

NOTICE

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

N JO 7210.868

Effective Date:
April 9, 2014

Cancellation Date:
July 24, 2014

SUBJ: Letters to Airmen

- 1. Purpose of This Notice.** This notice amends FAA Order JO 7210.3 to provide new language that outlines the method for facility Air Traffic Managers to use in order to disseminate Letters to Airmen.
- 2. Audience.** This notice applies to the following Air Traffic Organization (ATO) service units: Air Traffic Services, 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 cancel July 23, 2014, with the publication of FAA Order JO 7210.3Y, Change 1.
- 5. Procedures.** Amend the following paragraphs in FAA Order JO 7210.3 to read as follows:

4-5-2. LETTERS TO AIRMEN

Title through a, no change.

b. The Letter To Airmen must adhere to the following:

1. The Letter To Airmen must be originated in LTA Manager and disseminated via the AIM NOTAM website.
2. The Letter To Airmen is informational in nature and must not contain words which imply mandatory instructions. The words “must” and “shall” are not to be used in a Letter To Airmen.
3. Chart attachments must be used in lieu of narrative descriptions to the extent possible.
4. The signed original Letter To Airmen must be maintained by the originating facility.
5. Each Letter To Airmen must contain an effective date (UTC) and a cancellation date (UTC) and must not remain in effect beyond the date the information contained in the letter becomes obsolete or more than 24 months, whichever occurs first.
6. Issue a new Letter To Airmen for the same subject prior to the end of the 24-month period only if the information contained requires continued publication. (See FIG 4-5-1.)

FIG 4-5-1
Letter to Airmen

DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION
(Name of Facility)
(Address of Facility)
(City, State)

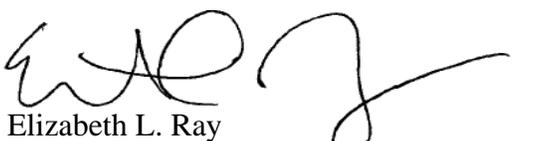
ISSUE: (Date) Effective: (Date UTC)
 (Name of Facility) Letter to Airmen No. (LTA-XXXX-#)
 SUBJECT: (Subject of Letter)
 Cancellation: (Date UTC; not to exceed 24 months)
 (Text of Letter)

Name of Facility Manager
 Air Traffic Manager (Name of Facility)
 (Signed original on file)

No further changes to paragraph.

6. Distribution. This notice is distributed to the following ATO service units: Air Traffic Services, System Operations Services, and Mission Support; ATO Safety and Technical Training; the Air Traffic Safety Oversight Service; and the William J. Hughes Technical Center.

7. Background. The Terminal Airspace team received reports of inconsistencies in how Air Traffic operational and procedural information contained in Letters To Airmen (LTAs) are being disseminated to the users of the NAS. FAA Order JO7210.3, paragraph 4-5-2, lists the following requirements to issue a LTA: format, naming convention, effective and cancellation dates and that LTAs are to be informational in nature. In regard to dissemination the order states: "Forward copies of facility correspondence concerning facility operating procedures to the Service Area office; e.g., letter to airmen normally sent to pilots, airline companies, military commands or bases, and fixed base operators. This correspondence must be reviewed and approved at the discretion of the Service Area office prior to distribution." LTAs, while not regulatory, in many cases are mandatory and provide valuable operational and procedural information that is intended for the pilot community.


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

April 4, 2014
Date Signed