



Federal Aviation Administration

Policy Guidance

Date: March 1, 2024

To: All Airports Regional and District Office Managers

CC: Directors, Airport Planning and Programming (APP-1) and Airport Compliance and Management Analysis (ACO-1)

JOHN DERMODY Digitally signed by JOHN DERMODY
Date: 2024.03.01 18:58:00 -05'00'

From: John R. Dermody, P.E., Director, Airports Safety and Standards, AAS-1

Prepared by: Christopher Criswell, Manager, Airport Data and Airspace Branch, AAS-120

Subject: Engineering Policy Memo 24-01: Initiation and Planning of Instrument Flight Procedures (IFP)

Purpose

This memorandum provides guidance to FAA staff about initiating and planning Instrument Flight Procedures (IFP). Timely initiation and planning of IFP, including submission of supporting data, is important to successfully align the completion of airport construction with the publication of new and/or amended procedures.

Process

1. The analysis of proposed construction or alteration provided by the Flight Procedures Team (FPT) in a Non-Rulemaking Airport (NRA) determination does not constitute a formal request for procedure action. To amend or create Instrument Flight Procedures (IFP), the airport authority will need to submit a request in the [IFP Information Gateway](#) (Gateway).
2. The IFP process can take 24 to 36 months from the date the Gateway request is received.
 - a. Early notification is important to reserve a place in line.

- b. Once the request is received through the Gateway, the FPT will work closely with the airport authority and the local Regional/Airports District Office to secure a publication date.
 - c. The FPT specialists will communicate throughout the IFP development process.
3. The airport should also initiate an Airports Geographic Information Systems (AGIS) Safety Critical Data Collection, including Design Data (Design/As-built) Survey project, 24 to 36 months in advance of the construction completion date or desired operational date within the [Airport Data and Information Portal \(ADIP\)](#).

Contact

If you have any questions about the IFP process, please contact your local Service Area Flight Procedures Team using the [IFP Gateway link](#). Use the "E-Mail FAA" link next to the appropriate Procedure(s) to submit your inquiry to the appropriate specialist.