIFICATION

a. Service Area Directors are the focal point to review/approve requests for waivers for facility identification changes in FAAO JO 7110.65, Air Traffic Control, para 2–4–19, Facility Identification, subparas a, b, and c, and FAAO JO 7110.10, Flight Services, para 14–1–14, Facility Identification, subparas a, b, and c. If the waiver request is approved, the Service Area Director must ensure that all aeronautical publications are changed to reflect the new identification, and that a Letter to Airmen is published notifying the users of the change.

b. Service Area Directors must forward a copy of the approval to System Operations Services.

2–1–22. DISPOSITION OF OBSOLETE CHARTS

a. Obsolete charts may only be disposed of by destroying, including recycling, or by giving to flight schools and other training institutions where the charts are to be used only for training in the classroom. Under no circumstances should obsolete charts be given to pilots or the general public, regardless if they are marked obsolete or not.

b. There are hundreds of changes that appear on each new edition of a chart. When pilots are given obsolete charts they are not aware of critical changes that have occurred. Further, the use of such a chart could result in a Code of Federal Regulations (CFR) violation or an accident which would have serious legal implications for the agency.

2–1–23. OUTDOOR LASER DEMONSTRATIONS

a. The Area Directors of Terminal Operations Services are the focal point for reviewing/approving requests for outdoor laser demonstrations.

b. FAAO JO 7400.2, Procedures for Handling Airspace Matters, is the source for processing outdoor laser demonstration requests.

2–1–24. COMBINE/RECOMBINE AN ATCT/TRACON

Prior to consideration for any ATCT/TRACON to combine or recombine, a detailed staff study will be required from the facility explaining the benefit to the agency and the customer. After the Terminal Operations Service Area office review, the staff study must be forwarded to the Director of Terminal Planning. A decision to combine or recombine an ATCT/TRACON will require coordination with the ATO Chief Operating Officer.

2–1–25. SUBMISSION OF AIR TRAFFIC CONTROL ASSIGNED AIRSPACE (ATCAA) DATA

Submit data on all ATCAAs used on a continuing/constant basis, and any subsequent changes to the ATCAA database to System Operations Security; and System Operations Airspace and Aeronautical Information Management for the purpose of updating the Special Use Airspace Management System

(SAMS) and Aeronautical Information System. Include the following as applicable:

a. An En Route and Oceanic Operations Area Office transmittal memorandum containing a brief overview of the ATCAA, and/or changes to, FAA headquarters, System Operations Security; and System Operations Airspace and Aeronautical Information Management. Summarize the ATCAAs or any amendments made to ATCAAs including additional changes, etc.

b. A separate attachment that contains a description of the area to include latitude/longitude points, boundaries, altitudes, times, controlling agency, using agency, and any other relative information.

NOTE–
If only part of the description of an existing area is being amended, the attachment should show just the changed information rather than the full legal description.

c. A sectional aeronautical chart depicting the final boundaries of the proposed area, including any subdivisions.

d. Any other information that should be considered by FAA headquarters.

NOTE–
ATCAA descriptive data will normally be submitted 9 weeks prior to the requested/required airspace effective date.

2–1–26. SUBMISSION OF SUA AND PAJA FREQUENCY INFORMATION

The Aeronautical Information Services maintain a national database of Special Use Airspace (SUA) and Parachute Jump Area (PAJA) controlling sector contact information. The database is used to publish frequencies for pilots to obtain status information for SUAs and PAJAs. Facility managers should ensure that the following information is forwarded to Aeronautical Information Services:

a. Contact frequencies for existing SUAs and PAJAs within your area of jurisdiction.

b. Any changes to contact frequencies for existing SUAs and PAJAs within your area of jurisdiction.

c. Contact frequencies for any new SUAs or PAJAs within your area of jurisdiction.

2–1–27. REPORTING UNAUTHORIZED LASER ILLUMINATION OF AIRCRAFT

All FAA Air Traffic Control facilities, Federal Contract Towers and Flight Service Stations must report unauthorized laser illumination incidents through the Domestic Events Network (DEN), providing the following information:

a. UTC date and time of event.

b. Call Sign, or aircraft registration number.

c. Type of aircraft.

d. Nearest major city.

e. Altitude.

f. Location of event (e.g., latitude/longitude and/or Fixed Radial Distance (FRD)).

g. Brief description of the event.

h. Any other pertinent information.

NOTE–
Facilities without direct access to the DEN should forward the information through the Washington Operations Center Complex (WOCC) to the DEN.

REFERENCE–
FAAO JO 7110.65, Para 2–9–3, Content
FAAO JO 7110.65, Para 10–2–14, Unauthorized Laser Illumination of Aircraft,.

2–1–28. SUSPICIOUS AIRCRAFT/PILOT ACTIVITIES

Facility air traffic managers must ensure that processes are in place to direct prompt notification to the DEN of any suspicious aircraft/pilot activities as prescribed in FAA Order JO 7610.4, paragraph 7–3–1.

2–1–29. REPORTING DEATH, ILLNESS, OR OTHER PUBLIC HEALTH RISK ON BOARD AIRCRAFT

a. When an air traffic control facility is advised of a death, illness, and/or other public health risk, the following information must be forwarded to the DEN:

1. Call sign.

2. Number of suspected cases of illness on board.

3. Nature of the illness or other public health risk, if known.

4. Number of persons on board.

5. Number of deaths, if applicable.

6. Pilot's intent (for example, continue to destination or divert).

7. Any request for assistance (for example, needing emergency medical services to meet the aircraft at arrival).

NOTE–
1. *If the ATC facility is not actively monitoring the DEN or does not have a dedicated line to the DEN, they must call into the DEN directly via (202) 493–4170.*

2. *Except in extraordinary circumstances, such as a situation requiring ATC intervention, follow–on coordination regarding the incident will not involve ATC frequencies.*

3. *The initial report to a U.S. ATC facility may be passed from a prior ATC facility along the route of flight.*

b. Once notification of an in–flight death, illness, and/or other public health risk is provided by an ATC facility, the DEN Air Traffic Security Coordinator must ensure the Centers for Disease Control and Prevention (CDC) Emergency Operations Center (EOC) receives the following information:

1. Call sign.

2. Number of suspected cases of illness on board.

3. Nature of the illness or other public health risk, if known.

4. Number of persons on board.

5. Number of deaths, if applicable.

6. Departure airport.

7. Arrival airport.

8. Estimated time of arrival.

9. Pilot's intent (for example, continue to destination or divert).

10. Any request for assistance (for example, a need for emergency medical services to meet aircraft at arrival).

REFERENCE–
FAAO JO 7110.65, Para 10–2–19, REPORTING DEATH, ILLNESS, OR OTHER PUBLIC HEALTH RISK ON BOARD AIRCRAFT

2–1–30. OPPOSITE DIRECTION OPERATIONS

a. The provisions of this paragraph are applicable to areas where radar service is provided. Nonradar procedures are contained in FAA Order JO 7110.65, Air Traffic Control, Chapter 6.

b. At locations that conduct opposite direction operations for aircraft receiving IFR separation services, facility directives must define minimum cutoff points identified by distances or fixes for same runway operations between:

1. An arrival and a departure.

2. An arrival and an arrival.

c. The cutoff points established under subparagraph b. must ensure that required longitudinal or lateral separation exists before any other type of separation is applied:

1. When a departing aircraft becomes airborne and has been issued a turn to avoid conflict; or

2. When the first aircraft has crossed the runway threshold for opposite direction arrivals.

NOTE–
If terrain and obstructions allow, the initial heading should meet the provisions of FAA Order JO 7110.65, Paragraph 5-5-7, Passing or Diverging.

REFERENCE–
FAAO 7110.65, Para 1-2-2, Course Definition
FAAO7110.65, Para 3-8-2, Touch and Go or Stop and Go or Low Approach
FAAO 7110.65, Para 3-8-4, Simultaneous Opposite Direction Operations
FAAO 7110.65, Para 4-8-11, Practice Approaches
FAAO 7110.65, Para 5-5-1, Application
FAAO 7110.65, Para 5-5-4, Minima
FAAO 7110.65, Para 5-5-7, Passing or Diverging
FAAO 7110.65, Para 5-6-3, Vectors Below Minimum Altitude
FAAO 7110.65, Para 7-2-1, Visual Separation

d. At a minimum, the following must be considered when developing cutoff points:

1. Aircraft performance.

2. Type of approach.

3. Operational position configuration.

4. Runway configuration.

5. Weather conditions.

6. Existing facility waivers.

e. Facility directives must:

1. Require traffic advisories to both the arriving and departing aircraft.

EXAMPLE–
OPPOSITE DIRECTION TRAFFIC (distance) MILE FINAL, (type aircraft).
OPPOSITE DIRECTION TRAFFIC DEPARTING RUNWAY (number), (type aircraft).

2. Restrict opposite direction same runway operations with opposing traffic inside the applicable cutoff point unless an emergency situation exists.

3. Ensure that opposite direction operations conducted from parallel runways provide for a turn away from the opposing traffic when inside of the cutoff point to the other runway.

4. Specify that towers not delegated separation responsibility are responsible to apply the cutoff points between arriving and departing aircraft.

f. Facility directives must contain the following minimum coordination requirements:

1. Define the position that is responsible for initiating coordination.

2. All coordination must be on a recorded line, state "opposite direction," and include call sign, type, and arrival or departure runway.

3. The tower must verbally request opposite direction departures with the TRACON/ARTCC.

4. The TRACON/ARTCC must verbally request opposite direction arrivals with the tower.

NOTE–
Facilities that use opposite direction operations as a standard operation due to terrain constraints or noise abatement may be exempted from the provisions of subparagraph f. by the approval process in subparagraph g.

g. Terminal standard operating procedures orders and all letters of agreement addressing opposite direction operations must be approved by the Service Area Director of Terminal Operations.

2–1–31. SPECIAL INTEREST SITES

a. Supervisory/CIC personnel receiving any reports or information regarding unusual aircraft activities in the vicinity of special interest sites such as nuclear power plants, power plants, dams, refineries, etc., must immediately notify local law enforcement authorities of these reports/information and notify the overlying air traffic facility of any of these reports and the action taken. Supervisory/CIC personnel may receive reports/information from the Nuclear Regulatory Commission or other sources.

b. Air traffic facilities must promptly advise the Domestic Events Network (DEN) of any actions taken in accordance with this paragraph.

c. Individual facilities must determine which special interest sites, if any, should be displayed on maps, charts, and video displays.

employee needs to improve must be identified. Employees may request assistance from their immediate supervisor in developing options to improve the identified areas.

NOTE–
These provisions do not apply to midwatch CIC coverage.

2–6–5. CONSOLIDATING POSITIONS

a. Assign personnel to positions as required by activity, equipment, and facility function. Positions may be consolidated in consideration of activity and the qualifications of the personnel involved.

b. To the extent staffing resources permit, and where the position is established, the tower associate (local assist) position must be staffed. This position is considered essential to the operational integrity and safety levels required to minimize the potential for surface errors and land-over incidents. Nonlocal control functions must not be consolidated/combined at the local control position except during periods of significantly reduced traffic levels.

c. When conducting line up and wait (LUAW) operations, local control position must not be consolidated/combined with any other non–local control position.

REFERENCE–
FAAO JO 7210.3, Para 10–3–8, Line Up and Wait (LUAW) Operations

2–6–6. RELIEF PERIODS

a. Personnel performing watch supervision duties are responsible for ensuring that breaks are administered in an equitable manner and applied so as to promote the efficiency of the agency. They are also responsible for ensuring that breaks are of a reasonable duration.

b. Personnel performing watch supervision duties are responsible for knowing the whereabouts of employees to ensure their availability for position assignments.

c. Personnel performing watch supervision duties must not condone or permit individuals to sleep during any period duties are assigned. Any such instance must be handled in accordance with applicable Agency policy and the applicable collective bargaining agreement.

2–6–7. BASIC WATCH SCHEDULE

a. Facility watch schedules must take into account normal traffic flow, thereby permitting the posting of a continuing schedule for an indefinite period of time. Facility management is responsible for ensuring watch schedules are in accordance with collective bargaining agreements.

b. Air traffic control specialists whose primary duties are those directly related to the control and separation of aircraft must meet the following criteria:

1. Do not work more than 10 operational hours in a shift.

2. Hours worked before a shift, whether operational or not, will count as operational hours.

3. All work beyond 10 hours must be nonoperational.

4. Have at least an 8–hour break from the time work ends to the start of any shift, except as follows:

(a) Employees are required to have a minimum of 9 consecutive hours off duty preceding the start of a day shift. For purposes of this paragraph only, a day shift is generally defined as a shift where the majority of hours fall between 7:00 a.m. and 4:00 p.m.

(b) This requirement applies to all shift changes, swaps, and overtime to include scheduled, call–in, and holdover assignments.

5. Have an off–duty period of at least 12 hours following a midnight shift. (A midnight shift is defined as a shift in which the majority of hours are worked between 10:30 p.m. and 6:30 a.m.)

6. Do not work more than six shifts without taking a regular day off.

7. Authorized leave, compensatory time used, and credit hours used are considered hours of work.

8. These criteria apply to shift adjustments, including the exchange of shifts and/or days off and the change of shifts and/or days off.

2–6–8. OVERTIME DUTY

Facility air traffic managers must ensure that overtime duty is equitably distributed among all eligible employees who desire it. Retain overtime duty records for 12 months.

2–6–9. HOLIDAY STAFFING

a. Facility Air Traffic Managers must ensure that the scheduled staffing is adjusted on holidays to a level consistent with the anticipated workload. Application of this policy is not intended to result in a standardized holiday staffing schedule for all holidays. Holiday staffing schedules may vary for individual holidays since the traffic in a particular area cannot always be expected to be the same for each holiday.

b. Prior to establishing work schedules for a Federal holiday, facility air traffic managers must:

1. Consider the previous year's traffic statistics for each holiday.

2. Check, as appropriate, with local sources (Air National Guard, USN, USAF Reserves, local flying schools, fixed base operators, etc.), for information concerning anticipated activity.

2–6–10. ADMINISTRATIVE HOURS OF DUTY

Hours of duty of facility air traffic managers and administrative staffs should conform with the duty hours of their respective service area office.

2–6–11. FACILITY COMPLEMENTS

Facility air traffic managers will be currently informed by the service area office of their authorized facility personnel complements. The authorized complement will always be the end–of–year employment ceiling authorization. Circumstances may result in the establishment of a complement different from that provided in workload formulas.

2–6–12. CONSOLIDATING TOWER/TRACON FUNCTIONS

a. At facilities where both tower and radar/non-radar approach control services are provided, the air traffic manager must ensure, to the maximum extent possible, that these functions are not consolidated during non–midwatch operations unless unforeseen circumstances or emergency situations arise which would preclude compliance with this paragraph.

b. During midwatch operations (where the majority of hours fall between 10:30 p.m. and 6:30 a.m.) when traffic permits, all functions may be consolidated for meals or breaks.

c. Air traffic managers must ensure that no less than two fully-certified and current operational personnel are assigned to midnight shift, unless no such personnel are available for assignment.

2–6–13. SINGLE PERSON MIDNIGHT OPERATIONS

a. In order to ensure that a receiving controller is prepared to accept an aircraft, coordination between facilities/operational areas must be accomplished either manually via landline, or positively acknowledged via automation, (for example, acceptance of the handoff by keystroke entry), when an operational area is operated with one ATCS between the hours of 0000L to 0500L.

