

NOTICE

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

N JO 7210.851

Effective Date:
September 20, 2013

Cancellation Date:
February 6, 2014

SUBJ: Position Responsibilities

- 1. Purpose of this Notice.** This notice amends Federal Aviation Administration (FAA) Order JO 7210.3 with procedures for controllers leaving an operational area. In order to reduce Air Traffic Organization (ATO) vulnerability, the FAA Administrator has directed the procedural implementation of an established process for instances when an operational area is operated with one controller.
- 2. Audience.** This notice applies to the following Air Traffic Organization (ATO) service units: En Route and Oceanic, Terminal, Mission Support, and System Operations; and all associated air traffic control facilities.
- 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.** This notice will be cancelled with the publication of FAA Order JO 7210.3Y, Basic, effective February 6, 2014.
- 5. Explanation of Policy Change.** This change defines procedures that must be followed when an air traffic control specialist (ATCS) leaves an operational area, for any reason, to take a short relief break. These breaks should only be taken when no other ATCS is available to provide a short relief break, and during periods when the controller is not responsible for any aircraft.
- 6. Procedures.** Amend the following paragraphs in FAA Order JO 7210.3 to read as follows:

2-2-3. POSITION RESPONSIBILITY

a. Air traffic managers must ensure that only one certified air traffic controller is signed on and responsible for each open position, to include consolidated positions, at any given time. At the ATCSCC, the national traffic management officer (NTMO), national traffic management specialist-in-charge (NTMSIC), and national traffic management specialist (NTMS) work as a team in order to accomplish the traffic management goals of an entire operational area. Due to the management functionality involved in overseeing the NAS, more than one NTMO, NTMSIC, and/or NTMS can be signed on and responsible for an open and/or consolidated control position.

NOTE -

When a developmental and an instructor are both signed on at a position, the instructor is responsible for all activity at that position.

b. Anytime an operational area is operated with one air traffic control specialist (ATCS), the following procedure must be followed: Prior to leaving the operational area, for any reason, the ATCS must advise all applicable facilities (tower, approach control, and/or center) that they are leaving the operational area and must advise the same facility/facilities upon return. Leaving the operational area should only be done during periods when the controller is not responsible for any aircraft.

2-6-12. CONSOLIDATING TOWER/TRACON FUNCTIONS

Title through b, no change.

c. Air traffic managers must ensure that no less than two fully-certified and current operational personnel are assigned to midnight shift, unless no such personnel are available for assignment.

No further changes to paragraph.

7. Distribution. This notice is distributed to the following ATO service units: Terminal, En Route and Oceanic, Mission Support, and System Operations; ATO Safety and Technical Training; the Air Traffic Safety Oversight Service; the William J. Hughes Technical Center; and the Mike Monroney Aeronautical Center.



Elizabeth L. Ray
 Vice President, Mission Support Services
 Air Traffic Organization

August 17, 2013
 Date Signed