

NOTICE

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

N JO 1320.172

Effective Date:

01/21/2016

Cancellation Date:

01/21/2017

SUBJ: Interim Notice and Letter of Authorization (LOA) Guidance that Affects Maintenance Technical Handbooks (MTHB)

- 1. Purpose of This Notice.** This directive provides instructions to all MTHB Offices of Primary Responsibility (OPR) to maintain and publish an electronic order with applicable notices and associated Letters of Authorization (LOA) for the 6000-series MTHB official configurations. This notice establishes the use of this format until Order JO 1320.58, Instruction for Writing Notices, Maintenance Technical Handbooks, and System Support Directives, is revised.
- 2. Audience.** This notice requires actions by all MTHB system maintainers such as the Airway Transportation System Specialist (ATSS) for accurate record keeping and official actions within the operational National Airspace System (NAS).
- 3. Where Can I Find This Notice?** This order is available on the MyFAA Website at: https://employees.faa.gov/tools_resources/orders_notices/.
- 4. Action.** Beginning 02/22/2016, all current MTHBs should be maintained with the guidance provided in Attachment 1, Maintenance Handbook (MTHB) Format Instructions. This action provides closure to the Technical-Safety Action Program (T-SAP) Interim Corrective Action Request identified in CAR ID 0024-1-12. For a copy of CAR ID 0024-1-12, contact one of the documentation contacts listed in Paragraph 7, Feedback, of this notice.
- 5. Background.** Technical Operations has received user feedback concerning user difficulty in finding technical notice and LOA information associated with MTHBs, in the current publication process. Technical Operations is using this feedback to resolve this issue by implementing a standard process which adds associated technical notices and LOAs that affect MTHB guidance to the FAA Form 6000-25, Record of Changes (ROC), found in the MTHB.

Note: This doesn't incorporate MTHB Notices of Intent or other general information notices that don't affect actions to maintain the NAS. This also doesn't include any test LOAs associated with the Order 6032.1, National Airspace System (NAS) Modification Program.
- 6. Risks.** There are no operational, safety, or security risks associated with this process.

7. Feedback. A documentation contact is listed below to assist operational second level organizations with these requirements:

- a. AJW-14/173/178/223: Ashley Wagner – 405-954-0207
- b. AJW-172/174/175/176/177: Heather Vaughn – 609-485-4293
- c. AJM-24: Dottie Brown – 609-485-6053
- d. AJM-25: Sandy Denham – 609-485-6273

A handwritten signature in black ink that reads "Vaughn A. Turner". The signature is written in a cursive, flowing style.

Vaughn A. Turner
Vice President, Technical Operations Support

ATTACHMENT 1. MAINTENANCE HANDBOOK (MTHB) FORMAT INSTRUCTIONS

1. Adobe Portable Document Format (PDF) Publication. Each MTHB is published in an Adobe PDF by the Office of Primary Responsibility (OPR).

2. FAA Form 6000-25, Record of Changes .

a. Placement. Each MTHB must contain the Record of Changes (ROC) as the third page of the MTHB. The MTHB first page is the front cover sheet and the second page is a blank cover sheet back-up page. This configuration allows the user to replace corrected ROCs without replacing the cover sheet as well.

b. Online Form. Find the ROC form at https://employees.faa.gov/tools_resources/forms/index.cfm/go/document.information/document/D/1020112 .

c. Form Entries. The ROC must contain a single record entry to identify each page change, notice, and Letter of Authorization (LOA) that is applicable to the current MTHB. In the ROC, the record entries must be ordered according to the date of issuance, not the type of issuance. See Figure 1, ROC Sample Entries.