1. Coordination procedures during the time period defined in paragraph a can be suspended during periods of increased of traffic. An increase of traffic may include, but is not limited to, the following:

(a) Late night SWAP events.

(b) Military movement/exercises.

(c) Multiple arrivals/departures in a short period of time.

2. The coordination procedures do not supersede existing requirements in FAA Order JO 7110.65.

3. Facilities must have local procedures to be used during the hours identified above. Such procedures are to be placed into local SOP or LOAs between facilities.

NOTE–
Automated coordination cannot be hand-offs that do not include human interaction.

b. In the event there is no response from the facility/operational area with which coordination is attempted, immediate action must be taken to determine the status of the unresponsive controller and begin appropriate notification.

c. When operations permit, it is expected that functions will be consolidated to facilitate breaks in up/down facilities during midnight shifts.

b. A facility directive must be issued establishing facility standards for displaying required transponder replies in all available operational modes.

c. Where desirable, beacon targets may be displaced at a slightly greater range than their respective primary returns. When beacon displacement is elected, issue a facility directive specifying the standard relationship between primary returns and the beacon control slash of secondary returns. The maximum allowable beacon target displacement which may be specified by the facility air traffic manager is 1/4 mile for STARS and 1/2 mile applied in 1/4 mile increments for all other facilities.

3–6–5. RADAR TARGET SIZING

a. Minimum target size for terminal radar systems using terminal digital radar or full digital target symbols, except for MEARTS, must not be less than the minimum target size shown in Technical Operations' orders concerning the maintenance of terminal digital radar. The target symbol must be centered on the terminal digital radar/full digital system type target presentation.

NOTE–
Target size is fixed in MEARTS regardless of range or data block character size.

b. When operating in FUSION, the minimum target size for Precision Approach Monitor (PAM) operations and for the normal use of tower radar displays is 1,200 feet. The target symbol must be centered on the terminal digital radar/full digital system type target presentation.

NOTE–
Increased separation required (ISR) will be required for aircraft outside the range for PAM or other normal use of certified tower radar displays.

3–6–6. TERMINAL DIGITAL RADAR SYSTEM AND DISPLAY SETTINGS

a. The following system settings for the terminal digital radar/DVCP must be established in a facility directive.

1. Normal weather setting positions when 2–level weather is selected on the system control panel.

2. MEARTS normal weather setting positions when 3–level weather is selected on the system control panel.

3. Normal weather setting positions when 6–level weather is selected on the system control panel.

4. Name, range/azimuth, altitude, and coordinates of prominent obstructions.

5. Azimuth and range settings of moving target indicator (MTI) reflectors used for map alignment.

6. Permanent beacon target (Parrot) used for map alignment location.

b. The following display settings must be established in a facility directive, except for MEARTS:

1. Weather/Radar Gate normal setting.

2. Position startup weather level settings.

c. The air traffic manager and Technical Operations SMO manager must prepare a local order defining the procedures needed to protect the antenna, shutdown the antenna, transfer power between high and low voltage, and transfer from one channel to another channel.

3–6–7. PREARRANGED COORDINATION

a. Air traffic managers at radar facilities must determine whether or not a clear operational benefit will result by establishing prearranged coordination procedures (P–ACP). Such procedures would allow aircraft under one controller's jurisdiction to penetrate or transit another controller's airspace in a manner that assures standard separation without individual coordination for each aircraft. When reviewing existing P–ACPs, or contemplating the establishment of these procedures, consideration must be given to airspace realignment to preclude coordination/penetration of another operational position's airspace. Prior to implementing a P–ACP, negotiations should be accomplished locally and all affected personnel must be thoroughly trained in the application of the procedures.

b. When P–ACPs are established, a facility directive must be published. The directive must include, as a minimum:

1. Requirement that the NAS Stage A (en route) or ATTS (terminal) systems are fully operational.

2. Procedures to be applied in the event that prearranged coordination procedures are not practicable.

3. The position(s) authorized to penetrate the protected airspace of an adjacent position.

4. Detailed responsibilities relating to P–ACP for each position.

5. The requirement that two positions of operation cannot be authorized to penetrate each other's airspace simultaneously.

6. Controllers who penetrate another controller's airspace using P–ACP must display data block information of that controller's aircraft which must contain, at a minimum, the position symbol and altitude information.

7. Controllers who penetrate another controller's airspace using P–ACP must determine whether the lead aircraft is a heavy or B757 when separating aircraft operating directly behind, or directly behind and less than 1,000 feet.

8. Procedures to be applied for those modes of operation when the computer fails or is shut down, the beacon fails and only primary is available, and for nonbeacon aircraft or at automated facilities aircraft without an associated full data block.

REFERENCE–
FAAO JO 7110.65, Para 5–4–10, Prearranged Coordination.

Section 3. Operations

6–3–1. HANDLING OF SIGMETs, CWAs, AND PIREPs

a. SIGMETs and CWAs:

1. The CWSU meteorologist is the focal point for the review of SIGMETs to determine application to the ARTCC area of responsibility and may issue a CWA to modify or redefine the SIGMET information.

2. The CWSU meteorologist may also issue a CWA in advance of a SIGMET when the observed or the expected weather conditions meet SIGMET criteria or when conditions do not meet SIGMET criteria but are considered significant.

3. The weather coordinator (WC) has the primary responsibility for the inter/intrafacility dissemination of AIRMETs, SIGMETs, Urgent PIREPs, and CWAs and must ensure that sufficient information is disseminated to facilitate the required alert broadcasts.

REFERENCE–
FAAO JO 7210.3, Chapter 17, Section 26. Weather Management.

4. Terminal ATC facilities must relay the SIGMET and the CWA information to towers under their jurisdiction.

b. PIREPs:

1. The WC is the focal point for handling PIREP requests and for the dissemination of Urgent PIREPs within the ARTCC and to the terminal ATC facilities without LSAS which are or may be affected.

2. The CWSU meteorologist solicits PIREPs through the weather coordinator or directly from the controllers when required. Both solicited and unsolicited PIREPs that meet the Urgent PIREP criteria will be distributed immediately via the Leased Service A System (LSAS).

c. PIREP classification: Categorize PIREPs as follows:

1. URGENT: Weather phenomena reported by a pilot which represents a hazard or a potential hazard to flight operations. Disseminate reports of the following conditions as URGENT PIREPs:

(a) Tornadoes, funnel clouds, or waterspouts.

(b) Severe or extreme turbulence (including clear air turbulence).

(c) Severe icing.

(d) Hail.

(e) Low level wind shear.

NOTE–
Defined as wind shear within 2,000 feet of the surface.

(f) Volcanic eruptions and volcanic ash clouds.

(g) Detection of sulfur gases (SO_2 or H_2S), associated with volcanic activity, in the cabin.

NOTE–
The smell of sulfur gases in the cockpit may indicate volcanic activity that has not yet been detected or reported and/or possible entry into an ash-bearing cloud. SO_2 is identifiable as the sharp, acrid odor of a freshly struck match. H_2S has the odor of rotten eggs.

(h) Any other weather phenomena reported which are considered by the specialist as being hazardous or potentially hazardous to flight operations.

2. ROUTINE: Classify as ROUTINE all PIREPs received except those listed above.

6–3–2. RECEIPT OF NOTAM DATA

ARTCC air traffic managers must coordinate with other air traffic facilities in their area to ensure that adequate procedures are established for the receipt and distribution of NOTAMs.

6–3–3. REVIEW AIRSPACE STRUCTURE

Although magnetic radials are used in planning airways/routes, conversion to true radials is required for designation. The final magnetic radials are not determined until the airspace action is charted. As a result, differences from planned magnetic radials may occur in the conversion of true to magnetic radials. Differences may also occur later due to changes in the magnetic variation, which is recomputed every 5 years. These differences could contribute to the misapplication of the VFR altitude hemispheric rule. Therefore, ARTCC air traffic managers must conduct a continuing review of the airway and jet route structures and proposed new

airspace cases and bring any differences to the attention of the En Route and Oceanic Operations Service Area Office.

6–3–4. DATA COMMUNICATION

ARTCC air traffic managers must furnish personnel assigned Flight Data duties a copy of FAAO JO 7110.10, Flight Service, and ensure they are familiar with it.

6–3–5. CHANGES TO MTR AND MOA PUBLISHED ACTIVITY SCHEDULES

ARTCCs must use the procedures as outlined in FAA JO 7930.2, Notices to Airmen (NOTAM), Paragraph 6-1-2, Special Activity Airspace (SAA), when MTR or MOA activity is scheduled to occur at other than published or charted times.

BRIEFING GUIDE

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

Initiated By: AJV−0
Vice President, Mission Support Services

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1. PARAGRAPH NUMBER AND TITLE: 2-1-20. OBSTACLE IDENTIFICATION SURFACES, OBSTACLE FREE ZONES, RUNWAY SAFETY AREAS, AND CLEARWAYS

2. BACKGROUND: In order to ensure that approach hold areas are consistently identified and appropriate facility-level procedures are implemented for current approach hold applications, the Office of Runway Safety is proposing this DCP for FAA Order JO 7210.3, Facility Operations and Administration, Paragraph 2-1-20.

3. CHANGE:

OLD	NEW
2-1-20. OBSTACLE IDENTIFICATION SURFACES, OBSTACLE FREE ZONES, RUNWAY SAFETY AREAS, AND CLEARWAYS	**2-1-20. OBSTACLE IDENTIFICATION SURFACES, OBSTACLE FREE ZONES, RUNWAY SAFETY AREAS, AND CLEARWAYS**
Title through **b**	No Change
c. At locations where potential for conflict exists, take action to rectify the situation by developing guidelines to ensure that this airspace is not penetrated by aircraft utilizing other runways or taxiways. Proposed solutions should be developed in conjunction with local airport authorities and coordinated with appropriate FAA offices to confirm their validity, e.g., Flight Standards and Airports.	**c.** At locations where potential for conflict exists, take action to rectify the situation by developing **proposed solutions and establishing local procedures to define conditions when the approach and departure areas and other surfaces must be protected. These procedures must be included in a facility directive and the signage at the intended hold position must be consistent with the phraseology identified in FAA Order JO 7110.65, Paragraph 3-7-2, Taxi and Ground Movement.**
Add	**d. ATMs must consult with the airport authority, Flight Standards, Airports, and the Regional Runway Safety Program Manager (RSPM) when developing proposed solutions and establishing local procedures. The RSPM will assist the ATM, as needed, in initiating contact with Flight Standards and Airports.**
Add	***REFERENCE - P/CG Term – Approach Hold***

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1. PARAGRAPH NUMBER AND TITLE:
2-2-3. POSITION RESPONSIBILITIES
2-6-12. CONSOLIDATING TOWER/TRACON FUNCTIONS

2. BACKGROUND: The ATO has experienced problems associated with non-responsive controllers during times when an operational area was working with one controller. It was noted that there were no formal procedures to notify adjacent facilities when a controller was working an operational area alone and was in need of a short relief break.

3. CHANGE:

OLD	NEW
2-2-3. POSITION RESPONSIBILITIES	**2-2-3. POSITION RESPONSIBILITIES**

Air traffic managers must ensure that only one certified air traffic controller is signed on and responsible for each open position, to include consolidated positions, at any given time. At the ATCSCC, the national traffic management officer (NTMO), national traffic management specialist–in–charge (NTMSIC), and national traffic management specialist (NTMS) work as a team in order to accomplish the traffic management goals of an entire operational area. Due to the management functionality involved in overseeing the NAS, more than one NTMO, NTMSIC, and/or NTMS can be signed on and responsible for an open and/or consolidated control position.

NOTE–
When a developmental and an instructor are both signed on at a position, the instructor is responsible for all activity at that position.

Add

a. Air traffic managers must ensure that only one certified air traffic controller is signed on and responsible for each open position, to include consolidated positions, at any given time. At the ATCSCC, the national traffic management officer (NTMO), national traffic management specialist–in–charge (NTMSIC), and national traffic management specialist (NTMS) work as a team in order to accomplish the traffic management goals of an entire operational area. Due to the management functionality involved in overseeing the NAS, more than one NTMO, NTMSIC, and/or NTMS can be signed on and responsible for an open and/or consolidated control position.

NOTE–
When a developmental and an instructor are both signed on at a position, the instructor is responsible for all activity at that position.

b. Anytime an operational area is operated with one air traffic control specialist (ATCS), the following procedure must be followed: Prior to leaving the operational area, for any reason, the ATCS must advise all applicable facilities (tower, approach control, and/or center) that they are leaving the operational area and must advise the same facility/facilities upon return. Leaving the operational area should only be done during periods when the controller is not responsible for any aircraft.

OLD	NEW
2-6-12. CONSOLIDATING TOWER/TRACON FUNCTIONS	**2-6-12. CONSOLIDATING TOWER/TRACON FUNCTIONS**
Title through **b**	No change
c. Air traffic managers must ensure that no less than two fully-certified and current operational personnel are assigned to midnight shift, unless no such personnel are available for assignment. In the event circumstances result in an operation with staffing of only one fully–certified and current operational person, coordination must be accomplished with an adjacent facility before the operational person can leave the operational quarters for physiological breaks. This should be accomplished during periods of light to zero traffic.	**c.** Air traffic managers must ensure that no less than two fully-certified and current operational personnel are assigned to midnight shift, unless no such personnel are available for assignment.

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1. PARAGRAPH NUMBER AND TITLE: 2-6-13. SINGLE PERSON TRACON/TOWER MIDNIGHT OPERATIONS

2. BACKGROUND: In the past, the Air Traffic Organization (ATO) experienced problems associated with the communication between facilities during midnight operations that resulted in impacts to our operational integrity where air traffic controllers were unresponsive to multiple attempts by adjacent air traffic facilities and airlines with respect to their operating status.

