Supplement F.

Establishing a Non-Federal System

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PART I

Process Overview

Requesting approval to establish a non-federal system requires that you submit a variety of documents and information to the FAA for assessment. Specifically, the FAA requires you to do some or all of the following:

- Send your FAA Non-Federal Program Implementation Manager (PIM) a formal request on official letterhead.

- Submit “pre-commissioning data.” I.e., the project/system information needed to assess and approve your planned installation. This includes, but is not limited to, information you will provide with the following required submissions.

- Request an airspace study, if applicable, to determine the feasibility of installing a system on or off airport property.
  
  - File the appropriate form(s) with your PIM:
    
    - Form 7460-1, Notice of Proposed Construction or Alteration (for all systems);
    
    - Form 7460-2, Supplemental Notice (if the location of your system will not be on the airport);
    
    - Form 7480-1, Notice for Construction, Alteration, and Deactivation of Airports (if you are constructing, altering the layout of, or deactivating a civil or joint \{civil/military\} use airport);
    
    - Submit the latest version of your Airport Layout Plan (ALP);

- Request FAA assistance in securing a Federal Communications Commission (FCC) frequency license, if your system transmits radio signals; and

- Request FAA development and/or modification of a Standard Instrument Approach Procedure (SIAP), if applicable.

**Note:** To ensure that you safely operate and maintain your non-federal system, the FAA will require you to comply with certain FAA regulations, policy directives (“orders”), and advisory circulars (ACs). We encourage you to familiarize yourself with the requirements of Title 14 Code of Federal Regulations, Part 171, Non-Federal Navigation Facilities, and the most recent version of FAA Order 6700.20, “The Non-Federal Order”. The Non-Federal Order references additional system specific guidance documents.

You may also find it helpful to explore the Non-Federal Program’s website: [www.FAA.gov/Go/NonFed](http://www.FAA.gov/Go/NonFed)
PART II

What Type of System Do You Want to Establish?

Different types of non-federal systems have different requirements for establishment. For the purposes of this document, non-federal systems fall into three categories:

- **Visual Aids** (VisAids) - Lighting systems used for visual flight rule approaches. These are not associated with an instrument flight-rule procedure (IFP) or an Instrument Landing System (ILS).

- **Navigation Aids** (NavAids) - Systems that directly support an IFP. For the purposes of this document, “NavAids” includes Approach Lighting Systems (ALS) that are associated with an ILS. Specifically:
  - ALSF (ALS with sequenced flashing lights)
  - MALS (Medium-intensity ALS)
  - MALSF (MALS with sequenced flashing lights)
  - MALSR (MALS with runway-alignment indicators)

PART III

Different Requirements for Different Types of Systems

The commissioning process for any type of system varies; each project is unique and the review and approval of the project must be complete before you start.

System Type #1 – VisAids that are not associated with an IFP procedure or ILS.

The Office of Airports Safety & Standards typically regulates these types of VisAids (not the Non-Federal Program). We share the following information with you as a courtesy. To the best of our knowledge, it is accurate as of the date of this document.

1. There are various prerequisites, in addition to those outlined in Part I, to commissioning a VisAid, including the necessity that you:

   a. Ensure that the system is FAA approved for use, per the most recent version of AC 150/5345-53, Airport Lighting Equipment Certification Program.

   b. Familiarize yourself with the responsibilities involved in maintaining the system, per the most recent version of AC 150/5340-26, Maintenance of Airport Visual Aid Facilities.

   c. Ensure the system meets the specifications in the most recent version of AC 150/5340-30, Design and Installation Details for Airport Visual Aids.

   d. Understand that the FAA will not conduct commissioning or periodic ground inspections.

   e. Understand that the system may require passing an FAA-performed commissioning flight inspection.

   f. Enter into a reimbursable agreement with the Flight Inspection Program, to compensate the FAA for flight-inspection costs, if applicable.

