

# NOTICE

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

N JO 7210.790

Effective Date:  
October 24, 2011

Cancellation Date:  
July 26, 2012

**SUBJ:** National Traffic Management Log (NTML) Procedures

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- 1. Purpose of This Notice.** This notice removes the word “verbally” from paragraph 17-5-10 in order to eliminate the possibility of misinterpretation for verbal coordination requirements for traffic management initiatives that are entered in the NTML.
- 2. Audience.** This notice applies to the following Air Traffic Organization (ATO) service units: Terminal, En Route and Oceanic, and System Operations; Federal Aviation Administration (FAA) tower facilities; and Federal contract towers.
- 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. Procedures.** Amend FAA Order JO 7210.3, Paragraph 17-5-10, NTML Procedures, to read as follows:

#### 17-5-10. NTML PROCEDURES

Title through a, no change.

**b.** TMI data must be entered using the appropriate template and coordinated with the appropriate facility. Appropriate template means the one best suited for the type of event, such as a ground stop, delays, etc. The “Miscellaneous” templates must not be used if another template is appropriate. The Justification, Remarks, and Text fields must not contain any information that can be entered in other fields on the template.

#### NOTE-

*Causal information entered in the “Restriction” template is disseminated to many other software programs for monitoring the status of the NAS.*

- 5. Distribution.** This notice is distributed to the following ATO service units: Terminal, En Route and Oceanic, System Operations, and Mission Support; ATO Safety; the Air Traffic Safety Oversight Service; the William J. Hughes Technical Center; and the Mike Monroney Aeronautical Center.
- 6. Background.** Recent review of NTML procedures in FAA Order JO 7210.3, Chapter 17, highlighted a possible misinterpretation of coordination requirements. To eliminate a misinterpretation that verbal coordination is required for all traffic management initiatives entered into the NTML, the word “verbally” is being removed in paragraph 17-5-10b. Situations requiring verbal coordination are clearly stated in paragraph 17-5-10c.



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Date Signed