3. CHANGE:

OLD	NEW
2-6-13. SINGLE PERSON TRACON/TOWER MIDNIGHT OPERATIONS	**2-6-13. SINGLE PERSON MIDNIGHT OPERATIONS**
In the event circumstances result in shift staffing of only one fully certified and operationally current person, coordination must be accomplished as described below:	Delete
a. Single-person TRACON Operations:	Delete
1. This type of operation must include some form of challenge or response to aircraft hand-offs between two facilities/functions.	Delete
2. Automated coordination cannot be silent hand-offs that do not include human interaction. It is to be either manually coordinated (verbally via landline) or positively acknowledged via automation (acceptance of the handoff by keystroke entry).	Delete

3. In the event verbal coordination on inbound flights is required, it should be completed prior to communications transfer. If there is no response from the single-staffed facility controller, immediate action must be taken to determine the status of the unresponsive controller and begin appropriate notifications.	Delete
4. In all cases where a facility midnight shift is staffed with a single person, the following additional communication checks must take place:	Delete
(a) The approach control facility must initiate a communications check on the hour and at 30 minutes past the hour with the en route facility providing service to the TRACON, unless procedures are established locally with another FAA facility to accomplish this task.	Delete
(b) The servicing en route facility or FAA facility must initiate a communications check with the TRACON at 15 and 45 minutes past the hour to ensure communications can be verified with the single-staffed operation, unless procedures are established locally with another FAA facility to accomplish this task.	Delete
b. Single-person tower operations:	Delete
1. This type of operation must include some form of challenge or response to aircraft hand-offs between two facilities/functions.	
2. This type of operation must include verbal coordination on all ATIS changes. For example, when there is a change to the ATIS, a call to the TRACON or en route facility providing approach control services advising them of the change must be communicated on a recorded line.	Delete
3. Verbal coordination over established communication lines to the departure controller confirming that they are prepared to accept the flight should be completed prior to issuing takeoff clearance when the receiving facility is a single-staffed TRACON. If there is no response from the single-staffed facility controller, immediate action must be taken to determine the status of the unresponsive controller and begin appropriate notifications.	Delete
4. In all cases where a facility midnight shift is staffed with a single person, the following additional communication checks must take place:	Delete

(a) The tower must initiate a communications check with the facility on the hour and at 30 minutes past the hour, unless procedures are established locally with another FAA facility to accomplish this task.	Delete
(b) The servicing approach control facility or FAA facility must initiate a communications check with the tower at 15 and 45 minutes past the hour to ensure communications can be verified with the single-staffed operation, unless procedures are established locally with another FAA facility to accomplish this task.	Delete
NOTE- *The requirement for challenge/communications checks can be accomplished through the exchange of traffic or information, either verbally or through automation.*	Delete
c. Up/Down Facilities During Midnight Shifts:	Delete
1. When operations permit, it is expected that functions will be consolidated to facilitate breaks.	Delete
2. If the facility is not working with both functions in the cab and have a single-staffed operation in either operating quarters, the single staffed operation practices apply.	Delete
3. Single-staffed challenge checks can be applied between Tower/TRACON in up/down facilities rather than through the overlying en route facility.	Delete
	Add **a. In order to ensure that a receiving controller is prepared to accept an aircraft, coordination between facilities/operational areas must be accomplished either manually via landline, or positively acknowledged via automation, (for example, acceptance of the handoff by keystroke entry), when an operational area is operated with one ATCS between the hours of 0000L to 0500L.**
	Add **1. Coordination procedures during the time period defined in paragraph a can be suspended during periods of increased of traffic. An increase of traffic may include, but is not limited to, the following:**
	Add **(a) Late night SWAP events.**
	Add **(b) Military movement/exercises.**
	Add **(c) Multiple arrivals/departures in a short period of time.**
	Add **2. The coordination procedures do not supersede existing requirements in FAA Order JO 7110.65.**

Add	**3. Facilities must have local procedures to be used during the hours identified above. Such procedures are to be placed into local SOP or LOAs between facilities.**
Add	***NOTE–*** ***Automated coordination cannot be hand-offs that do not include human interaction.***
Add	**b. In the event there is no response from the facility/operational area with which coordination is attempted, immediate action must be taken to determine the status of the unresponsive controller and begin appropriate notification.**
Add	**c. When operations permit, it is expected that functions will be consolidated to facilitate breaks in up/down facilities during midnight shifts.**

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1. PARAGRAPH NUMBER AND TITLE: 3-6-5. RADAR TARGET SIZING

2. BACKGROUND: It has been determined that FUSION is the best method to combine all available surveillance sources (ASR, ARSR, ADS-B, and multilateration) for displaying each single tracked target for air traffic control separation services. FUSION performance is characteristic of a single-sensor radar display system. Terminal areas use mono-pulse secondary surveillance radar (ASR-9, Mode S). The performance of this system will be used as the baseline radar system to ensure minimal degradation of current separation operations within the NAS. On August 23 and 24, 2011, a sub-team of the Terminal Procedures Group (TPT) who support the Operations and Procedures Group in Terminal Operations at Headquarters, participated in the FUSION technology demonstrations on both STARS and CARTS platforms at the FAA Technical Center. Following a review of the DCPs, the sub-team modified several of the proposed changes to JO 7110.65 and JO 7210.3 needed to support the implementation of the technology.

3. CHANGE:

OLD	NEW
3-6-5. RADAR TARGET SIZING	**3-6-5. RADAR TARGET SIZING**
Minimum target size for terminal radar systems using terminal digital radar or full digital target symbols, except for MEARTS, must not be less than the minimum target size shown in Technical Operations' orders concerning the maintenance of terminal digital radar. The target symbol must be centered on the terminal digital radar/full digital system type target presentation.	**a.** Minimum target size for terminal radar systems using terminal digital radar or full digital target symbols, except for MEARTS, must not be less than the minimum target size shown in Technical Operations' orders concerning the maintenance of terminal digital radar. The target symbol must be centered on the terminal digital radar/full digital system type target presentation.
NOTE- *Target size is fixed in MEARTS regardless of range or data block character size.*	***NOTE-*** *Target size is fixed in MEARTS regardless of range or data block character size.*

Add	**b. When operating in FUSION, the minimum target size for Precision Approach Monitor (PAM) operations and for the normal use of tower radar displays is 1,200 feet. The target symbol must be centered on the terminal digital radar/full digital system type target presentation.**
Add	***NOTE-*** ***Increased separation required (ISR) will be required for aircraft outside the range for PAM or other normal use of certified tower radar displays.***

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1. PARAGRAPH NUMBER AND TITLE: 4-5-2. LETTERS TO AIRMEN

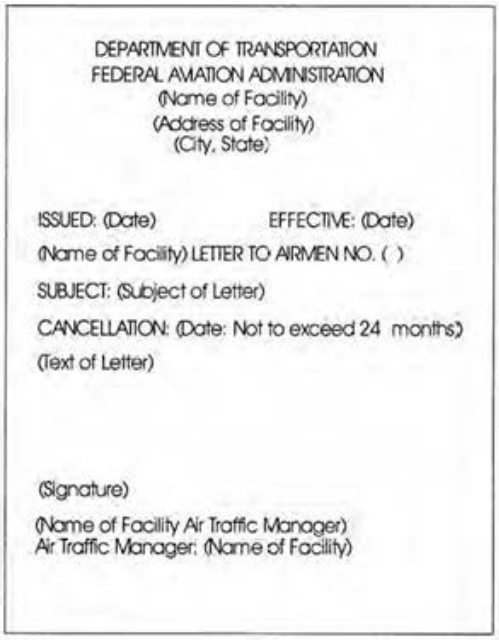
2. BACKGROUND: The Terminal Airspace team received reports of inconsistencies in how Air Traffic operational and procedural information contained in Letters To Airmen (LTAs) are being disseminated to the users of the NAS. FAA Order JO 7210.3, paragraph 4-5-2, lists the following requirements to issue a LTA: format, naming convention, effective and cancellation dates and that LTAs are to be informational in nature. In regard to dissemination the order states: "Forward copies of facility correspondence concerning facility operating procedures to the Service Area office; e.g., letter to airmen normally sent to pilots, airline companies, military commands or bases, and fixed base operators. This correspondence must be reviewed and approved at the discretion of the Service Area office prior to distribution." LTAs, while not regulatory, in many cases are mandatory and provide valuable operational and procedural information that is intended for the pilot community.

3. CHANGE:

OLD	NEW
4-5-2. LETTERS TO AIRMEN	**4-5-2. LETTERS TO AIRMEN**
Title through **a**	No change
b. The letter to airmen must adhere to the following:	**b.** The **L**etter **T**o **A**irmen must adhere to the following:
1. The letter to airmen must be prepared in accordance with FIG 4–5–1.	**1.** The **Letter To Airmen** must be **originated in LTA Manager and disseminated via the AIM NOTAM website.**
2. The letter to airmen is informational in nature and must not contain words which imply mandatory instructions. The words "must" and "shall" are not to be used in a letter to airmen.	**2.** The **Letter To Airmen** is informational in nature and must not contain words which imply mandatory instructions. The words "must" and "shall" are not to be used in a **Letter To Airmen**.
3. Chart attachments must be used in lieu of narrative descriptions to the extent possible.	No change
4. Letters to airmen must be numbered consecutively on an annual basis; i.e., 03–1, 03–2, etc.	**4. The signed original Letter To Airmen must be maintained by the originating facility.**
5. Each letter to airmen must contain an effective date and a cancellation date and must not remain in effect beyond the time the information contained in the letter becomes obsolete or more than 24 months, whichever occurs first.	**5.** Each **Letter To Airmen** must contain an effective date **(UTC)** and a cancellation date **(UTC)** and must not remain in effect beyond the **date** the information contained in the letter becomes obsolete or more than 24 months, whichever occurs first.

6. Issue a new letter on the same subject at the end of the 24–month period if the information contained in a letter to airmen requires continued exposure. (See FIG 4–5–1.)

FIG 4-5-1
Letters to Airmen

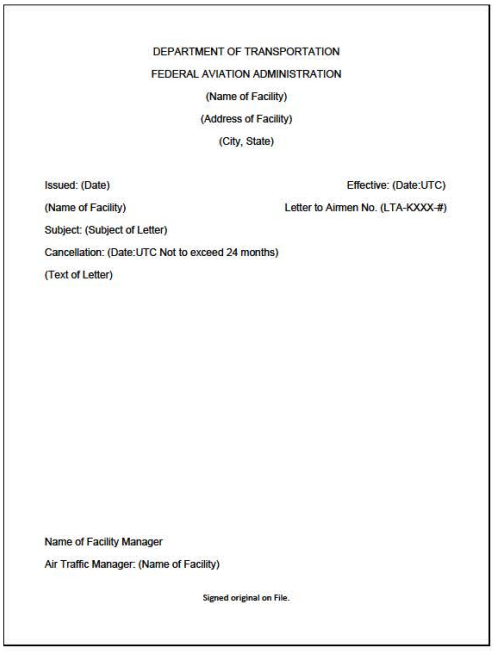

DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION
(Name of Facility)
(Address of Facility)
(City, State)

ISSUED: (Date) EFFECTIVE: (Date)
(Name of Facility) LETTER TO AIRMEN NO. ( )
SUBJECT: (Subject of Letter)
CANCELLATION: (Date: Not to exceed 24 months)
(Text of Letter)

(Signature)
(Name of Facility Air Traffic Manager)
Air Traffic Manager: (Name of Facility)

6. Issue a new **Letter To Airmen for** the same subject **prior to** the end of the 24–month period **only** if the information contained requires continued **publication**. (See FIG 4–5–1.)

FIG 4-5-1
Letter to Airmen


DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION
(Name of Facility)
(Address of Facility)
(City, State)

Issued: (Date) Effective: (Date:UTC)
(Name of Facility) Letter to Airmen No. (LTA-KXXX-#)
Subject: (Subject of Letter)
Cancellation: (Date:UTC Not to exceed 24 months)
(Text of Letter)

Name of Facility Manager
Air Traffic Manager: (Name of Facility)

Signed original on File.

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1. PARAGRAPH NUMBER AND TITLE:
6-3-1. HANDLING OF SIGMETs, CWAs, AND PIREPs
17-2-4. FIELD FACILITIES
17–4–4. OPERATIONS MANAGER (OM) SUPPORT
17–26–1. GENERAL
17–26–2. BACKGROUND
17–26–3. POLICY
17–26–4. RESPONSIBILITIES

2. BACKGROUND: A review was conducted of the FAAO 7210.3 and it was identified that the Center Weather Service Unit (CWSU) Order FAAO 7210.38 requirements and responsibilities were duplicated and responsibilities for the “weather coordinator” position outdated. The group decided to rewrite FAAO 7210.3 to capture current requirements for the function and responsibility of the ; “weather coordinator” and add a new section with detailed information. This change cancels FAAO 7210.38 dated April 6, 1984, revised on May 30, 1990.

3. CHANGE:

OLD	NEW
6-3-1. HANDLING OF SIGMETs, CWAs, AND PIREPs.	**6-3-1. HANDLING OF SIGMETs, CWAs, AND PIREPs.**
Title through **2**	No change

3. The weather coordinator (WC) has the primary responsibility for the inter/intrafacility dissemination of SIGMETs and CWAs and must ensure that sufficient information is disseminated to facilitate the required alert broadcasts.	**3.** The weather coordinator (WC) has the primary responsibility for the inter/intrafacility dissemination of **AIRMETs**, SIGMETs, **Urgent PIREPs,** and CWAs and must ensure that sufficient information is disseminated to facilitate the required alert broadcasts.
Add	***REFERENCE-*** ***FAAO JO 7210.3, Chapter 17, Section 26. Weather Management.***

OLD	**NEW**
17-2-4. FIELD FACILITIES	**17-2-4. FIELD FACILITIES**
Title through **b3**	No change
4. Designate a TM representative as the primary interface between the Center Weather Service Unit (CWSU) and the ATC operational personnel as described in FAAO 7210.38, Center Weather Service Unit (CWSU), as amended**.**	**4. The facility manager must make provisions to ensure a Weather Coordinator (WC) is assigned on each shift by designating a TM representative to serve as the WC. During midnight operations or when no TM personnel are available, the WC position may be combined at the OMIC position. The manager must additionally ensure that personnel assigned WC duties receive prior training in the associated duties and responsibilities of the position and establish procedures.**
Add	***REFERENCE-*** ***FAAO JO 7210.3, Section 25. Weather Management.***

OLD	**NEW**
17-4-4. OPERATIONS MANAGER (OM) SUPPORT	**17-4-4. OPERATIONS MANAGER (OM) SUPPORT**
Title through **f**	No change
g. FAAO 7210.38, Center Weather Service Unit (CWSU).	Delete
NOTE– *In order to provide the maximum TM services, TM personnel should be utilized to perform non–TM functions only as a last resort.*	No change

OLD	**NEW**
Add	**Section 26. Weather Management**
Add	**17-26-1. GENERAL**
Add	**This section prescribes policy and responsibilities to ensure required weather products and services are provided in a timely manner.**

OLD	NEW
Add	**17-26-2. BACKGROUND**
Add	**The FAA (AJR) maintains an Inter-Agency Agreement (IA) with the National Oceanic and Atmospheric Administration/National Weather Service (NWS) for the provision of meteorological services to FAA facilities and specifies assignment of NWS meteorologists to the ATCSCC and to each ARTCC. The meteorologists provide ATC operational personnel advised of weather conditions that may be hazardous to aviation or impede the flow of air traffic in the NAS sixteen hours a day/seven days a week. Specific duties of the meteorologists are outlined below in section 17-25-4 for FAA personnel awareness. Additional details can be found in the IA Statement of Work (SOW) and NWS Instruction 10-803, Support to Air Traffic Control Facilities.**

OLD	NEW
Add	**17-26-3. POLICY**
Add	**Facility managers will designate an operational ATC representative to serve as the Weather Coordinator (WC). The WC position is required for all shifts and is the primary interface between the NWS meteorologist and the facilities air traffic staff. The WC position is located in the TMU of each ARTCC. This position is a 24 hour position and can be combined with the OMIC when there are no TMU personnel present. All personnel assigned to this function must receive training for the associated responsibilities. If weather conditions warrant and workload permits, the WC may perform other operational or administrative functions.**

OLD	NEW
Add	**17-26-4. RESPONSIBILITIES**
Add	**a. Facility Managers must:**
Add	**1. Have operational responsibility for the NWS meteorologists although responsibility for day to day activities can be delegated to the TMO. For example, if weather conditions warrant that the CWSU staff needed to be continued beyond the typical 16 hour day, the TMO could approve this.**

Add **2. Work with the local NWS Meteorologist-in-Charge (MIC) to ensure local orders and procedures define the NWS support expected and that compliance in the provision of the support is attained.**

Add **3. Ensure NWS meteorologists receive facility and air traffic control system familiarization training, as appropriate.**