2. Once you have met all of the FAA's requirements (including those listed above), the FAA will commission the system.

System Type #2 – NavAids (including ALS associated with an ILS)

1. There are various prerequisites, in addition to those outlined in Part I, to commissioning a NavAid, including the necessity that you complete the following action list:

   a. Designate a non-federal technician to maintain the system. (They must be qualified to receive FAA-issued verification authority. Order 6700.20, the “Non-Federal Order” provides guidelines for qualifications.)

   b. Coordinate the request for the technician to receive verification authority.

   c. Site the system in accordance with the appropriate ACs and/or FAA orders.
d. Sign an Operations and Maintenance Manual (OMM), which an FAA Inspector will prepare for you.

Note: A copy of the OMM must remain on site at all times, with the system’s Facility Reference Documents.

e. The system must pass a ground inspection conducted by an FAA Inspector and attended by your non-federal technician.

f. The system must pass a commissioning flight inspection conducted by the FAA.

2. The FAA Service Center IFP Validation Team will review all IFP requests in accordance with criteria outlined in FAA Order 8260.43, Flight Procedures Management Program. The purpose of the validation is to ensure that the FAA uses its resources efficiently to benefit the National Airspace System (NAS) and align with FAA national initiatives. If the Validation Team approves the request, the IFP Prioritization Team will prioritize the request and incorporate it into the national production schedule to ensure the FAA meets the safety, operational, and strategic needs of the NAS. The IFP process will take 18 months from initial request to publication. The timeframe may increase depending on the type of request, complexity, environmental impacts, or community engagement.

Note: The FAA reviews all IFPs every two years to assess utilization and other factors. If the FAA determines that a procedure is a candidate for potential cancellation, the Agency will engage with the procedure’s stakeholders to determine the appropriate path forward. Please address additional questions and/or general comments concerning IFP via email 9-AMC-Aerochart@faa.gov.

3. If the IFP Validation Team disapproves your request, you may file an appeal in accordance with the guidance outlined in Order 8260.43. If the appeal receives a disapproval, you have the option to contract with an approved Non-FAA Procedure Development Service Provider for the publication of your IFP. Remember, there is a fee.

4. If the system is for private-use only (i.e. not available for use by the public), the FAA requires you to obtain a “special” or “private-use” IFP. You must reimburse the FAA for all expenses associated with the development and maintenance of these types of procedures, along with the costs associated with all commissioning and recurring ground and flight inspections. Non-FAA Procedure Development Service Providers may publish these also.

5. Once you have signed the OMM, and the system passes the commissioning ground and flight inspections, the FAA can commission the system. IFP publication cycle is 56 days, but it could take longer depending on the actual project completion date.

System Type # 3 - Other Systems

1. There are various prerequisites, in addition to those outlined in Part I. To commissioning these types of systems various conditions must be met, including:
a. Designate a non-federal technician to maintain the system. (They must be qualified to receive FAA-issued verification authority. Order 6700.20, the “Non-Federal Order” provides guidelines for qualifications.)

b. Coordinate and request that the technician receive FAA-issued verification authority.

c. Site the system in accordance with the appropriate ACs and/or FAA Orders.

d. Sign an OMM, which an FAA Inspector will prepare for you.
   
   **Note:** A copy of the OMM must remain on site at all times, with the system's Facility Reference Documents.

e. The system must pass a ground inspection conducted by an FAA Inspector and attended by your non-federal technician.

f. If required, the system must pass a commissioning flight inspection conducted by the FAA. (Note: AWOS do not require flight inspection unless broadcasting over a NavAid.)

2. Once you have met all of the FAA's requirements (including those listed above), the FAA will commission the system.
PART IV

Submitting Required Information

Follow the steps below after identifying the type of system you are planning to establish.

Step 1 – Submit a signed, formal request on official letterhead to your FAA Non-Federal Program Implementation Manager (PIM).

