

NOTICE

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

N JO 1900.48

Effective Date:
July 1 , 2016

Cancellation Date:
June 30, 2017

SUBJ: Interim Basic Procedures for National Level Significant Incident Management Support

- 1. Purpose of This Notice.** This Notice outlines interim basic procedures to provide centralized, predictable, and synchronized flows of communication on significant incidents.
- 2. Audience.** This Notice applies to all Air Traffic Organization (ATO) service units and anyone using ATO directives.
- 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. Cancellation.** The Notice will be cancelled on June 30, 2017 unless it is extended.
- 5. Explanation of Concept.** The ATO Significant Incident Response Team (ASIRT) may be activated to provide centralized, whole-of-ATO significant incident management support to the Officers Group (OG) and interface with select external partners. The OG will principally use this team when a significant incident disruptive to the National Airspace System (NAS) necessitates incident management efforts, including whole-of-ATO reporting and coordination, which exceed the capabilities of steady-state ATO mechanisms.
- 6. Procedures-Implementation-**
 - a. When a disruptive incident has occurred, which necessitates incident management efforts, including ATO reporting and coordination, which exceed the capabilities of steady-state ATO mechanisms, the Air Traffic Control System Command Center National Operations Manager or National Traffic Management Officer will activate the ASIRT.
 - b. System Operations will notify OG members that the ASIRT is activated.
 - c. ASIRT will assume responsibility for sending all pages/updates to the ATO related to the incident.
 - d. System Operations will lead the ASIRT unless an alternate senior leader is designated by the Chief Operating Officer (COO) or Deputy Chief Operating Officer (DCOO).
 - e. System Operations will provide the core staffing for the ASIRT. Additional staffing from other Service Units may be assigned as needed.

- f. The ASIRT will leverage steady-state ATO mechanisms and other sources to produce ATO updates on the incident, and on response and recovery efforts.
 - g. At the request of the ASIRT, involved Service Centers will activate their Service Area Situation Room (SITROOM) to support the national team and provide requested information to the ASIRT.
 - h. The ASIRT is responsible for developing ATO reports and distribution of the reports as directed by the OG or designee.
- 7. Distribution.** This notice is distributed to all ATO service units; the William J. Hughes Technical Center; the Mike Monroney Aeronautical Center and Flight Standards Services.
- 8. Authority to Change This Notice.** The Director, Air Traffic Procedures, AJV-8 is authorized to amend this notice.

Original Signed By

Heather Hemdal
Air Traffic Procedures
Air Traffic Organization

July 1, 2016