Add **4. Forward any unresolved issues with NWS support to the appropriate Service Area and the FAA COTR for the IA.**

Add **5. Maintain a copy of the current IA and SOW.**

Add **b. The Weather Coordinator must:**

Add **1. Disseminate the inter/intrafacility SIGMETs, *AIRMETS*, CWAs, and Urgent PIREPs.**

Add **2. Provide assistance in the collection and dissemination of other significant weather information. WC priority of duties and responsibilities include:**

Add **(a) Inter/intrafacility dissemination of SIGMET's.**

Add **(b) Dissemination of CWA's within the ARTCC.**

Add **(c) Dissemination of urgent PIREP's within the ARTCC.**

Add **(d) Dissemination of CWA's to other facilities (via other than LSAS).**

Add **(e) Dissemination of AIRMETS within the ARTCC.**

Add **(f) Inter/intrafacility dissemination of Meteorological Impact Statements as required (via other than LSAS).**

Add **(g) Dissemination of other weather intelligence within the ARTCC as specified by local requirements.**

Add **(h) Receipt and handling of requests for PIREP/SIGMET/*AIRMET*/CWA's and other pertinent weather information.**

Add **c. NWS meteorologists' duties include:**

Add **1. Provide meteorological advice and consultation to ARTCC operational personnel and other designated FAA air traffic facilities, terminal, FSS and AFSS, within the ARTCC area of responsibility.**

Add	**2. Provide scheduled and unscheduled briefings and products as needed per the IA SOW, NWS Instruction 10-803, and the operational direction of the Facility Manager. Examples include:**
Add	**(a) Scheduled Briefings generally consist of forecast weather conditions pertinent to the ARTCC area during a specified period, plus an extended outlook. These briefings are scheduled and provided as required by the facility manager.**
Add	**(b) Unscheduled products include the Meteorological Impact Statement (MIS) which is an unscheduled planning forecast describing conditions expected to begin within 4 to 12 hours which will, in the forecaster's judgment, impact the flow of air traffic within the ARTCC's area of responsibility and the Center Weather Advisory (CWA) which is an unscheduled air traffic and aircrew advisory statement for conditions currently in existence or beginning within the next 2 (two) hours.**
Add	**3. The MIC will work with the Facility Manager to ensure local orders and procedures define the NWS support expected, to include operating hours. The MIC will also ensure back-up support plans are in place when and if the meteorologists at the center are not available.**
Paragraph 17–24–1	**Renumber 17–24–1** through **17–26–1**

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1. PARAGRAPH NUMBER AND TITLE: 10-4-7. SIMULTANEOUS INDEPENDENT CLOSE PARALLEL APPROACHES - HIGH UPDATE RADAR NOT REQUIRED

2. BACKGROUND: Effective August 19, 2013, AFS report (DOT-FAA-AFS-450-69) limited closely spaced parallel approaches to those airports with runway centerlines separated by a minimum of 3,600', and field elevation less than 1,000' MSL. Following the implementation of this procedure, further fast-time simulation and analysis of the operation was conducted by AFS personnel to determine if the field elevation requirement could be amended and/or raised to allow this type of operation at more airports than originally specified.

3. CHANGE:

OLD	NEW
10-4-7. SIMULTANEOUS INDEPENDENT CLOSE PARALLEL APPROACHES - HIGH UPDATE RADAR NOT REQUIRED	**10-4-7. SIMULTANEOUS INDEPENDENT CLOSE PARALLEL APPROACHES - HIGH UPDATE RADAR NOT REQUIRED**
Title through **b1**	No change
2. Parallel runway centerlines are separated by a minimum of 3,600 feet or more, and the airport elevation is less than 1,000 feet MSL.	**2.** Parallel runway centerlines are separated by a minimum of 3,600 feet or more, and the airport elevation is less than **2**,000 feet MSL.

1. PARAGRAPH NUMBER AND TITLE: 10-6-10. RUNWAY STATUS LIGHTS (RWSL)

2. BACKGROUND: Through a collaborated effort to reduce runway incursions, the FAA tested and installed runway status lights (RWSL) at selected airports throughout the United States. This system consists of runway entrance lights (REL) and take-off hold lights (THL) which provide pilots with an increased situational awareness of when it is safe to enter/depart the runway.

3. CHANGE:

OLD	NEW
Add	**10-6-10. RUNWAY STATUS LIGHTS (RWSL)**
Add	***TERMINAL***
Add	**The RWSL is a system of runway and taxiway lighting which enhances pilot situational awareness by illuminating runway entrance lights (REL) when the runway is unsafe for entry or crossing, and take-off hold lights (THL) when the runway is unsafe for departure. The RWSL system uses a configuration of in-pavement lights installed on taxiways and runways that indicate runway status only; they are not intended to indicate a clearance. The RWSL system works in conjunction with the ASDE-X system along with the Field Lighting System (FLS).**
Add	**a. ATMs must ensure that when available or operating normally, the RWSL systems are operated on a continuous basis.**
Add	**b. As part of the facility checklist, operation of the system must be verified once each shift.**

1. PARAGRAPH NUMBER AND TITLE:
17-11-1. GENERAL
17−11−2. POLICY
17−11−3. DEFINITIONS
17−11−4. ATCSCC PROCEDURES
17−11−5. ARTCC PROCEDURES
17−11−6. TERMINAL PROCEDURES
17−11−7. AMENDING EDCTS
17−11−8. CANCELLATION PROCEDURES
17−11−9. DOCUMENTAITON

2. BACKGROUND: The Collaborative Trajectory Options Program is a method of managing demand through constrained airspace leveraging the use of one or more FCAs while considering customer preference with regard to both route and delay as defined in a Trajectory Options Set (TOS). CTOP Traffic Management Initiatives (TMIs) are managed through the Traffic Situation Display (TSD). CTOP is a type of traffic

management initiative which leverages one or more FCAs to identify demand. Then, based on customer preferred options (as specified in a TOS), it assigns either a route to avoid the FCA, or a route and EDCT to meet an allocated slot time within the FCA.

3. CHANGE:

OLD	NEW
Add	**Section 11. Collaborative Trajectory Options Program (CTOP)**
Add	**17-11-1. GENERAL**
Add	**CTOP is a method of managing demand through constrained airspace leveraging the use of one or more FCAs while considering customer preference with regard to both route and delay as defined in a Trajectory Options Set (TOS). CTOP TMIs are managed through the Traffic Situation Display (TSD). The TOS will allow the customer to better manage flights by expressing route and delay preferences. Whereas a traditional flight plan contained a single request with a defined route, altitude, and speed, a TOS may contain multiple trajectory options with each one containing a different route, altitude, or speed. In addition to multiple options within a single TOS, each option may contain "start" and "end" times which they are willing to accept for that particular option. Each option will be ranked in the order of customer preference indicating their willingness to accept one option over another. This will be expressed in minutes of ground delay. Using algorithms comparing capacity and demand, the CTOP will look at each trajectory option and determine the amount of ground delay that would need to be associated with that option (which may be zero). CTOP will then assign the most preferred trajectory available. Customers must file flight plans in accordance with the TOS option assigned. Customers may manage their flights through the use of the TOS or through the substitution of flights.**

OLD	NEW
Add	**17-11-2. POLICY**
Add	**CTOP may be applied to all aircraft departing airports in the contiguous United States and from select international airports. Aircraft that have been assigned an EDCT in a CTOP should not be subject to additional delay. Exceptions to this policy are miles-in-trail and departure/en route spacing initiatives that have been approved by the ATCSCC.**

OLD	NEW
Add	**17-11-3. DEFINITIONS**
Add	**a. CTOP - Collaborative Trajectory Options Program - A type of traffic management initiative which leverages one or more FCAs to identify demand. Then, based on customer preferred options (as specified in a TOS), it assigns either a route to avoid the FCA, or a route and EDCT to meet an allocated slot time within the FCA**.
Add	**b. TOS - Trajectory Options Set - A message sent by the NAS user to TFMS defining a group of preferences for how they would like to see a specific flight managed. These preferences are defined through a combination of routes and/or altitudes and/or speeds with each trajectory being weighted through the use of flight operator submitted preferences.**

OLD	NEW
Add	**17-11-4. ATCSCC PROCEDURES**
Add	**The ATCSCC must:**
Add	**a. In conjunction with the field facilities, identify the constraint through the use of FEA(s)/FCA(s).**
Add	**b. Conference affected facilities and system users as appropriate.**
Add	**c. Create the CTOP in the Traffic Situation Display.**
Add	**d. When time permits, send the Proposed CTOP with the advisory.**
Add	**e. Send the Actual CTOP with the advisory.**
Add	**f. Coordinate with affected facilities to ensure the CTOP is adequately managing demand.**
Add	**g. Revise CTOP parameters as necessary and send the Revised CTOP.**
Add	**h. Cancel the CTOP as per Chapter 17-11-8.**

OLD	NEW
Add	**17-11-5. ARTCC PROCEDURES**
Add	**The ARTCC TMU must:**
Add	**a. Issue a GI message advising of the CTOP. In some instances, verbal notification, in addition to a GI, may enhance the dissemination of information.**
Add	**b. Monitor the effectiveness of the CTOP and notify the ATCSCC with requests for adjustments and/or revisions as necessary.**
Add	**c. Issue assigned route and EDCT information to non FDEP/FDIO-equipped towers and other customers in sufficient time for proper planning and control actions. This does not include non-FDEP towers that are satellites of TRACON facilities.**
Add	**d. Relay information, received from Terminal facilities, to the ATCSCC about EDCT issues (i.e., flights requiring a revision due to mechanical or flight crew duty issues).**
Add	**e. Ensure route compliance with assigned TOS option and issue route amendments as needed.**
Add	**f. Provide EDCT information, when requested, for flights departing underlying non-towered airports. If a flight departing a non-towered airport is airborne and not in compliance with a CTOP EDCT, coordinate with the ATCSCC for the appropriate course of action.**

OLD	NEW
Add	**17-11-6. TERMINAL PROCEDURES**
Add	**The TRACON/ATCT must:**
Add	**a. Use the TSD/TSD-C to verify EDCT when missing or pilots advise they have something different.**
Add	**b. Ensure the EDCT is included in the flight clearance when a CTOP is in effect.**
Add	**c. Issue EDCT information to non-FDEP/FDIO-equipped towers.**
Add	**d. Provide EDCT information, when requested, for flights departing underlying non-towered airports.**
Add	**e. Forward EDCT issues to their overlying facility.**
Add	**f. Facilities with TMUs, assist the ARTCC to ensure route compliance.**

OLD	NEW
Add	**17-11-7. AMENDING EDCTs**
Add	**a. Field facilities with TSD may use the UPDATE EDCT feature to assign an EDCT.**
Add	***Note: Field facilities will only have the "unlimited" option available for use.***
Add	**b. Field facilities requesting a time other than the time assigned through the "unlimited" option must coordinate through the ATCSCC.**
Add	**c. Field facilities without the CTOP "UPDATE EDCT" feature must contact their overlying facility to request a new EDCT.**
Add	**d. The ATCSCC may amend EDCTs via the CTOP "UPDATE EDCT" feature by first attempting to utilize the "Unlimited" option, followed by the "Limited" option, followed by the "Manual" option.**

OLD	NEW
Add	**17-11-8. CANCELLATION PROCEDURES**
Add	**When conditions no longer warrant a CTOP,**
Add	**a. The ATCSCC must:**
Add	**1. Conference facilities and customers as appropriate to develop an operational plan for exiting the CTOP.**
Add	**2. Cancel the CTOP and transmit an advisory stating the CTOP has been canceled.**
Add	**b. The ARTCC TMU and the terminal TMU must:**
Add	**1. Issue cancellation information to underlying facilities.**
Add	**2. Notify facility personnel, as appropriate, of the cancellation.**

OLD	NEW
Add	**17–11–9. DOCUMENTATION**
Add	**Facilities must use the NTML, where applicable, to document all pertinent information related to the CTOP. Facilities that do not have NTML will log information as required by local procedure.**
Paragraph 17–11–1 through **17–11–24**	**Renumber 17–11–1** through **17–11–24**

ERRATA SHEET

SUBJECT: Corrected Change 1 to JO 7210.3Y, Facility Operation and Administration

REMOVE PAGES	DATED	INSERT PAGES	DATED
E of C–1 and E of C–2	7/24/14	E of C–1 and E of C–2	7/24/14
		Added Paragraph 2-1-20, OBSTACLE IDENTIFICATION SURFACES, OBSTACLE FREE ZONES, RUNWAY SAFETY AREAS, AND CLEARWAYS, and Paragraph 3-6-5, RADAR TARGET SIZING	
2–1–9 through 2–1–12	4/3/14	2–1–9 through 2–1–12	7/24/14
		Inadvertently omitted. Paragraphs restored; no change to content.	
2–6–3	4/3/14	2–6–3	4/3/14
		No change.	
2–6–4	4/3/14	2–6–4	7/24/14
		Paragraph 2–6–12c, CONSOLIDATING TRACON/TOWER MIDNIGHT OPERATIONS some content deleted.	
		Paragraph 2-6-13, SINGLE PERSON TRACON/TOWER MIDNIGHT OPERATIONS. Content deleted and new guidance added.	
3–6–3 and 3–6–4	4/3/14	3–6–3 and 3–6–4	7/24/14
		3-6-5 RADAR TARGET SIZING some content changed.	
6–3–1 and 6–3–2	7/24/14	6–3–1 and 6–3–2	7/24/14
		Paragraph 6–3–1, HANDLING OF SIGMETS, CWAs, AND PIREPS Added reference and added AIRMETS and URGENT PIREPS.	
Briefing Guide Cover through BG–17	7/24/14	Briefing Guide Cover through BG–19	7/24/14
		Expanded due to two additional paragraphs.	

This errata sheet transmits revised pages to the subject order.

Attachment

Explanation of Changes
Change 1

Direct questions through appropriate facility/service center office staff to the office of primary responsibility (OPR)

a. 2-1-20. OBSTACLE IDENTIFICATION SURFACES, OBSTACLE FREE ZONES, RUNWAY SAFETY AREAS, AND CLEARWAYS

This change will establish uniform procedures and phraseology for approach hold areas.

b. 2-2-3. POSITION RESPONSIBIILITIES

This change defines procedures that must be followed when an air traffic control specialist leaves an operational area, for any reason, to take a short relief break. These breaks should only be taken when no other ATCS is available to provide a short relief break and during periods when the controller is not responsible for any aircraft.

c. 2-6-12. CONSOLIDATING TOWER/TRACON FUNCTIONS

The procedures identified in this paragraph only addressed notification procedures while working during the midnight shift. These procedures are being deleted from this paragraph and added to paragraph 2-2-3, Position Responsibilities, and will now apply during all scheduled shifts.

d. 2-6-13. SINGLE PERSON TRACON/ TOWER MIDNIGHT OPERATIONS

The Fatigue Safety Steering Committee (FSSC) established a workgroup to review operational and procedural options, then identified and formulated criteria to use for long-term planning. The workgroup effort collaborated across numerous Lines of Business and included the National Air Traffic Controllers Association.

e. 3-6-5. RADAR TARGET SIZING

This change provides guidance for the target size for Precision Approach Monitor (PAM) and Tower Radar Displays.

f. 4-5-2. LETTERS TO AIRMEN

New language outlines the method that the facility Air Traffic Managers must utilize to disseminate Letters to Airmen.

g. 6-3-1. HANDLING OF SIGMETs, CWAs, AND PIREPs.