The letter must include the following information:

1. Airport name, city, & state.
2. Funding source (e.g. AIP Grant).
3. Type/make/model system.
4. Whether the airport is public-use or private-use.
5. Point-of-contact, including phone number and email address.

Step 2 – Visit the Obstruction Evaluation/Airport Airspace Analysis (OE/AAA) website for guidance on which forms and supporting documents the FAA needs.

Note: DO NOT submit your forms via the OE/AAA website. Download copies of the forms you need from [https://www.faa.gov/forms](https://www.faa.gov/forms). After completing the forms, submit them to your PIM along with the appropriate documentation.

1. The site menu provides guidance and tools to assist you in submitting the appropriate forms to your Non-Federal Program Implementation Manager (PIM).

2. If your project involves:

   a. Establishing a system near a wind turbine, use the OE/AAA “Wind Turbine Build Out” to assist in your planning efforts.

   b. Establishing a system on airport property:

      i. Complete FAA Form 7460-1, Notice of Proposed Construction or Alteration; and

      ii. Complete FAA Form 7480-1, Notice for Construction, Alteration, and Deactivation of Airports (if applicable).

   c. Establishing a system off airport property that is also offshore, use the OE/AAA “Distance Calculation Tool” to determine if your location is in international waters.

      i. If you intend to request the development of FAA procedures and the location is in international waters...
international waters, you must:

1. Complete FAA Form 7460-1, *Notice of Proposed Construction or Alteration*; and

2. Complete FAA Form 7460-2, *Supplemental Notice*.

   ii. If you will not request FAA procedures and the location is in international waters, the FAA does not have jurisdiction and you do not need to submit information to the FAA for approval of your project.

   d. Establishing a system off airport property:
      
      i. Complete FAA Form 7460-1, *Notice of Proposed Construction or Alteration*; and
      
      ii. Complete FAA Form 7460-2, *Supplemental Notice*.

3. The latest version of *AC 150/5300-13, Airport Design*, will guide you in preparing and gathering the appropriate information to complete the forms.

   Note: Table 3–4 provides standards for instrument approach procedures.

4. The most recent version of your Airport Layout Plan (ALP) will be an important source of information. You may be required to submit it to the FAA. Therefore, you should ensure that it conveys:

   a. The distance from the runway centerline(s) and threshold(s) to the location of the proposed system.
   
   b. The complete runway and taxiway configuration, apron areas, hangars, and administration building(s).
   
   c. Runway lengths, widths, elevations at runway ends, runway coordinates, and runway numbers.
   
   d. Coordinates of the proposed system. (All coordinates must be relative to the ALP's scope of work.)

**Step 3 – If your system has a radio transmitter**, use the FAA’s “Frequency Coordination Request” tool (WebFCR) to begin the process of obtaining an FCC-issued frequency license for the system. (The Federal Communications Commission (FCC) will not grant you a frequency license unless you initially coordinate the request with the FAA.)

**Step 4 – If you need an IFP for your system**, use this link to submit a request form via the Instrument Flight Procedures Gateway. The FAA recommends submitting your IFP request(s) to the Agency as early as possible. In addition, you should factor in the IFP validation process and procedure development timeline when planning your project.
PART V

When May You Begin Installation of Your System?

Upon completion of the airspace study, you will receive a Final Determination Letter from the Non-Federal PIM. This letter concludes the siting study for the system you want to install and will provide guidance, if necessary. The Final Determination Letter is not FAA approval to begin your project. There may be additional steps the FAA needs to complete before you may proceed, such as, engineering a frequency and approving your IFP request.

The PIM will send you a Project Approval Letter when all reviews are complete.

The Project Approval Letter gives the consent to begin your project. The Non-Federal Program strongly discourages you from procuring your system before receiving the Project Approval Letter.

NOTE: When you are ready to begin construction, additional aeronautical studies may be necessary for any construction activities conducted and/or any construction equipment used in association with the project. If required you must file these airspace studies 45 days prior to beginning construction. You will file these studies via the OE/AAA portal and not through the PIM.