

# NOTICE

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

N JO 7210.727

**Effective Date:**  
October 22, 2009

**Cancellation Date:**  
October 21, 2010

**SUBJ:** Contingency Plan Support System (CPSS)

---

- 1. Purpose of This Notice.** This notice prescribes policies and guidelines for managing air route traffic control center (ARTCC) operational contingency plan (OCP) data within the Contingency Plan Support System (CPSS). The CPSS is maintained by the Route Management Tool (RMT).
- 2. Audience.** This directive applies to the following ATO service units: En Route and Oceanic, Terminal, Technical Operations, and System Operations Services, including the David J. Hurley Air Traffic Control System Command Center (ATCSCC), the Directors of Tactical Operations, traffic management officers, Flight Services Program Operations, the Alaska Flight Services Information Area Group (FSIAG), FAA contract ATC service providers, and all air traffic control (ATC) facilities; select offices and services within Washington headquarters; the William J. Hughes Technical Center; and the Mike Monroney Aeronautical Center.
- 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. Responsibilities.**
  - a. The ATCSCC must:**
    - (1) Manage the CPSS database following FAA Order JO 1900.47, Air Traffic Organization Operational Contingency Plan.
    - (2) Designate a point of contact (POC) to manage the CPSS database.
  - b. ARTCCs must:**
    - (1) Develop and maintain the accuracy of OCP data within CPSS following FAA Order JO 1900.47, Air Traffic Organization Operational Contingency Plan.
    - (2) Designate a POC to coordinate with the ATCSCC on the management of the ARTCC's CPSS database information.
    - (3) Coordinate with all affected facilities when changing CPSS data before including them in the CPSS database.
    - (4) Ensure that CPSS data are available to operational positions.

**NOTE-**

*Before publication in the CPSS, the facility must ensure that hardcopy, or other electronic means of making this information available, is provided to operational personnel and the ATCSCC.*

(5) Tell all affected offices when making any change to the National Airspace System that might affect internal or adjacent ARTCC contingency plans (for example, airway changes, frequency changes, airspace redesign, airway realignment, etc.).

(6) Report unusable, inaccurate, or unsatisfactory CPSS information directly to the ATCSCC CPSS POC. Real-time implementation problems should be reported to the ATCSCC National System Strategy Team and to the ATCSCC CPSS POC. Reports must include the facility plan name, affected sectors, specific description of the impact, and, if appropriate, suggestion for modification.

(7) Coordinate with underlying terminal facilities for all matters pertaining to CPSS data information.

**c. Service Center Operations Support Group must:**

(1) Review CPSS data for currency and consistency.

(2) Serve as a liaison between ARTCCs and ATCSCC on CPSS matters.

(3) Serve as an information and training resource for ARTCCs to help them maintain current and accurate information in CPSS.

## **5. Procedures.**

**a.** OCP data for each ARTCC must be published in CPSS by the national RMT database. Updates to the RMT database will coincide with the 56-day chart update cycle.

**b.** OCP data must be processed according to the following timelines:

(1) All revisions to CPSS data must be provided to the ATCSCC CPSS POC at least 30 days before each chart date.

(2) The ATCSCC POC must enter all revisions to the CPSS data at least 14 days before the chart update. The RMT database will then be locked.

**6. Distribution.** This order is distributed to select offices and services within Washington headquarters, the William J. Hughes Technical Center, the Mike Monroney Aeronautical Center, the Eastern, Central, and Western En Route and Terminal Service Areas; Alaska and continental United States FSIAG, Technical Operations Services, the ATCSCC, and FAA contract ATC service providers; and all ATC facilities.


## **7. Definitions.**

**a. Contingency Plan Support System (CPSS)** - As defined in FAA Order JO 1900.47, Air Traffic Organization Operational Contingency Plan, a software application used to collect, share, publish, and distribute OCPs for operational access and use by the field facilities, ATCSCC, and customers during ATC Zero events.

**b. Route Management Tool (RMT)** - A tool used to facilitate information exchange between the FAA and Collaborative Decisionmaking participants to manage departure routes during periods of severe weather or airport congestion.

**8. Related Publications.**

- a. FAA Order JO 1900.47, Air Traffic Organization Operational Contingency Plan
- b. ATCSCC Standard Operating Procedures, DCC N7200.100

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

9/4/09  
Date Signed