This change will add a reference linking this Section 3. Operations Paragraph 6-3-1, Handling of Sigments, CWAs, and PIREPs to Section 26. Weather Management which provides detailed requirements for the weather coordinator.

h. 10-4-7. SIMULTANEOUS INDEPENDENT CLOSE PARALLEL APPROACHES - HIGH UPDATE RADAR NOT REQUIRED

This proposal incorporates the data from the AFS simulation/analysis and will now permit closely spaced parallel approaches at airports with runway centerlines separated by a minimum of 3,600’ and the field elevation less than 2,000’ MSL.

i. 10-6-10. RUNWAY STATUS LIGHTS (RWSL)

This DCP adds the requirements associated with N JO 7210.842, Guidance for the Use of Runway Status Lights (RWSL) Light System, into FAA Order JO 7210.3. The new paragraph provides guidance for the operation and periodic check of the RWSL system. This change cancels and incorporates N JO 7210.842, Guidance for the Use of Runway Status Lights (RWSL) Light System, effective March 29, 2013.

j. 17-2-4. FIELD FACILITIES

This change specifies responsibilities and procedures for the facility manager in reference to the weather coordinator position and a reference to the detailed information.

k. 17-4-4. OPERATIONS MANAGER (OM) SUPPORT

This change deletes the reference to FAAO 7210.38 Center Weather Unit (CWSU).

l. Section 11. Collaborative Trajectory Options Program (CTOP)
17-11-1. GENERAL
17-11-2. POLICY
17-11-3. DEFINITIONS
17-11-4. ATCSCC PROCEDURES
17-11-5. ARTCC PROCEDURES
17-11-6. TERMINAL PROCEDURES
17-11-7. AMENDING EDCTs
17-11-8. CANCELLATION PROCEDURES
17-11-9. DOCUMENTATION

This change establishes a new section containing procedures and requirements for the Collaborative Trajectory Options Program (CTOP).

m. Section 26. Weather Management
17-26-1. GENERAL
17-26-2. BACKGROUND
17-26-3. POLICY
17-26-4. RESPONSIBILITIES

This change specifies air traffic control responsibilities and procedures for the weather coordinator position to collect and disseminate weather information in a new section.

n. Entire Publication

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

taxiways where simultaneous use could create hazards for arriving and departing aircraft. These procedures must be reviewed whenever new runways or taxiways are programmed or whenever new/different aircraft are scheduled to provide service to the airport.

b. Ensure that aircraft on the ground do not penetrate marked Obstacle Identification Surfaces, Obstacle Free Zones, Runway Safety Areas, or Clearways, or other airspace designed to provide protection for departures and arrivals.

c. At locations where potential for conflict exists, take action to rectify the situation by developing proposed solutions and establishing local procedures to define conditions when the approach and departure areas and other surfaces must be protected. These procedures must be included in a facility directive and the signage at the intended hold position must be consistent with the phraseology identified in FAA Order JO 7110.65, Paragraph 3-7-2, Taxi and Ground Movement.

d. ATMs must consult with the airport authority, Flight Standards, Airports, and the Regional Runway Safety Program Manager (RSPM) when developing proposed solutions and establishing local procedures. The RSPM will assist the ATM, as needed, in initiating contact with Flight Standards and Airports.

REFERENCE–
P/CG Term – Approach Hold

2–1–21. FACILITY IDENTIFICATION

a. Service Area Directors are the focal point to review/approve requests for waivers for facility identification changes in FAAO JO 7110.65, Air Traffic Control, para 2–4–19, Facility Identification, subparas a, b, and c, and FAAO JO 7110.10, Flight Services, para 14–1–14, Facility Identification, subparas a, b, and c. If the waiver request is approved, the Service Area Director must ensure that all aeronautical publications are changed to reflect the new identification, and that a Letter to Airmen is published notifying the users of the change.

b. Service Area Directors must forward a copy of the approval to System Operations Services.

2–1–22. DISPOSITION OF OBSOLETE CHARTS

a. Obsolete charts may only be disposed of by destroying, including recycling, or by giving to flight schools and other training institutions where the charts are to be used only for training in the classroom. Under no circumstances should obsolete charts be given to pilots or the general public, regardless if they are marked obsolete or not.

b. There are hundreds of changes that appear on each new edition of a chart. When pilots are given obsolete charts they are not aware of critical changes that have occurred. Further, the use of such a chart could result in a Code of Federal Regulations (CFR) violation or an accident which would have serious legal implications for the agency.

2–1–23. OUTDOOR LASER DEMONSTRATIONS

a. The Area Directors of Terminal Operations Services are the focal point for reviewing/approving requests for outdoor laser demonstrations.

b. FAAO JO 7400.2, Procedures for Handling Airspace Matters, is the source for processing outdoor laser demonstration requests.

2–1–24. COMBINE/RECOMBINE AN ATCT/TRACON

Prior to consideration for any ATCT/TRACON to combine or recombine, a detailed staff study will be required from the facility explaining the benefit to the agency and the customer. After the Terminal Operations Service Area office review, the staff study must be forwarded to the Director of Terminal Planning. A decision to combine or recombine an ATCT/TRACON will require coordination with the ATO Chief Operating Officer.

2–1–25. SUBMISSION OF AIR TRAFFIC CONTROL ASSIGNED AIRSPACE (ATCAA) DATA

Submit data on all ATCAAs used on a continuing/constant basis, and any subsequent changes to the ATCAA database to System Operations Security; and System Operations Airspace and Aeronautical Information Management for the purpose of updating the Special Use Airspace Management System

(SAMS) and Aeronautical Information System. Include the following as applicable:

a. An En Route and Oceanic Operations Area Office transmittal memorandum containing a brief overview of the ATCAA, and/or changes to, FAA headquarters, System Operations Security; and System Operations Airspace and Aeronautical Information Management. Summarize the ATCAAs or any amendments made to ATCAAs including additional changes, etc.

b. A separate attachment that contains a description of the area to include latitude/longitude points, boundaries, altitudes, times, controlling agency, using agency, and any other relative information.

NOTE–
If only part of the description of an existing area is being amended, the attachment should show just the changed information rather than the full legal description.

c. A sectional aeronautical chart depicting the final boundaries of the proposed area, including any subdivisions.

d. Any other information that should be considered by FAA headquarters.

NOTE–
ATCAA descriptive data will normally be submitted 9 weeks prior to the requested/required airspace effective date.

2–1–26. SUBMISSION OF SUA AND PAJA FREQUENCY INFORMATION

The Aeronautical Information Services maintain a national database of Special Use Airspace (SUA) and Parachute Jump Area (PAJA) controlling sector contact information. The database is used to publish frequencies for pilots to obtain status information for SUAs and PAJAs. Facility managers should ensure that the following information is forwarded to Aeronautical Information Services:

a. Contact frequencies for existing SUAs and PAJAs within your area of jurisdiction.

b. Any changes to contact frequencies for existing SUAs and PAJAs within your area of jurisdiction.

c. Contact frequencies for any new SUAs or PAJAs within your area of jurisdiction.

2–1–27. REPORTING UNAUTHORIZED LASER ILLUMINATION OF AIRCRAFT

All FAA Air Traffic Control facilities, Federal Contract Towers and Flight Service Stations must report unauthorized laser illumination incidents through the Domestic Events Network (DEN), providing the following information:

a. UTC date and time of event.

b. Call Sign, or aircraft registration number.

c. Type of aircraft.

d. Nearest major city.

e. Altitude.

f. Location of event (e.g., latitude/longitude and/or Fixed Radial Distance (FRD)).

g. Brief description of the event.

h. Any other pertinent information.

NOTE–
Facilities without direct access to the DEN should forward the information through the Washington Operations Center Complex (WOCC) to the DEN.

REFERENCE–
FAAO JO 7110.65, Para 2–9–3, Content
FAAO JO 7110.65, Para 10–2–14, Unauthorized Laser Illumination of Aircraft,.

2–1–28. SUSPICIOUS AIRCRAFT/PILOT ACTIVITIES

Facility air traffic managers must ensure that processes are in place to direct prompt notification to the DEN of any suspicious aircraft/pilot activities as prescribed in FAA Order JO 7610.4, paragraph 7–3–1.

2–1–29. REPORTING DEATH, ILLNESS, OR OTHER PUBLIC HEALTH RISK ON BOARD AIRCRAFT

a. When an air traffic control facility is advised of a death, illness, and/or other public health risk, the following information must be forwarded to the DEN:

1. Call sign.

2. Number of suspected cases of illness on board.

3. Nature of the illness or other public health risk, if known.

4. Number of persons on board.

5. Number of deaths, if applicable.

6. Pilot's intent (for example, continue to destination or divert).

7. Any request for assistance (for example, needing emergency medical services to meet the aircraft at arrival).

NOTE–
1. *If the ATC facility is not actively monitoring the DEN or does not have a dedicated line to the DEN, they must call into the DEN directly via (202) 493–4170.*

2. *Except in extraordinary circumstances, such as a situation requiring ATC intervention, follow–on coordination regarding the incident will not involve ATC frequencies.*

3. *The initial report to a U.S. ATC facility may be passed from a prior ATC facility along the route of flight.*

b. Once notification of an in–flight death, illness, and/or other public health risk is provided by an ATC facility, the DEN Air Traffic Security Coordinator must ensure the Centers for Disease Control and Prevention (CDC) Emergency Operations Center (EOC) receives the following information:

1. Call sign.

2. Number of suspected cases of illness on board.

3. Nature of the illness or other public health risk, if known.

4. Number of persons on board.

5. Number of deaths, if applicable.

6. Departure airport.

7. Arrival airport.

8. Estimated time of arrival.

9. Pilot's intent (for example, continue to destination or divert).

10. Any request for assistance (for example, a need for emergency medical services to meet aircraft at arrival).

REFERENCE–
FAAO JO 7110.65, Para 10–2–19, REPORTING DEATH, ILLNESS, OR OTHER PUBLIC HEALTH RISK ON BOARD AIRCRAFT

2–1–30. OPPOSITE DIRECTION OPERATIONS

a. The provisions of this paragraph are applicable to areas where radar service is provided. Nonradar procedures are contained in FAA Order JO 7110.65, Air Traffic Control, Chapter 6.

b. At locations that conduct opposite direction operations for aircraft receiving IFR separation services, facility directives must define minimum cutoff points identified by distances or fixes for same runway operations between:

1. An arrival and a departure.

2. An arrival and an arrival.

c. The cutoff points established under subparagraph b. must ensure that required longitudinal or lateral separation exists before any other type of separation is applied:

1. When a departing aircraft becomes airborne and has been issued a turn to avoid conflict; or

2. When the first aircraft has crossed the runway threshold for opposite direction arrivals.

NOTE–
If terrain and obstructions allow, the initial heading should meet the provisions of FAA Order JO 7110.65, Paragraph 5-5-7, Passing or Diverging.

REFERENCE–
FAAO 7110.65, Para 1-2-2, Course Definition
FAAO7110.65, Para 3-8-2, Touch and Go or Stop and Go or Low Approach
FAAO 7110.65, Para 3-8-4, Simultaneous Opposite Direction Operations
FAAO 7110.65, Para 4-8-11, Practice Approaches
FAAO 7110.65, Para 5-5-1, Application
FAAO 7110.65, Para 5-5-4, Minima
FAAO 7110.65, Para 5-5-7, Passing or Diverging
FAAO 7110.65, Para 5-6-3, Vectors Below Minimum Altitude
FAAO 7110.65, Para 7-2-1, Visual Separation

d. At a minimum, the following must be considered when developing cutoff points:

1. Aircraft performance.

2. Type of approach.

3. Operational position configuration.

4. Runway configuration.

5. Weather conditions.

6. Existing facility waivers.

e. Facility directives must:

1. Require traffic advisories to both the arriving and departing aircraft.

EXAMPLE–
OPPOSITE DIRECTION TRAFFIC (distance) MILE FINAL, (type aircraft).
OPPOSITE DIRECTION TRAFFIC DEPARTING RUNWAY (number), (type aircraft).

2. Restrict opposite direction same runway operations with opposing traffic inside the applicable cutoff point unless an emergency situation exists.

3. Ensure that opposite direction operations conducted from parallel runways provide for a turn away from the opposing traffic when inside of the cutoff point to the other runway.

4. Specify that towers not delegated separation responsibility are responsible to apply the cutoff points between arriving and departing aircraft.

f. Facility directives must contain the following minimum coordination requirements:

1. Define the position that is responsible for initiating coordination.

2. All coordination must be on a recorded line, state "opposite direction," and include call sign, type, and arrival or departure runway.

3. The tower must verbally request opposite direction departures with the TRACON/ARTCC.

4. The TRACON/ARTCC must verbally request opposite direction arrivals with the tower.

NOTE–
Facilities that use opposite direction operations as a standard operation due to terrain constraints or noise abatement may be exempted from the provisions of subparagraph f. by the approval process in subparagraph g.

g. Terminal standard operating procedures orders and all letters of agreement addressing opposite direction operations must be approved by the Service Area Director of Terminal Operations.

2–1–31. SPECIAL INTEREST SITES

a. Supervisory/CIC personnel receiving any reports or information regarding unusual aircraft activities in the vicinity of special interest sites such as nuclear power plants, power plants, dams, refineries, etc., must immediately notify local law enforcement authorities of these reports/information and notify the overlying air traffic facility of any of these reports and the action taken. Supervisory/CIC personnel may receive reports/information from the Nuclear Regulatory Commission or other sources.

b. Air traffic facilities must promptly advise the Domestic Events Network (DEN) of any actions taken in accordance with this paragraph.

c. Individual facilities must determine which special interest sites, if any, should be displayed on maps, charts, and video displays.

employee needs to improve must be identified. Employees may request assistance from their immediate supervisor in developing options to improve the identified areas.

NOTE–
These provisions do not apply to midwatch CIC coverage.

2–6–5. CONSOLIDATING POSITIONS

a. Assign personnel to positions as required by activity, equipment, and facility function. Positions may be consolidated in consideration of activity and the qualifications of the personnel involved.

b. To the extent staffing resources permit, and where the position is established, the tower associate (local assist) position must be staffed. This position is considered essential to the operational integrity and safety levels required to minimize the potential for surface errors and land-over incidents. Nonlocal control functions must not be consolidated/combined at the local control position except during periods of significantly reduced traffic levels.

c. When conducting line up and wait (LUAW) operations, local control position must not be consolidated/combined with any other non–local control position.

REFERENCE–
FAAO JO 7210.3, Para 10–3–8, Line Up and Wait (LUAW) Operations

2–6–6. RELIEF PERIODS

a. Personnel performing watch supervision duties are responsible for ensuring that breaks are administered in an equitable manner and applied so as to promote the efficiency of the agency. They are also responsible for ensuring that breaks are of a reasonable duration.

b. Personnel performing watch supervision duties are responsible for knowing the whereabouts of employees to ensure their availability for position assignments.

c. Personnel performing watch supervision duties must not condone or permit individuals to sleep during any period duties are assigned. Any such instance must be handled in accordance with applicable Agency policy and the applicable collective bargaining agreement.

