

# NOTICE

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

N JO 7210.857

Effective Date:  
January 20, 2014

Cancellation Date:  
July 23, 2014

**SUBJ:** Periodic Maintenance

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- 1. Purpose of This Notice.** This notice amends FAA Order JO 7210.3 to prescribe guidance for periodic maintenance at field facilities.
- 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. Cancellation.** This notice will cancel July 23, 2014, with the publication of FAA Order JO 7210.3Y, Change 1.
- 5. Procedures.** Amend the following paragraphs in FAA Order JO 7210.3 to read as follows:

## 2-2-13. REPORTING EQUIPMENT TROUBLE

Equipment trouble reports are normally delivered by air traffic personnel to Technical Operations Control Center personnel in person or by telephone. Locally developed procedures that are agreed to jointly by the air traffic and Technical Operations managers may be used for trouble reporting.

a. Air Traffic Managers must have a written formalized agreement with their Technical Operations counterparts that addresses, at a minimum, the following:

1. Scheduling of maintenance issues.
2. A method of contacting primary and back-up Technical Operations personnel in emergent situations.

b. For air/ground communications problems, the frequency or frequencies affected must be specified.

### **EXAMPLE-**

*“Atlanta Sector 66R side 123.4 no transmit.”*

c. For air/ground communications problems, the calling and the called locations must be specified.

### **EXAMPLE-**

*“Seattle Sector 46D side hot line to Salt Lake City is not working.”*

No further changes to paragraph.

### 3-1-2. PERIODIC MAINTENANCE

Procedures for Technical Operations personnel to perform periodic maintenance on air traffic system components must be identified in a Letter of Agreement (LOA) or other facility directive. The Air Traffic Manager must:

- a. Develop a tailored checklist for the OSIC/OMIC that identifies the following:
  1. Start/stop times for maintenance.
  2. Restoration time (if early restoration is required).
  3. Alternate contact numbers of maintenance personnel.
  4. Weather (current/forecasted).
  5. Traffic/operational complexity (current/proposed).
  6. Other outages that may affect ability to perform essential services (for example, other NAVAIDS, landlines, etc.).
  7. Status of available back-up systems (for example: RNAV, ASR, ILS).
  8. Facility staffing (current/forecasted).
  9. Special events (if applicable).
  10. Impact to SIDs/STARs, IAPs or other published routes.
  11. Non-radar procedures.
  12. NOTAM responsibility (if required).
  13. Inclusion on ATIS broadcast.
  14. Notification of operational CPCs.

b. If conditions prevent approval of the shutdown at the time requested, the OMIC/OSIC must cooperate fully and work with Technical Operations and System Operations Traffic Managers in arranging an alternative time. Ordinarily, requests for scheduled preventative maintenance of air traffic system components should be planned to occur during the hours of least traffic activity regardless of the time of day.

Paragraph c. and d., no change.

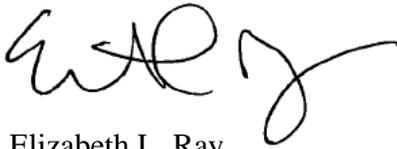
e. Notification of any outage of URET must be coordinated following the guidelines in Chapter 8, NAS En Route Automation, and guidelines developed and maintained by URET facilities.

No further changes to paragraph.

**6. Distribution.** This notice is distributed to the following ATO service units: Air Traffic Services, System Operations Services, and Mission Support; ATO Safety and Technical Training; the Air Traffic Safety Oversight Service; and the William J. Hughes Technical Center.

**7. Background.** Terminal Procedures is processing a Corrective Action Request (CAR 2012-13A: Untimely Equipment Maintenance) concerning the release of air traffic system components for routine and unscheduled maintenance. To date, there are no procedures identified within FAA Order JO 7210.3 that address items such as weather, traffic, NOTAM responsibility, duration, back-up systems, and more with respect to releasing equipment for maintenance. Representatives from the Air Traffic Supervisor's

Committee (SUPCOM) and the National Air Traffic Controllers Association (NATCA) have collaborated to revise paragraph 3-1-2 and 2-2-13 to include further delineated procedures.



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Air Traffic Organization

December 18, 2013  
Date Signed