

# NOTICE

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

N JO 7210.671

**Effective Date:**  
February 5, 2008

**Cancellation Date:**  
July 31, 2008

**SUBJ:** Coordination Using the National Traffic Management Log (NTML)

---

**1. Purpose of This Notice.** This notice modifies Federal Aviation Administration Order (FAAO) 7210.3U, Facility Operation and Administration, Chapter 17, Traffic Management National, Center, and Terminal, Section 5, Coordination, and deletes Chapter 17, Section 19, Aviation System Performance Metrics (ASPM).

**2. Audience.** This notice applies to the following Air Traffic Organization (ATO) service units: En Route and Oceanic, Terminal, and System Operations Services, including the Directors of Tactical Operations and traffic management officers.

**3. Where Can I Find This Notice?** The 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/airports\\_airtraffic/air\\_traffic/publications](http://www.faa.gov/airports_airtraffic/air_traffic/publications).

**4. Procedures.** Amend FAAO 7210.3U, Paragraph 17-5-4, Responsibilities, in its entirety, to read as follows:

#### 17-5-4. RESPONSIBILITIES

a. All facilities must:

1. Communicate and coordinate events that may have an impact on the NAS.
2. Use the NTML to document events and traffic management initiatives (TMI).

b. The ATCSCC must:

1. Provide an FAA ATCSCC data entry Web page for facilities identified in TBL 17-5-1, ASPM airport traffic control towers.
2. Transmit these data to other FAA offices for analysis.
3. Provide the NTML to all ARTCC TMUs and designated terminals.
4. Communicate directly with facility and service area representatives for a critique of operations and future plans for TM.
5. Coordinate directly with service area representatives on plans, procedures, and operations that affect interfacility traffic flows.

6. Consult with weather information providers to ensure the receipt of timely weather forecasts (including the collaborative convective forecast), observed terminal weather sequences, and any weather data that may have a significant impact on the NAS.

7. Coordinate with the TMUs in the day-to-day operations of the NAS and resolve operational TM disagreements between facilities.

8. Conference affected ARTCC TMUs as needed when contacted by a terminal facility.

9. Initiate telecons with customers and facilities, as necessary, to obtain input and to provide operational information, as well as other significant events affecting the NAS.

10. Subscribe to the NTML entries pertinent to its position of operation.

c. ARTCC TMUs and designated terminals must:

1. Advise the ATCSCC of situations and conditions that may require implementation of TMIs or are of national interest.

2. Present unresolved conflicts between adjacent TMUs to the ATCSCC for resolution.

3. Notify the ATCSCC if a significant change in capacity is expected or has occurred.

4. Be the contact for their underlying facilities about coordinating any TM issues, initiatives, programs, or information. Data received from underlying facilities must be forwarded to the ATCSCC in a timely manner.

d. Terminal facilities must:

1. Coordinate with the appropriate ARTCC TMU and ensure it is kept aware of situations and conditions that may require the implementation of TM initiatives.

2. Report to the ARTCC TMU any significant change in capacity that is expected or has occurred.

3. Present TM conflicts to the ARTCC TMU.

4. Consult with the ATCSCC, the affected ARTCC TMU, terminals, and customer organizations about the development and implementation of procedures, when appropriate.

e. Terminal facilities listed in TBL 17-5-1 must:

1. Enter the runway configurations (specifying runway numbers) and their associated AAR and ADR using the NTML.

**NOTE-**

*Local procedures must be established to determine whether the tower or TRACON is responsible for these entries.*

2. Enter the hourly arrival and departure counts starting at 0700 and ending at 2259 local using the ATCSCC-supplied Web page.

**NOTE-**

*These counts must include IFR VFR arrivals and departures that are fixed-wing itinerants. Helicopter and local operations must not be included in the traffic count.*

- 3. Investigate and resolve issues about their Web page.
- 4. Submit suggestions for improvement to the Terminal Operations area office, when applicable.
- f. The information for subparagraph e above applies to any airport in a ground delay program.
- g. Field facility specialists with the NTML must:
  - 1. Enter sign-on/off times and initials.
  - 2. Mark entries for equipment (E) when they cause a TMI or result in a TMI.
  - 3. Mark entries for a QAR with a (Q) when they cause a TMI or result in a TMI.
  - 4. Enter TMIs initiated by your facility.
  - 5. Enter constraints in your area of responsibility that may impact the NAS and forward them to the ATCSCC.
  - 6. Enter arrival, departure, and en route delay status, as appropriate.
  - 7. Enter deicing status (in/out).

**NOTE-**

*Facilities with the NTML are required to make the above data entries. At non-NTML facilities, the first facility overlying the non-NTML facility is responsible for entering data into the NTML. Facility personnel must enter data in a timely manner on the appropriate template. Timely is construed to mean that it would be useful to someone looking at the data in current time. If workload conditions or the situation prohibits entering the data in a timely manner, the information should be recorded by a subsequent or delayed entry.*

**TBL 17-5-1.**

AVIATION SYSTEM PERFORMANCE METRICS							
AIRPORT TRAFFIC CONTROL TOWERS							
ABQ	BWI	EWR	JAX	MHT	OXR	RSW	SNA
ANC	CLE	FLL	JFK	MIA	PBI	SAN	STL
ATL	CLT	GYG	LAS	MKE	PDX	SAT	SWF
AUS	CVG	HNL	LAX	MSP	PHL	SDF	TEB
BDL	DAL	HOU	LGA	MSY	PHX	SEA	TPA
BHM	DAY	HPN	LGB	OAK	PIT	SFO	TUS
BNA	DCA	IAD	MCI	OGG	PSP	SJC	VNY
BOS	DEN	IAH	MCO	OMA	PVD	SJU	
BUF	DFW	IND	MDW	ONT	RDU	SLC	
BUR	DTW	ISP	MEM	ORD	RFD	SMF	

**5. Distribution.** This notice is distributed to the following ATO service units: En Route and Oceanic, Terminal, Safety, Technical Operations, and System Operations Services, including the Directors of Tactical Operations and traffic management officers; air traffic control facilities, except flight service

stations; the William J. Hughes Technical Center; the Mike Monroney Aeronautical Center; international aviation field offices; and the Air Traffic Safety Oversight Service.

**6. Background.** The ASPM database was designed to extract data that are input by select facilities directly onto an ATCSCC Web page. These data are used daily for NAS performance analysis. ASPM facilities must still enter hourly arrival and departure counts onto the ATCSCC-supplied Web page; however, the NTML now will be the only source to enter other data, including delay status, airports in/out of deicing, runway configuration, and AARs/ADRs. This information, when entered into the NTML, will automatically populate the Operational Information System (OIS). Chapter 17, Section 19, Aviation System Performance Metrics, will be deleted and portions of that section will be incorporated in chapter 17, Section 5, Coordination. Paragraph 17-5-9, NTML Data Entries, has been revised and incorporated into Paragraph 17-5-4. Palm Springs has been added to the ASPM table.

**7. Implementation.** This notice shall be implemented on the effective date and content of this notice will be incorporated into FAAO 7210.3V, change 1, effective July 31, 2008.

*Nancy B Kalinowski*  
Nancy B. Kalinowski  
Acting Vice President, System Operations Services  
Air Traffic Organization

12-13-07  
Date Signed