2–6–7. BASIC WATCH SCHEDULE

a. Facility watch schedules must take into account normal traffic flow, thereby permitting the posting of a continuing schedule for an indefinite period of time. Facility management is responsible for ensuring watch schedules are in accordance with collective bargaining agreements.

b. Air traffic control specialists whose primary duties are those directly related to the control and separation of aircraft must meet the following criteria:

1. Do not work more than 10 operational hours in a shift.

2. Hours worked before a shift, whether operational or not, will count as operational hours.

3. All work beyond 10 hours must be nonoperational.

4. Have at least an 8–hour break from the time work ends to the start of any shift, except as follows:

(a) Employees are required to have a minimum of 9 consecutive hours off duty preceding the start of a day shift. For purposes of this paragraph only, a day shift is generally defined as a shift where the majority of hours fall between 7:00 a.m. and 4:00 p.m.

(b) This requirement applies to all shift changes, swaps, and overtime to include scheduled, call–in, and holdover assignments.

5. Have an off–duty period of at least 12 hours following a midnight shift. (A midnight shift is defined as a shift in which the majority of hours are worked between 10:30 p.m. and 6:30 a.m.)

6. Do not work more than six shifts without taking a regular day off.

7. Authorized leave, compensatory time used, and credit hours used are considered hours of work.

8. These criteria apply to shift adjustments, including the exchange of shifts and/or days off and the change of shifts and/or days off.

2–6–8. OVERTIME DUTY

Facility air traffic managers must ensure that overtime duty is equitably distributed among all eligible employees who desire it. Retain overtime duty records for 12 months.

2–6–9. HOLIDAY STAFFING

a. Facility Air Traffic Managers must ensure that the scheduled staffing is adjusted on holidays to a level consistent with the anticipated workload. Application of this policy is not intended to result in a standardized holiday staffing schedule for all holidays. Holiday staffing schedules may vary for individual holidays since the traffic in a particular area cannot always be expected to be the same for each holiday.

b. Prior to establishing work schedules for a Federal holiday, facility air traffic managers must:

1. Consider the previous year's traffic statistics for each holiday.

2. Check, as appropriate, with local sources (Air National Guard, USN, USAF Reserves, local flying schools, fixed base operators, etc.), for information concerning anticipated activity.

2–6–10. ADMINISTRATIVE HOURS OF DUTY

Hours of duty of facility air traffic managers and administrative staffs should conform with the duty hours of their respective service area office.

2–6–11. FACILITY COMPLEMENTS

Facility air traffic managers will be currently informed by the service area office of their authorized facility personnel complements. The authorized complement will always be the end–of–year employment ceiling authorization. Circumstances may result in the establishment of a complement different from that provided in workload formulas.

2–6–12. CONSOLIDATING TOWER/TRACON FUNCTIONS

a. At facilities where both tower and radar/non-radar approach control services are provided, the air traffic manager must ensure, to the maximum extent possible, that these functions are not consolidated during non–midwatch operations unless unforeseen circumstances or emergency situations arise which would preclude compliance with this paragraph.

b. During midwatch operations (where the majority of hours fall between 10:30 p.m. and 6:30 a.m.) when traffic permits, all functions may be consolidated for meals or breaks.

c. Air traffic managers must ensure that no less than two fully-certified and current operational personnel are assigned to midnight shift, unless no such personnel are available for assignment.

2–6–13. SINGLE PERSON MIDNIGHT OPERATIONS

a. In order to ensure that a receiving controller is prepared to accept an aircraft, coordination between facilities/operational areas must be accomplished either manually via landline, or positively acknowledged via automation, (for example, acceptance of the handoff by keystroke entry), when an operational area is operated with one ATCS between the hours of 0000L to 0500L.

1. Coordination procedures during the time period defined in paragraph a can be suspended during periods of increased of traffic. An increase of traffic may include, but is not limited to, the following:

(a) Late night SWAP events.

(b) Military movement/exercises.

(c) Multiple arrivals/departures in a short period of time.

2. The coordination procedures do not supersede existing requirements in FAA Order JO 7110.65.

3. Facilities must have local procedures to be used during the hours identified above. Such procedures are to be placed into local SOP or LOAs between facilities.

NOTE–
Automated coordination cannot be hand-offs that do not include human interaction.

b. In the event there is no response from the facility/operational area with which coordination is attempted, immediate action must be taken to determine the status of the unresponsive controller and begin appropriate notification.

c. When operations permit, it is expected that functions will be consolidated to facilitate breaks in up/down facilities during midnight shifts.

b. A facility directive must be issued establishing facility standards for displaying required transponder replies in all available operational modes.

c. Where desirable, beacon targets may be displaced at a slightly greater range than their respective primary returns. When beacon displacement is elected, issue a facility directive specifying the standard relationship between primary returns and the beacon control slash of secondary returns. The maximum allowable beacon target displacement which may be specified by the facility air traffic manager is 1/4 mile for STARS and 1/2 mile applied in 1/4 mile increments for all other facilities.

3–6–5. RADAR TARGET SIZING

a. Minimum target size for terminal radar systems using terminal digital radar or full digital target symbols, except for MEARTS, must not be less than the minimum target size shown in Technical Operations' orders concerning the maintenance of terminal digital radar. The target symbol must be centered on the terminal digital radar/full digital system type target presentation.

NOTE–
Target size is fixed in MEARTS regardless of range or data block character size.

b. When operating in FUSION, the minimum target size for Precision Approach Monitor (PAM) operations and for the normal use of tower radar displays is 1,200 feet. The target symbol must be centered on the terminal digital radar/full digital system type target presentation.

NOTE–
Increased separation required (ISR) will be required for aircraft outside the range for PAM or other normal use of certified tower radar displays.

3–6–6. TERMINAL DIGITAL RADAR SYSTEM AND DISPLAY SETTINGS

a. The following system settings for the terminal digital radar/DVCP must be established in a facility directive.

1. Normal weather setting positions when 2–level weather is selected on the system control panel.

2. MEARTS normal weather setting positions when 3–level weather is selected on the system control panel.

3. Normal weather setting positions when 6–level weather is selected on the system control panel.

4. Name, range/azimuth, altitude, and coordinates of prominent obstructions.

5. Azimuth and range settings of moving target indicator (MTI) reflectors used for map alignment.

6. Permanent beacon target (Parrot) used for map alignment location.

b. The following display settings must be established in a facility directive, except for MEARTS:

1. Weather/Radar Gate normal setting.

2. Position startup weather level settings.

c. The air traffic manager and Technical Operations SMO manager must prepare a local order defining the procedures needed to protect the antenna, shutdown the antenna, transfer power between high and low voltage, and transfer from one channel to another channel.

3–6–7. PREARRANGED COORDINATION

a. Air traffic managers at radar facilities must determine whether or not a clear operational benefit will result by establishing prearranged coordination procedures (P–ACP). Such procedures would allow aircraft under one controller's jurisdiction to penetrate or transit another controller's airspace in a manner that assures standard separation without individual coordination for each aircraft. When reviewing existing P–ACPs, or contemplating the establishment of these procedures, consideration must be given to airspace realignment to preclude coordination/penetration of another operational position's airspace. Prior to implementing a P–ACP, negotiations should be accomplished locally and all affected personnel must be thoroughly trained in the application of the procedures.

b. When P–ACPs are established, a facility directive must be published. The directive must include, as a minimum:

1. Requirement that the NAS Stage A (en route) or ATTS (terminal) systems are fully operational.

2. Procedures to be applied in the event that prearranged coordination procedures are not practicable.

3. The position(s) authorized to penetrate the protected airspace of an adjacent position.

4. Detailed responsibilities relating to P–ACP for each position.

5. The requirement that two positions of operation cannot be authorized to penetrate each other's airspace simultaneously.

6. Controllers who penetrate another controller's airspace using P–ACP must display data block information of that controller's aircraft which must contain, at a minimum, the position symbol and altitude information.

7. Controllers who penetrate another controller's airspace using P–ACP must determine whether the lead aircraft is a heavy or B757 when separating aircraft operating directly behind, or directly behind and less than 1,000 feet.

8. Procedures to be applied for those modes of operation when the computer fails or is shut down, the beacon fails and only primary is available, and for nonbeacon aircraft or at automated facilities aircraft without an associated full data block.

REFERENCE–
FAAO JO 7110.65, Para 5–4–10, Prearranged Coordination.

Section 3. Operations

6–3–1. HANDLING OF SIGMETs, CWAs, AND PIREPs

a. SIGMETs and CWAs:

1. The CWSU meteorologist is the focal point for the review of SIGMETs to determine application to the ARTCC area of responsibility and may issue a CWA to modify or redefine the SIGMET information.

2. The CWSU meteorologist may also issue a CWA in advance of a SIGMET when the observed or the expected weather conditions meet SIGMET criteria or when conditions do not meet SIGMET criteria but are considered significant.

3. The weather coordinator (WC) has the primary responsibility for the inter/intrafacility dissemination of AIRMETs, SIGMETs, Urgent PIREPs, and CWAs and must ensure that sufficient information is disseminated to facilitate the required alert broadcasts.

REFERENCE–
FAAO JO 7210.3, Chapter 17, Section 26. Weather Management.

4. Terminal ATC facilities must relay the SIGMET and the CWA information to towers under their jurisdiction.

b. PIREPs:

1. The WC is the focal point for handling PIREP requests and for the dissemination of Urgent PIREPs within the ARTCC and to the terminal ATC facilities without LSAS which are or may be affected.

2. The CWSU meteorologist solicits PIREPs through the weather coordinator or directly from the controllers when required. Both solicited and unsolicited PIREPs that meet the Urgent PIREP criteria will be distributed immediately via the Leased Service A System (LSAS).

c. PIREP classification: Categorize PIREPs as follows:

1. URGENT: Weather phenomena reported by a pilot which represents a hazard or a potential hazard to flight operations. Disseminate reports of the following conditions as URGENT PIREPs:

(a) Tornadoes, funnel clouds, or waterspouts.

(b) Severe or extreme turbulence (including clear air turbulence).

(c) Severe icing.

(d) Hail.

(e) Low level wind shear.

NOTE–
Defined as wind shear within 2,000 feet of the surface.

(f) Volcanic eruptions and volcanic ash clouds.

(g) Detection of sulfur gases (SO_2 or H_2S), associated with volcanic activity, in the cabin.

NOTE–
The smell of sulfur gases in the cockpit may indicate volcanic activity that has not yet been detected or reported and/or possible entry into an ash-bearing cloud. SO_2 is identifiable as the sharp, acrid odor of a freshly struck match. H_2S has the odor of rotten eggs.

(h) Any other weather phenomena reported which are considered by the specialist as being hazardous or potentially hazardous to flight operations.

2. ROUTINE: Classify as ROUTINE all PIREPs received except those listed above.

6–3–2. RECEIPT OF NOTAM DATA

ARTCC air traffic managers must coordinate with other air traffic facilities in their area to ensure that adequate procedures are established for the receipt and distribution of NOTAMs.

6–3–3. REVIEW AIRSPACE STRUCTURE

Although magnetic radials are used in planning airways/routes, conversion to true radials is required for designation. The final magnetic radials are not determined until the airspace action is charted. As a result, differences from planned magnetic radials may occur in the conversion of true to magnetic radials. Differences may also occur later due to changes in the magnetic variation, which is recomputed every 5 years. These differences could contribute to the misapplication of the VFR altitude hemispheric rule. Therefore, ARTCC air traffic managers must conduct a continuing review of the airway and jet route structures and proposed new

airspace cases and bring any differences to the attention of the En Route and Oceanic Operations Service Area Office.

6–3–4. DATA COMMUNICATION

ARTCC air traffic managers must furnish personnel assigned Flight Data duties a copy of FAAO JO 7110.10, Flight Service, and ensure they are familiar with it.

6–3–5. CHANGES TO MTR AND MOA PUBLISHED ACTIVITY SCHEDULES

ARTCCs must use the procedures as outlined in FAA JO 7930.2, Notices to Airmen (NOTAM), Paragraph 6-1-2, Special Activity Airspace (SAA), when MTR or MOA activity is scheduled to occur at other than published or charted times.

BRIEFING GUIDE

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

Initiated By: AJV−0
Vice President, Mission Support Services

Table of Contents

1. PARAGRAPH NUMBER AND TITLE: 2-1-20. OBSTACLE IDENTIFICATION SURFACES, OBSTACLE FREE ZONES, RUNWAY SAFETY AREAS, AND CLEARWAYS

2. BACKGROUND: In order to ensure that approach hold areas are consistently identified and appropriate facility-level procedures are implemented for current approach hold applications, the Office of Runway Safety is proposing this DCP for FAA Order JO 7210.3, Facility Operations and Administration, Paragraph 2-1-20.

3. CHANGE:

OLD	NEW
2-1-20. OBSTACLE IDENTIFICATION SURFACES, OBSTACLE FREE ZONES, RUNWAY SAFETY AREAS, AND CLEARWAYS	**2-1-20. OBSTACLE IDENTIFICATION SURFACES, OBSTACLE FREE ZONES, RUNWAY SAFETY AREAS, AND CLEARWAYS**
Title through **b**	No Change
c. At locations where potential for conflict exists, take action to rectify the situation by developing guidelines to ensure that this airspace is not penetrated by aircraft utilizing other runways or taxiways. Proposed solutions should be developed in conjunction with local airport authorities and coordinated with appropriate FAA offices to confirm their validity, e.g., Flight Standards and Airports.	**c.** At locations where potential for conflict exists, take action to rectify the situation by developing **proposed solutions and establishing local procedures to define conditions when the approach and departure areas and other surfaces must be protected. These procedures must be included in a facility directive and the signage at the intended hold position must be consistent with the phraseology identified in FAA Order JO 7110.65, Paragraph 3-7-2, Taxi and Ground Movement.**
Add	**d. ATMs must consult with the airport authority, Flight Standards, Airports, and the Regional Runway Safety Program Manager (RSPM) when developing proposed solutions and establishing local procedures. The RSPM will assist the ATM, as needed, in initiating contact with Flight Standards and Airports.**
Add	***REFERENCE - P/CG Term – Approach Hold***

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1. PARAGRAPH NUMBER AND TITLE:
2-2-3. POSITION RESPONSIBILITIES
2-6-12. CONSOLIDATING TOWER/TRACON FUNCTIONS

2. BACKGROUND: The ATO has experienced problems associated with non-responsive controllers during times when an operational area was working with one controller. It was noted that there were no formal procedures to notify adjacent facilities when a controller was working an operational area alone and was in need of a short relief break.

3. CHANGE:

OLD	NEW
2-2-3. POSITION RESPONSIBILITIES	**2-2-3. POSITION RESPONSIBILITIES**

Air traffic managers must ensure that only one certified air traffic controller is signed on and responsible for each open position, to include consolidated positions, at any given time. At the ATCSCC, the national traffic management officer (NTMO), national traffic management specialist–in–charge (NTMSIC), and national traffic management specialist (NTMS) work as a team in order to accomplish the traffic management goals of an entire operational area. Due to the management functionality involved in overseeing the NAS, more than one NTMO, NTMSIC, and/or NTMS can be signed on and responsible for an open and/or consolidated control position.

NOTE–
When a developmental and an instructor are both signed on at a position, the instructor is responsible for all activity at that position.

Add

a. Air traffic managers must ensure that only one certified air traffic controller is signed on and responsible for each open position, to include consolidated positions, at any given time. At the ATCSCC, the national traffic management officer (NTMO), national traffic management specialist–in–charge (NTMSIC), and national traffic management specialist (NTMS) work as a team in order to accomplish the traffic management goals of an entire operational area. Due to the management functionality involved in overseeing the NAS, more than one NTMO, NTMSIC, and/or NTMS can be signed on and responsible for an open and/or consolidated control position.

