| **NOTICE** | **U.S. DEPARTMENT OF TRANSPORTATION** FEDERAL AVIATION ADMINISTRATION Air Traffic Organization Policy | **N JO 7210.742** |

Effective Date:
April 29, 2010

Cancellation Date:
August 26, 2010

SUBJ: Electronic System Impact Reports

1. Purpose of This Notice. This notice augments and modifies procedures in Federal Aviation Administration (FAA) Order JO 7210.3, Chapter 4, Section 7, Reports, and Chapter 17, Section 2, Organizational Responsibilities.

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 Managers of Tactical Operations and Traffic Management Officers; and service center offices.

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/ and on the air traffic publications Web site at http://www.faa.gov/air_traffic/publications.

4. Procedures.

   a. Amend Paragraph 4-7-3, System Impact Reports, to read as follows:

   4-7-3. SYSTEM IMPACT REPORTS

   The ATCSCC is the focal point for collecting information relating to operational system impacts; for example, NAVAID/radar shutdowns, runway closures, landline/frequency outages, or any system event that has the potential to create an operational impact in the NAS.

      a. Therefore, all air traffic facilities must follow procedures and responsibilities in Paragraph 17-5-13, Electronic System Impact Reports. This process streamlines reporting and disseminating information that has an impact within the NAS.

                    No further change to paragraph.

   b. Amend Paragraph 17-2-2, Service Operations Area Offices, to read as follows:

   17-2-2. SERVICE CENTER OPERATIONS SUPPORT GROUP

   The Operations Support Group (OSG) must:

      a. Designate a support group TM representative(s) who must act as the focal point for other FAA offices and users on matters that pertain to TM.

      b. Provide guidance and direction to field facilities in the development and implementation of support group office TM programs.

      c. Periodically review and evaluate TM programs to assess their effectiveness and to ensure their compliance with support group office/national directives.

      d. Mediate support group office interfacility TM conflicts.

   e.   Determine which terminal facilities should be considered for establishing TMUs and forward the justification and the staffing requirements to the Director, System Operations for final determination.

<div align="center">Delete subparagraphs f1-f7.</div>

c. Add Paragraph 17-5-13, Electronic System Impact Reports, as follows:

17-5-13. ELECTRONIC SYSTEM IMPACT REPORTS

AT facilities must coordinate with their TMU or overlying TMU for developing an electronic system impact report (SIR) for all planned outages/projects/events that could cause a significant system impact, reduction in service, or reduction in capacity (for example, air shows, major sporting events, business conventions, runway closures, and procedural changes affecting terminals and/or ARTCCs). Technical Operations is responsible for reporting all outages that pertain to FAA equipment.

NOTE-
Planned events/outages are construed to mean the event or outage is scheduled in advance of the occurrence.

   a.   The TMU must coordinate the operational impact the outage/project/event will cause with the MTO or designee, through their TMO. This includes, but is not limited to, reduction in AAR/ADR, anticipated TMIs, alternate missed approach procedures, and anticipated delays or any other significant impacts within the NAS.

   b.   To ensure the ATCSCC receives all planned events and outages that could have a significant impact on the NAS, the MTO/designee or the OSG must enter the impact data on the Strategic Events Coordination (SEC) Web site at http://sec.faa.gov.

<div align="center">

FIG 17-5-1
Electronic SIR Process

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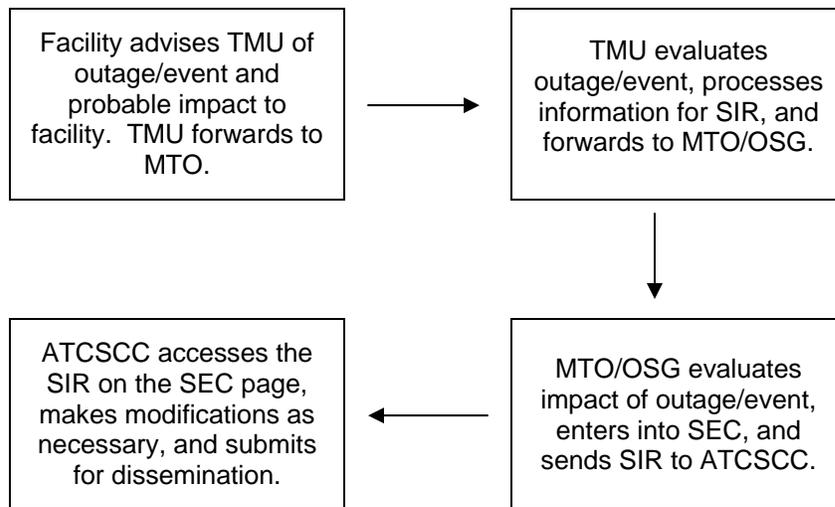
   c.   The electronic SIR must contain the following information:

   1.   Airport/facility identifier.

   2.   Overlying ARTCC.

   3.   Scheduled dates/times.

   4.   Description of outage/project/event.

    5. Operational impact.

    6. Facility recall.

    7. Flight check requirement.

    8. Anticipated delays.

    9. Anticipated TMIs.

    10. Customer coordination.

    11. General information.

    12. Contact information.

    13. Date/time of scheduled telecons.

NOTE-
SIRs cannot be viewed on the OIS by facilities or our customers until the ATCSCC has approved the content.
Instructions for entering items in detail are provided on the Web page at http://sec.faa.gov.

    d. The ATCSCC will access the SIRs on the SEC page, make modifications as necessary, and submit the SIR for dissemination. Once the ATCSCC has submitted the SIR, the information can be viewed on the Intranet at http://www.atcscc.faa.gov/ois/ on the OIS page under "System Impact Reports."

    e. Field facilities, TMUs, TMOs, MTOs, the service center OSG, and the ATCSCC must ensure SIRs:

    1. Are coordinated, developed, and submitted with as much advance notice as possible before the planned event/outage.

NOTE-
Providing the SIR in a timely manner allows our customers to more effectively plan their operation and mitigate the
impact to the degree possible.

    2. Do not contain sensitive security information.

5.   Distribution. This notice is distributed to the following ATO service units: En Route and Oceanic, Terminal, Technical Operations, and System Operations Services, including the Managers of Tactical Operations and Traffic Management Officers, the Office of Safety; service center offices; 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. Current procedures dictate that service area offices provide the ATCSCC with advance notification of planned events and outages that will impact the air traffic system (for example, airshows, runway closures, and procedural changes). This notice mandates sharing of the SIR using the OIS page on the ATCSCC Web site. Additionally, providing the SIR in a timelier manner allows our customers to more effectively plan their operation and mitigate the impact to the degree possible.
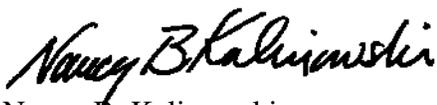
Nancy B. Kalinowski
Vice President, System Operations Services
Air Traffic Organization

3-26-2010
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Date Signed