RECORD OF CHANGES						DOCUMENT NO.	Order JO 6340.26A			
CHANGE TO BASIC	SUPPLEMENTS			OPTIONAL	CHANGE TO BASIC	SUPPLEMENTS			OPTIONAL	
	MM	DD	YY			MM	DD	YY		
0	0	1	0	6	1	2	field released 02/09/12			
NJO 6340.84	0	6	0	6	1	2	EXPIRED			
1	0	8	2	0	1	3	field released 09/17/13			
LOA QKA	0	6	1	3	1	4				
2	1	0	2	0	1	4	field released 10/18/14			
NJO 6340.89	1	1	2	2	1	4				
LOA DFW	1	2	2	2	1	4				

Figure 1. ROC Sample Entries

ATTACHMENT 1. MAINTENANCE HANDBOOK (MTHB) FORMAT INSTRUCTIONS (CONTINUED)

3. Adobe PDF Bookmarks. The bookmark feature will be used in the MTHB and it must incorporate the following items (see Figure 2, Sample Required MTHB Configuration):

- a. Cover Page
- b. Record of Changes (ROC)
- c. Table of Contents
- d. List of Illustrations
- e. List of Tables
- f. Individual Chapters
- g. Individual Appendixes
- h. Individual Attachments
- i. Other directives - at the end of the MTHB, list every applicable directive to the current version of the MTHB separately, according to category:
 - (1) MTHB change transmittals
 - (2) Equipment notices
 - (3) LOAs.

The image shows a PDF document with a bookmarks sidebar on the left and the main content area on the right. The sidebar lists the following items:

- Cover
- Record of Changes (ROC)
- Table of Contents
- List of Illustrations
- List of Tables
- Chapter 1. General Information and Requirements
- Chapter 2. Technical Characteristics
- Chapter 3. Standards and Tolerances
- Chapter 4. Maintenance Requirements
- Chapter 5. Maintenance Procedures
- Chapter 6. Flight Inspection
- Appendix A. Certification Requirements
- Change 1
- Change 2
- N JO 6340.128 Using RF
- LOA QRJ
- LOA QKA

The main content area displays the following information:

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

**ORDER
JO 6340.26A**

Effective Date: 01/06/2012
Implementation Date: 04/27/2012

SUBJ: Maintenance of Air Route Surveillance Radar, ARSR-4, Facilities

This order provides guidance and prescribes technical standards and tolerances, and procedures applicable to the maintenance and inspection of the air route surveillance radar (ARSR-4). It also provides information on special methods and techniques that will enable maintenance personnel to achieve optimum performance from the equipment.

This order cancels Order JO 6340.26, Maintenance of Air Route Surveillance Radar, ARSR-4, Facilities, dated March 4, 1996.

This document requires actions by the Airway Transportation System Specialist (ATSS) at operational facilities with Facility, Service, and Equipment Profile (FSEP) equipment: ARSR-4.

The ATSS must keep accurate FSEP records and Logistics Inventory System (LIS) addresses to receive printed copies. Printed copies are mailed to the ATSS at operational facilities with an accurate FSEP record using the LIS mailing address per Order 6000.5D, Facility, Service, and Equipment Profile (FSEP).

To update FSEP information, visit this [FSEP link](#). To update LIS information, visit this link: <http://impart.faa.gov/impart/home.html>.

FAA Forms may be electronically downloaded at: https://employees.faa.gov/tools_resources/forms/.

FAA Form 6340-7 Technical Performance Record - ARSR-4 (Air Route Surveillance Radar)

Users are encouraged to submit recommendations for improvements to 9-AMC-AJW141TechDocServices@faa.gov.

Figure 2. Sample Required MTHB Configuration

ATTACHMENT 1. MAINTENANCE HANDBOOK (MTHB) FORMAT INSTRUCTIONS (CONTINUED)

4. MTHB Change Packages. All current page changes must be incorporated into the body of the MTHB. All current MTHB change transmittals must be included at the end of the book.

5. Expired and Cancelled Documentation. If a notice or LOA has expired or is cancelled by another directive, the OPR and users must ensure that the ROC is updated to reflect this status. It will not be necessary to remove the expired or cancelled notice or LOA at the end of the MTHB until the next full revision of the MTHB.

6. MTHB Revisions. For each full MTHB revision, the OPR and users must ensure that the applicable current notices and LOAs are included in the configuration, if the guidance has not been incorporated within the revision.

7. Notification.

a. FAA Orders and Notices. The MTHB PDF must be posted or linked on the FAA Orders and Notices Website at https://employees.faa.gov/tools_resources/orders_notices/

b. Other Websites. Any online library websites that display the MTHB must contain this MTHB or a link to the FAA Orders and Notices Website.

Note: The OPR's documentation group must send an electronic notification to the subscription notification service users for any page change, notice, or LOA to an MTHB.