NOTE–
When a developmental and an instructor are both signed on at a position, the instructor is responsible for all activity at that position.

b. Anytime an operational area is operated with one air traffic control specialist (ATCS), the following procedure must be followed: Prior to leaving the operational area, for any reason, the ATCS must advise all applicable facilities (tower, approach control, and/or center) that they are leaving the operational area and must advise the same facility/facilities upon return. Leaving the operational area should only be done during periods when the controller is not responsible for any aircraft.

OLD	NEW
2-6-12. CONSOLIDATING TOWER/TRACON FUNCTIONS	**2-6-12. CONSOLIDATING TOWER/TRACON FUNCTIONS**
Title through **b**	No change
c. Air traffic managers must ensure that no less than two fully-certified and current operational personnel are assigned to midnight shift, unless no such personnel are available for assignment. In the event circumstances result in an operation with staffing of only one fully–certified and current operational person, coordination must be accomplished with an adjacent facility before the operational person can leave the operational quarters for physiological breaks. This should be accomplished during periods of light to zero traffic.	**c.** Air traffic managers must ensure that no less than two fully-certified and current operational personnel are assigned to midnight shift, unless no such personnel are available for assignment.

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1. PARAGRAPH NUMBER AND TITLE: 2-6-13. SINGLE PERSON TRACON/TOWER MIDNIGHT OPERATIONS

2. BACKGROUND: In the past, the Air Traffic Organization (ATO) experienced problems associated with the communication between facilities during midnight operations that resulted in impacts to our operational integrity where air traffic controllers were unresponsive to multiple attempts by adjacent air traffic facilities and airlines with respect to their operating status.

3. CHANGE:

OLD	NEW
2-6-13. SINGLE PERSON TRACON/TOWER MIDNIGHT OPERATIONS	**2-6-13. SINGLE PERSON MIDNIGHT OPERATIONS**
In the event circumstances result in shift staffing of only one fully certified and operationally current person, coordination must be accomplished as described below:	Delete
a. Single-person TRACON Operations:	Delete
1. This type of operation must include some form of challenge or response to aircraft hand-offs between two facilities/functions.	Delete
2. Automated coordination cannot be silent hand-offs that do not include human interaction. It is to be either manually coordinated (verbally via landline) or positively acknowledged via automation (acceptance of the handoff by keystroke entry).	Delete

3. In the event verbal coordination on inbound flights is required, it should be completed prior to communications transfer. If there is no response from the single-staffed facility controller, immediate action must be taken to determine the status of the unresponsive controller and begin appropriate notifications.	Delete
4. In all cases where a facility midnight shift is staffed with a single person, the following additional communication checks must take place:	Delete
(a) The approach control facility must initiate a communications check on the hour and at 30 minutes past the hour with the en route facility providing service to the TRACON, unless procedures are established locally with another FAA facility to accomplish this task.	Delete
(b) The servicing en route facility or FAA facility must initiate a communications check with the TRACON at 15 and 45 minutes past the hour to ensure communications can be verified with the single-staffed operation, unless procedures are established locally with another FAA facility to accomplish this task.	Delete
b. Single-person tower operations:	Delete
1. This type of operation must include some form of challenge or response to aircraft hand-offs between two facilities/functions.	
2. This type of operation must include verbal coordination on all ATIS changes. For example, when there is a change to the ATIS, a call to the TRACON or en route facility providing approach control services advising them of the change must be communicated on a recorded line.	Delete
3. Verbal coordination over established communication lines to the departure controller confirming that they are prepared to accept the flight should be completed prior to issuing takeoff clearance when the receiving facility is a single-staffed TRACON. If there is no response from the single-staffed facility controller, immediate action must be taken to determine the status of the unresponsive controller and begin appropriate notifications.	Delete
4. In all cases where a facility midnight shift is staffed with a single person, the following additional communication checks must take place:	Delete

(a) The tower must initiate a communications check with the facility on the hour and at 30 minutes past the hour, unless procedures are established locally with another FAA facility to accomplish this task.	Delete
(b) The servicing approach control facility or FAA facility must initiate a communications check with the tower at 15 and 45 minutes past the hour to ensure communications can be verified with the single-staffed operation, unless procedures are established locally with another FAA facility to accomplish this task.	Delete
NOTE- *The requirement for challenge/communications checks can be accomplished through the exchange of traffic or information, either verbally or through automation.*	Delete
c. Up/Down Facilities During Midnight Shifts:	Delete
1. When operations permit, it is expected that functions will be consolidated to facilitate breaks.	Delete
2. If the facility is not working with both functions in the cab and have a single-staffed operation in either operating quarters, the single staffed operation practices apply.	Delete
3. Single-staffed challenge checks can be applied between Tower/TRACON in up/down facilities rather than through the overlying en route facility.	Delete
	Add **a. In order to ensure that a receiving controller is prepared to accept an aircraft, coordination between facilities/operational areas must be accomplished either manually via landline, or positively acknowledged via automation, (for example, acceptance of the handoff by keystroke entry), when an operational area is operated with one ATCS between the hours of 0000L to 0500L.**
	Add **1. Coordination procedures during the time period defined in paragraph a can be suspended during periods of increased of traffic. An increase of traffic may include, but is not limited to, the following:**
	Add **(a) Late night SWAP events.**
	Add **(b) Military movement/exercises.**
	Add **(c) Multiple arrivals/departures in a short period of time.**
	Add **2. The coordination procedures do not supersede existing requirements in FAA Order JO 7110.65.**

Add	**3. Facilities must have local procedures to be used during the hours identified above. Such procedures are to be placed into local SOP or LOAs between facilities.**
Add	***NOTE–*** ***Automated coordination cannot be hand-offs that do not include human interaction.***
Add	**b. In the event there is no response from the facility/operational area with which coordination is attempted, immediate action must be taken to determine the status of the unresponsive controller and begin appropriate notification.**
Add	**c. When operations permit, it is expected that functions will be consolidated to facilitate breaks in up/down facilities during midnight shifts.**

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1. PARAGRAPH NUMBER AND TITLE: 3-6-5. RADAR TARGET SIZING

2. BACKGROUND: It has been determined that FUSION is the best method to combine all available surveillance sources (ASR, ARSR, ADS-B, and multilateration) for displaying each single tracked target for air traffic control separation services. FUSION performance is characteristic of a single-sensor radar display system. Terminal areas use mono-pulse secondary surveillance radar (ASR-9, Mode S). The performance of this system will be used as the baseline radar system to ensure minimal degradation of current separation operations within the NAS. On August 23 and 24, 2011, a sub-team of the Terminal Procedures Group (TPT) who support the Operations and Procedures Group in Terminal Operations at Headquarters, participated in the FUSION technology demonstrations on both STARS and CARTS platforms at the FAA Technical Center. Following a review of the DCPs, the sub-team modified several of the proposed changes to JO 7110.65 and JO 7210.3 needed to support the implementation of the technology.

3. CHANGE:

OLD	NEW
3-6-5. RADAR TARGET SIZING	**3-6-5. RADAR TARGET SIZING**
Minimum target size for terminal radar systems using terminal digital radar or full digital target symbols, except for MEARTS, must not be less than the minimum target size shown in Technical Operations' orders concerning the maintenance of terminal digital radar. The target symbol must be centered on the terminal digital radar/full digital system type target presentation.	**a.** Minimum target size for terminal radar systems using terminal digital radar or full digital target symbols, except for MEARTS, must not be less than the minimum target size shown in Technical Operations' orders concerning the maintenance of terminal digital radar. The target symbol must be centered on the terminal digital radar/full digital system type target presentation.
NOTE- *Target size is fixed in MEARTS regardless of range or data block character size.*	***NOTE-*** *Target size is fixed in MEARTS regardless of range or data block character size.*

Add	**b. When operating in FUSION, the minimum target size for Precision Approach Monitor (PAM) operations and for the normal use of tower radar displays is 1,200 feet. The target symbol must be centered on the terminal digital radar/full digital system type target presentation.**
Add	***NOTE-*** ***Increased separation required (ISR) will be required for aircraft outside the range for PAM or other normal use of certified tower radar displays.***

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1. PARAGRAPH NUMBER AND TITLE: 4-5-2. LETTERS TO AIRMEN

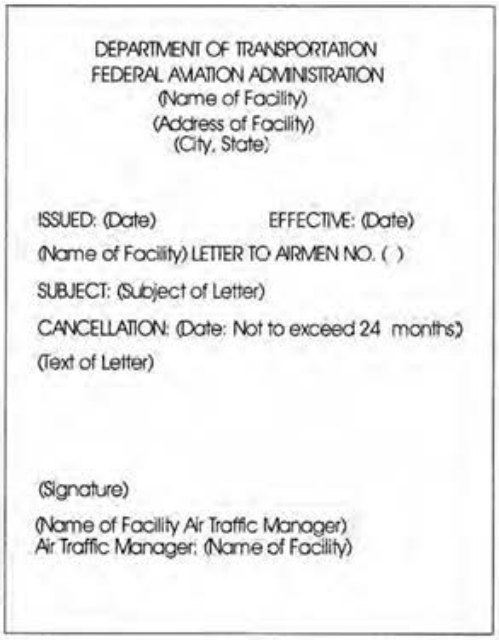
2. BACKGROUND: The Terminal Airspace team received reports of inconsistencies in how Air Traffic operational and procedural information contained in Letters To Airmen (LTAs) are being disseminated to the users of the NAS. FAA Order JO 7210.3, paragraph 4-5-2, lists the following requirements to issue a LTA: format, naming convention, effective and cancellation dates and that LTAs are to be informational in nature. In regard to dissemination the order states: "Forward copies of facility correspondence concerning facility operating procedures to the Service Area office; e.g., letter to airmen normally sent to pilots, airline companies, military commands or bases, and fixed base operators. This correspondence must be reviewed and approved at the discretion of the Service Area office prior to distribution." LTAs, while not regulatory, in many cases are mandatory and provide valuable operational and procedural information that is intended for the pilot community.

3. CHANGE:

OLD	NEW
4-5-2. LETTERS TO AIRMEN	**4-5-2. LETTERS TO AIRMEN**
Title through **a**	No change
b. The letter to airmen must adhere to the following:	**b.** The **L**etter **T**o **A**irmen must adhere to the following:
1. The letter to airmen must be prepared in accordance with FIG 4–5–1.	**1.** The **Letter To Airmen** must be **originated in LTA Manager and disseminated via the AIM NOTAM website.**
2. The letter to airmen is informational in nature and must not contain words which imply mandatory instructions. The words "must" and "shall" are not to be used in a letter to airmen.	**2.** The **Letter To Airmen** is informational in nature and must not contain words which imply mandatory instructions. The words "must" and "shall" are not to be used in a **Letter To Airmen**.
3. Chart attachments must be used in lieu of narrative descriptions to the extent possible.	No change
4. Letters to airmen must be numbered consecutively on an annual basis; i.e., 03–1, 03–2, etc.	**4. The signed original Letter To Airmen must be maintained by the originating facility.**
5. Each letter to airmen must contain an effective date and a cancellation date and must not remain in effect beyond the time the information contained in the letter becomes obsolete or more than 24 months, whichever occurs first.	**5.** Each **Letter To Airmen** must contain an effective date **(UTC)** and a cancellation date **(UTC)** and must not remain in effect beyond the **date** the information contained in the letter becomes obsolete or more than 24 months, whichever occurs first.

6. Issue a new letter on the same subject at the end of the 24–month period if the information contained in a letter to airmen requires continued exposure. (See FIG 4–5–1.)

FIG 4-5-1
Letters to Airmen

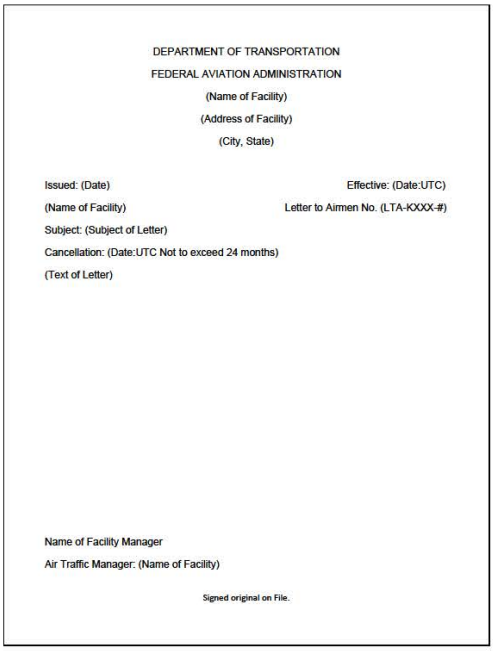

DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION
(Name of Facility)
(Address of Facility)
(City, State)

ISSUED: (Date) EFFECTIVE: (Date)
(Name of Facility) LETTER TO AIRMEN NO. ( )
SUBJECT: (Subject of Letter)
CANCELLATION: (Date: Not to exceed 24 months)
(Text of Letter)

(Signature)
(Name of Facility Air Traffic Manager)
Air Traffic Manager: (Name of Facility)

6. Issue a new **Letter To Airmen for** the same subject **prior to** the end of the 24–month period **only** if the information contained requires continued **publication**. (See FIG 4–5–1.)

FIG 4-5-1
Letter to Airmen


DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION
(Name of Facility)
(Address of Facility)
(City, State)

Issued: (Date) Effective: (Date:UTC)
(Name of Facility) Letter to Airmen No. (LTA-KXXX-#)
Subject: (Subject of Letter)
Cancellation: (Date:UTC Not to exceed 24 months)
(Text of Letter)

Name of Facility Manager
Air Traffic Manager: (Name of Facility)

Signed original on File.

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1. PARAGRAPH NUMBER AND TITLE:
6-3-1. HANDLING OF SIGMETs, CWAs, AND PIREPs
17-2-4. FIELD FACILITIES
17–4–4. OPERATIONS MANAGER (OM) SUPPORT
17–26–1. GENERAL
17–26–2. BACKGROUND
17–26–3. POLICY
17–26–4. RESPONSIBILITIES

2. BACKGROUND: A review was conducted of the FAAO 7210.3 and it was identified that the Center Weather Service Unit (CWSU) Order FAAO 7210.38 requirements and responsibilities were duplicated and responsibilities for the “weather coordinator” position outdated. The group decided to rewrite FAAO 7210.3 to capture current requirements for the function and responsibility of the ; “weather coordinator” and add a new section with detailed information. This change cancels FAAO 7210.38 dated April 6, 1984, revised on May 30, 1990.

