

# NOTICE

U.S. DEPARTMENT OF TRANSPORTATION  
FEDERAL AVIATION ADMINISTRATION  
Air Traffic Organization Policy

N JO 7400.32

**Effective Date:**  
June 05, 2015

**Cancellation Date:**  
June 04, 2016

**SUBJ:** Development of Launch or Reentry Vehicle Operator and Site Operator Letters of Agreement (LOA)

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- 1. Purpose of This Notice.** This Notice transmits new guidance that each Launch or Reentry Vehicle Operator and Site Operator LOA must be coordinated and reviewed by Mission Support Services, Airspace Policy and Regulations, AJV-11.
- 2. Audience.** This notice applies to the following Air Traffic Organization (ATO) service units: Air Traffic Services, Mission Support, and System Operations; and all associated air traffic control facilities.
- 3. Where Can I Find This Notice?** This notice is available on the MyFAA employee Web site at [https://employees.faa.gov/tools\\_resources/orders\\_notices/](https://employees.faa.gov/tools_resources/orders_notices/) and on the air traffic publications Web site at [http://www.faa.gov/air\\_traffic/publications/](http://www.faa.gov/air_traffic/publications/).
- 4. Explanation of Policy Change.** This change establishes Mission Support Services, Airspace Policy and Regulations group, AJV-11 as the point of contact (POC) for coordination and review of Launch or Reentry Vehicle Operator and Site Operator LOAs. AJV-11 will coordinate with the Office of Commercial Space Transportation (AST), Space and New Entrants Operations office (AJR) and the Air Traffic facility or facilities having jurisdiction over the airspace where the launch or reentry will take place. All LOA coordination must be accomplished via the AJV-11 POC at (202) 267-8783, who will work directly with the AST POC in AST-100 at (202) 267-9237 and the AJR POC in AJR-11 at (540) 422-4536.
- 5. Procedures/Action.** FAAO JO 7400.2, Procedures for Handling Airspace Matters. Paragraphs 31-3-1, Responsibilities; 31-3-3, LOA Coordination; 31-4-1, Responsibilities; 31-4-3, LOA Coordination and 31-4-4, Launch and Reentry Site Process have been changed. AJV-11 becomes the review authority for LOAs in the ATO and is now the primary point of contact for LOA coordination with the AST POC. In addition, AJV-11 will complete the necessary LOA coordination with ATC facilities and Service Centers regarding Launch or Reentry Vehicles. In Paragraph 31-3-5, AJR-1 serves as the ATO Commercial Space POC for Launch or Reentry Operations.
- 6. Distribution.** This notice is distributed to the following ATO service units: Air Traffic Services, Mission Support Services, and System Operations Services; the Office of ATO Safety and Technical Training; the Air Traffic Safety Oversight Service; the William J. Hughes Technical Center; and the Mike Monroney Aeronautical Center.
- 7. Background.** Paragraph 31-3-1 c. states that, with regard to airspace management, 14 CFR 400 requires license and permit applicants to engage AST in the pre-application consultation process and to complete a Letter of Agreement (LOA) with the ATC facility having jurisdiction over the airspace where the launch or reentry will take place. Paragraph 31-3-1, Subparagraph b. stipulates that ATC facilities are encouraged to consult with AST in the development of the LOA. However, AJV-11 is now the coordination and review authority within the ATO and will act as the primary point of contact with AST, and ATC facilities or Service Centers must complete the necessary coordination with AJV-11.

Further, this change removes the requirement of coordinating LOAs with the ATO Commercial Space POC, as specified in FAAO JO 7400.2, Paragraphs 31-3-3, LOA Coordination; 31-4-1, Responsibilities; 31-4-3, LOA Coordination; 31-4-4, Launch and Reentry Site Process. The ATO Commercial Space POC will be replaced with AJV-11 in these paragraphs of the order.

*Ma J. Hh* FOR HEATHER HEMDAL

Heather Hemdal  
Air Traffic Procedures  
Air Traffic Organization

5-4-15  
Date Signed