

NOTICE

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

N JO 1720.91

Effective Date:
07/01/2016

Cancellation Date:
07/01/2017

SUBJ: Electronic Access to Operationally Significant Air Traffic Organization (ATO) Directives

- 1. Purpose of This Notice.** This notice announces the elimination of paper printing and shipping of ATO orders, directives and publications listed in paragraph 7 of this notice.
- 2. Audience.** This notice applies to all organizations, except those with paid subscriptions, which receive printed copies of ATO directives delineated in paragraph 7 of this notice.
- 3. Where Can I Find This Notice?** This notice is available on the MyFAA employee website at https://employees.faa.gov/tools_resources/orders_notices/ and on the air traffic publications website at http://www.faa.gov/air_traffic/publications/.
- 4. Procedures/Responsibilities/Action.** Mission Support Services (AJV) will eliminate paper printing and shipping of directives delineated in paragraph 7 of this notice. To pay for and receive printed copies of these directives, register at <http://bookstore.gpo.gov/>. Current paid subscribers will not be affected by this change. All others must subscribe to receive email notifications of these directives. Electronic subscription service is available at https://employees.faa.gov/tools_resources/orders_notices/ or on the air traffic publications website at http://www.faa.gov/air_traffic/publications/. Once on the website:
 - a. Go to ‘*Subscribe to a Series for Email Updates/Notifications*’ or select ‘*Subscribe*’, as applicable
 - b. Select Publication Series range from the drop down menu (if applicable)
 - c. Follow prompt to enter your email address
 - d. Select ‘*Submit*’ button

This policy will be implemented in a two phase process. Phase I will commence 30 days after the effective date of this notice and Phase II is scheduled for November 10, 2016. The delivery, description and/or subscription sections of all affected publications will be updated accordingly.

- 5. Distribution.** This notice is distributed to all organizations that receive ATO publications, including but not limited to all Air Traffic Control towers, Terminal Radar Approach Control Facilities (TRACONs), Air Route Traffic Control Centers (ARTCCs), FAA Regional Offices, ATO Service Area Offices, as well as the Air Traffic Safety Oversight Service, the William J. Hughes Technical Center and the Mike Monroney Aeronautical Center.
- 6. Background.** Hard copy dissemination of ATO directives has been the primary means of notifying users about National Airspace System changes and related operational activities. However, in order to

align with guidance in FAA Order 1320.1E, we have commenced transitioning from a printed directives system, with distribution of paper copies, to an electronic directives system. ATO manuals, publications, orders, and notices have been made available online through the FAA website (www.faa.gov). Electronic access has many benefits, including unlimited search capability, enhanced mobility, customized downloading, reduced printing and shipping costs, and the preservation of our natural resources. For these reasons, hard copy dissemination of the documents specified in the following paragraph will be discontinued.

7. Related Publications. The discontinuation of hard copy distribution *only* applies to the following publications and will take place in a two-phased process:

a. Phase I

- (1) FAA Order 7110.10, Flight Services
- (2) FAA Order 7210.3, Facility Operation and Administration
- (3) FAA Order 7340.2, Contractions
- (4) FAA Order 7350.9, Location Identifiers
- (5) FAA Order 7400.2, Procedures for Handling Airspace Matters
- (6) FAA Order 7930.2, Notices to Airmen (NOTAM)

b. Phase II

- (1) Aeronautical Information Manual (AIM)
- (2) Aeronautical Information Publication United States of America (AIP)
- (3) Notices to Airmen Publication (NTAP)

8. Safety Management System Documentation. The proposed change does not introduce a hazard or change the current risk level of the NAS and does not meet the requirements for performing a Safety Analysis as highlighted in the Safety Management System Manual Version 4.0, paragraph 3.1.2.



Teri Bristol
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Air Traffic Organization

6/16/16

Date Signed