3. CHANGE:

OLD	NEW
6-3-1. HANDLING OF SIGMETs, CWAs, AND PIREPs.	**6-3-1. HANDLING OF SIGMETs, CWAs, AND PIREPs.**
Title through **2**	No change

3. The weather coordinator (WC) has the primary responsibility for the inter/intrafacility dissemination of SIGMETs and CWAs and must ensure that sufficient information is disseminated to facilitate the required alert broadcasts.	**3.** The weather coordinator (WC) has the primary responsibility for the inter/intrafacility dissemination of **AIRMETs**, SIGMETs, **Urgent PIREPs,** and CWAs and must ensure that sufficient information is disseminated to facilitate the required alert broadcasts.
Add	***REFERENCE-*** ***FAAO JO 7210.3, Chapter 17, Section 26. Weather Management.***

OLD	**NEW**
17-2-4. FIELD FACILITIES	**17-2-4. FIELD FACILITIES**
Title through **b3**	No change
4. Designate a TM representative as the primary interface between the Center Weather Service Unit (CWSU) and the ATC operational personnel as described in FAAO 7210.38, Center Weather Service Unit (CWSU), as amended**.**	**4. The facility manager must make provisions to ensure a Weather Coordinator (WC) is assigned on each shift by designating a TM representative to serve as the WC. During midnight operations or when no TM personnel are available, the WC position may be combined at the OMIC position. The manager must additionally ensure that personnel assigned WC duties receive prior training in the associated duties and responsibilities of the position and establish procedures.**
Add	***REFERENCE-*** ***FAAO JO 7210.3, Section 25. Weather Management.***

OLD	**NEW**
17-4-4. OPERATIONS MANAGER (OM) SUPPORT	**17-4-4. OPERATIONS MANAGER (OM) SUPPORT**
Title through **f**	No change
g. FAAO 7210.38, Center Weather Service Unit (CWSU).	Delete
NOTE– *In order to provide the maximum TM services, TM personnel should be utilized to perform non–TM functions only as a last resort.*	No change

OLD	**NEW**
Add	**Section 26. Weather Management**
Add	**17-26-1. GENERAL**
Add	**This section prescribes policy and responsibilities to ensure required weather products and services are provided in a timely manner.**

OLD	NEW
Add	**17-26-2. BACKGROUND**
Add	**The FAA (AJR) maintains an Inter-Agency Agreement (IA) with the National Oceanic and Atmospheric Administration/National Weather Service (NWS) for the provision of meteorological services to FAA facilities and specifies assignment of NWS meteorologists to the ATCSCC and to each ARTCC. The meteorologists provide ATC operational personnel advised of weather conditions that may be hazardous to aviation or impede the flow of air traffic in the NAS sixteen hours a day/seven days a week. Specific duties of the meteorologists are outlined below in section 17-25-4 for FAA personnel awareness. Additional details can be found in the IA Statement of Work (SOW) and NWS Instruction 10-803, Support to Air Traffic Control Facilities.**

OLD	NEW
Add	**17-26-3. POLICY**
Add	**Facility managers will designate an operational ATC representative to serve as the Weather Coordinator (WC). The WC position is required for all shifts and is the primary interface between the NWS meteorologist and the facilities air traffic staff. The WC position is located in the TMU of each ARTCC. This position is a 24 hour position and can be combined with the OMIC when there are no TMU personnel present. All personnel assigned to this function must receive training for the associated responsibilities. If weather conditions warrant and workload permits, the WC may perform other operational or administrative functions.**

OLD	NEW
Add	**17-26-4. RESPONSIBILITIES**
Add	**a. Facility Managers must:**
Add	**1. Have operational responsibility for the NWS meteorologists although responsibility for day to day activities can be delegated to the TMO. For example, if weather conditions warrant that the CWSU staff needed to be continued beyond the typical 16 hour day, the TMO could approve this.**

Add **2. Work with the local NWS Meteorologist-in-Charge (MIC) to ensure local orders and procedures define the NWS support expected and that compliance in the provision of the support is attained.**

Add **3. Ensure NWS meteorologists receive facility and air traffic control system familiarization training, as appropriate.**

Add **4. Forward any unresolved issues with NWS support to the appropriate Service Area and the FAA COTR for the IA.**

Add **5. Maintain a copy of the current IA and SOW.**

Add **b. The Weather Coordinator must:**

Add **1. Disseminate the inter/intrafacility SIGMETs, *AIRMETS*, CWAs, and Urgent PIREPs.**

Add **2. Provide assistance in the collection and dissemination of other significant weather information. WC priority of duties and responsibilities include:**

Add **(a) Inter/intrafacility dissemination of SIGMET's.**

Add **(b) Dissemination of CWA's within the ARTCC.**

Add **(c) Dissemination of urgent PIREP's within the ARTCC.**

Add **(d) Dissemination of CWA's to other facilities (via other than LSAS).**

Add **(e) Dissemination of AIRMETS within the ARTCC.**

Add **(f) Inter/intrafacility dissemination of Meteorological Impact Statements as required (via other than LSAS).**

Add **(g) Dissemination of other weather intelligence within the ARTCC as specified by local requirements.**

Add **(h) Receipt and handling of requests for PIREP/SIGMET/*AIRMET*/CWA's and other pertinent weather information.**

Add **c. NWS meteorologists' duties include:**

Add **1. Provide meteorological advice and consultation to ARTCC operational personnel and other designated FAA air traffic facilities, terminal, FSS and AFSS, within the ARTCC area of responsibility.**

Add	**2. Provide scheduled and unscheduled briefings and products as needed per the IA SOW, NWS Instruction 10-803, and the operational direction of the Facility Manager. Examples include:**
Add	**(a) Scheduled Briefings generally consist of forecast weather conditions pertinent to the ARTCC area during a specified period, plus an extended outlook. These briefings are scheduled and provided as required by the facility manager.**
Add	**(b) Unscheduled products include the Meteorological Impact Statement (MIS) which is an unscheduled planning forecast describing conditions expected to begin within 4 to 12 hours which will, in the forecaster's judgment, impact the flow of air traffic within the ARTCC's area of responsibility and the Center Weather Advisory (CWA) which is an unscheduled air traffic and aircrew advisory statement for conditions currently in existence or beginning within the next 2 (two) hours.**
Add	**3. The MIC will work with the Facility Manager to ensure local orders and procedures define the NWS support expected, to include operating hours. The MIC will also ensure back-up support plans are in place when and if the meteorologists at the center are not available.**
Paragraph 17–24–1	**Renumber 17–24–1** through **17–26–1**

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1. PARAGRAPH NUMBER AND TITLE: 10-4-7. SIMULTANEOUS INDEPENDENT CLOSE PARALLEL APPROACHES - HIGH UPDATE RADAR NOT REQUIRED

2. BACKGROUND: Effective August 19, 2013, AFS report (DOT-FAA-AFS-450-69) limited closely spaced parallel approaches to those airports with runway centerlines separated by a minimum of 3,600', and field elevation less than 1,000' MSL. Following the implementation of this procedure, further fast-time simulation and analysis of the operation was conducted by AFS personnel to determine if the field elevation requirement could be amended and/or raised to allow this type of operation at more airports than originally specified.

3. CHANGE:

OLD	NEW
10-4-7. SIMULTANEOUS INDEPENDENT CLOSE PARALLEL APPROACHES - HIGH UPDATE RADAR NOT REQUIRED	**10-4-7. SIMULTANEOUS INDEPENDENT CLOSE PARALLEL APPROACHES - HIGH UPDATE RADAR NOT REQUIRED**
Title through **b1**	No change
2. Parallel runway centerlines are separated by a minimum of 3,600 feet or more, and the airport elevation is less than 1,000 feet MSL.	**2.** Parallel runway centerlines are separated by a minimum of 3,600 feet or more, and the airport elevation is less than **2**,000 feet MSL.

1. PARAGRAPH NUMBER AND TITLE: 10-6-10. RUNWAY STATUS LIGHTS (RWSL)

2. BACKGROUND: Through a collaborated effort to reduce runway incursions, the FAA tested and installed runway status lights (RWSL) at selected airports throughout the United States. This system consists of runway entrance lights (REL) and take-off hold lights (THL) which provide pilots with an increased situational awareness of when it is safe to enter/depart the runway.

3. CHANGE:

OLD	NEW
Add	**10-6-10. RUNWAY STATUS LIGHTS (RWSL)**
Add	***TERMINAL***
Add	**The RWSL is a system of runway and taxiway lighting which enhances pilot situational awareness by illuminating runway entrance lights (REL) when the runway is unsafe for entry or crossing, and take-off hold lights (THL) when the runway is unsafe for departure. The RWSL system uses a configuration of in-pavement lights installed on taxiways and runways that indicate runway status only; they are not intended to indicate a clearance. The RWSL system works in conjunction with the ASDE-X system along with the Field Lighting System (FLS).**
Add	**a. ATMs must ensure that when available or operating normally, the RWSL systems are operated on a continuous basis.**
Add	**b. As part of the facility checklist, operation of the system must be verified once each shift.**

1. PARAGRAPH NUMBER AND TITLE:
17-11-1. GENERAL
17−11−2. POLICY
17−11−3. DEFINITIONS
17−11−4. ATCSCC PROCEDURES
17−11−5. ARTCC PROCEDURES
17−11−6. TERMINAL PROCEDURES
17−11−7. AMENDING EDCTS
17−11−8. CANCELLATION PROCEDURES
17−11−9. DOCUMENTAITON

2. BACKGROUND: The Collaborative Trajectory Options Program is a method of managing demand through constrained airspace leveraging the use of one or more FCAs while considering customer preference with regard to both route and delay as defined in a Trajectory Options Set (TOS). CTOP Traffic Management Initiatives (TMIs) are managed through the Traffic Situation Display (TSD). CTOP is a type of traffic

management initiative which leverages one or more FCAs to identify demand. Then, based on customer preferred options (as specified in a TOS), it assigns either a route to avoid the FCA, or a route and EDCT to meet an allocated slot time within the FCA.

3. CHANGE:

OLD	NEW
Add	**Section 11. Collaborative Trajectory Options Program (CTOP)**
Add	**17-11-1. GENERAL**
Add	**CTOP is a method of managing demand through constrained airspace leveraging the use of one or more FCAs while considering customer preference with regard to both route and delay as defined in a Trajectory Options Set (TOS). CTOP TMIs are managed through the Traffic Situation Display (TSD). The TOS will allow the customer to better manage flights by expressing route and delay preferences. Whereas a traditional flight plan contained a single request with a defined route, altitude, and speed, a TOS may contain multiple trajectory options with each one containing a different route, altitude, or speed. In addition to multiple options within a single TOS, each option may contain "start" and "end" times which they are willing to accept for that particular option. Each option will be ranked in the order of customer preference indicating their willingness to accept one option over another. This will be expressed in minutes of ground delay. Using algorithms comparing capacity and demand, the CTOP will look at each trajectory option and determine the amount of ground delay that would need to be associated with that option (which may be zero). CTOP will then assign the most preferred trajectory available. Customers must file flight plans in accordance with the TOS option assigned. Customers may manage their flights through the use of the TOS or through the substitution of flights.**

OLD	NEW
Add	**17-11-2. POLICY**
Add	**CTOP may be applied to all aircraft departing airports in the contiguous United States and from select international airports. Aircraft that have been assigned an EDCT in a CTOP should not be subject to additional delay. Exceptions to this policy are miles-in-trail and departure/en route spacing initiatives that have been approved by the ATCSCC.**

OLD	NEW
Add	**17-11-3. DEFINITIONS**
Add	**a. CTOP - Collaborative Trajectory Options Program - A type of traffic management initiative which leverages one or more FCAs to identify demand. Then, based on customer preferred options (as specified in a TOS), it assigns either a route to avoid the FCA, or a route and EDCT to meet an allocated slot time within the FCA**.
Add	**b. TOS - Trajectory Options Set - A message sent by the NAS user to TFMS defining a group of preferences for how they would like to see a specific flight managed. These preferences are defined through a combination of routes and/or altitudes and/or speeds with each trajectory being weighted through the use of flight operator submitted preferences.**

OLD	NEW
Add	**17-11-4. ATCSCC PROCEDURES**
Add	**The ATCSCC must:**
Add	**a. In conjunction with the field facilities, identify the constraint through the use of FEA(s)/FCA(s).**
Add	**b. Conference affected facilities and system users as appropriate.**
Add	**c. Create the CTOP in the Traffic Situation Display.**
Add	**d. When time permits, send the Proposed CTOP with the advisory.**
Add	**e. Send the Actual CTOP with the advisory.**
Add	**f. Coordinate with affected facilities to ensure the CTOP is adequately managing demand.**
Add	**g. Revise CTOP parameters as necessary and send the Revised CTOP.**
Add	**h. Cancel the CTOP as per Chapter 17-11-8.**

OLD	NEW
Add	**17-11-5. ARTCC PROCEDURES**
Add	**The ARTCC TMU must:**
Add	**a. Issue a GI message advising of the CTOP. In some instances, verbal notification, in addition to a GI, may enhance the dissemination of information.**
Add	**b. Monitor the effectiveness of the CTOP and notify the ATCSCC with requests for adjustments and/or revisions as necessary.**
Add	**c. Issue assigned route and EDCT information to non FDEP/FDIO-equipped towers and other customers in sufficient time for proper planning and control actions. This does not include non-FDEP towers that are satellites of TRACON facilities.**
Add	**d. Relay information, received from Terminal facilities, to the ATCSCC about EDCT issues (i.e., flights requiring a revision due to mechanical or flight crew duty issues).**
Add	**e. Ensure route compliance with assigned TOS option and issue route amendments as needed.**
Add	**f. Provide EDCT information, when requested, for flights departing underlying non-towered airports. If a flight departing a non-towered airport is airborne and not in compliance with a CTOP EDCT, coordinate with the ATCSCC for the appropriate course of action.**

OLD	NEW
Add	**17-11-6. TERMINAL PROCEDURES**
Add	**The TRACON/ATCT must:**
Add	**a. Use the TSD/TSD-C to verify EDCT when missing or pilots advise they have something different.**
Add	**b. Ensure the EDCT is included in the flight clearance when a CTOP is in effect.**
Add	**c. Issue EDCT information to non-FDEP/FDIO-equipped towers.**
Add	**d. Provide EDCT information, when requested, for flights departing underlying non-towered airports.**
Add	**e. Forward EDCT issues to their overlying facility.**
Add	**f. Facilities with TMUs, assist the ARTCC to ensure route compliance.**

OLD	NEW
Add	**17-11-7. AMENDING EDCTs**
Add	**a. Field facilities with TSD may use the UPDATE EDCT feature to assign an EDCT.**
Add	***Note: Field facilities will only have the "unlimited" option available for use.***
Add	**b. Field facilities requesting a time other than the time assigned through the "unlimited" option must coordinate through the ATCSCC.**
Add	**c. Field facilities without the CTOP "UPDATE EDCT" feature must contact their overlying facility to request a new EDCT.**
Add	**d. The ATCSCC may amend EDCTs via the CTOP "UPDATE EDCT" feature by first attempting to utilize the "Unlimited" option, followed by the "Limited" option, followed by the "Manual" option.**

OLD	NEW
Add	**17-11-8. CANCELLATION PROCEDURES**
Add	**When conditions no longer warrant a CTOP,**
Add	**a. The ATCSCC must:**
Add	**1. Conference facilities and customers as appropriate to develop an operational plan for exiting the CTOP.**
Add	**2. Cancel the CTOP and transmit an advisory stating the CTOP has been canceled.**
Add	**b. The ARTCC TMU and the terminal TMU must:**
Add	**1. Issue cancellation information to underlying facilities.**
Add	**2. Notify facility personnel, as appropriate, of the cancellation.**

OLD	NEW
Add	**17–11–9. DOCUMENTATION**
Add	**Facilities must use the NTML, where applicable, to document all pertinent information related to the CTOP. Facilities that do not have NTML will log information as required by local procedure.**
Paragraph 17–11–1 through **17–11–24**	**Renumber 17–11–1** through **17–11–24**