

# NOTICE

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

**N JO 7210.904**

**Effective Date:**  
July 19, 2017

**Cancellation Date:**  
October 12, 2017

**SUBJ:** Data Communication / Flight Data Unit

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- 1. Purpose of This Notice.** This notice amends FAA Order JO 7210.3, Facility Operation and Administration, Paragraph 6-3-4, Data Communication, to define areas of responsibilities for Flight Data Units (FDU) within the Air Route Traffic Control Centers (ARTCC).
- 2. Audience.** This notice applies to the following Air Traffic Organization (ATO) service units: Air Traffic Services, and System Operations Services, including the managers of tactical operations and traffic management officers.
- 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/](https://employees.faa.gov/tools_resources/orders_notices/) and on the air traffic publications Web site at [http://www.faa.gov/air\\_traffic/publications/](http://www.faa.gov/air_traffic/publications/).
- 4. Cancellation.** This notice cancels on October 12, 2017.
- 5. Procedures.** Amend FAA Order JO 7210.3 as follows:

## **6-3-4. FLIGHT DATA UNIT**

- a.** The Flight Data Unit (FDU) is responsible for processing and disseminating operational information necessary for NAS operations.
- b.** The FDU must provide system support during outage(s) of critical systems and/or software; these responsibilities include data recovery, manual processing, and disseminating information or data products as necessary for safe and efficient operations.
- c.** The Air Traffic Manager (ATM) must:
  - 1.** Ensure all FDU responsibilities and procedures listed below are established in local orders or directives.
  - 2.** Assign additional duties of a recurring nature based on unique facility requirements.
  - 3.** Provide FDU specialists a copy of, or access to, the following;
    - (a)** FAA Order JO 7110.10, Flight Services.
    - (b)** FAA Order JO 7110.65, Air Traffic Control.
    - (c)** FAA Order JO 7900.5, Surface Weather Observing-METAR.
    - (d)** FAA Order JO 7930.2, Notice to Airmen (NOTAM).
    - (e)** Position binder, which includes:

1. Procedures for accomplishing assigned position related duties and responsibilities.
2. Examples and formats for seldom used procedures.
3. Cross references to documents and lists contained in other publications may be used where applicable.

**d.** Unless otherwise specified in a facility directive or a letter of agreement, the Flight Data Communications Specialist (FDCS) performs the following:

**1. Flight Plan Data.**

- (a) Process domestic flight plan(s) proposals, corrections, amendments, and remove strip requests.
- (b) Process international flight plan(s) proposals, corrections, amendments, remove strip requests, and departure messages.
- (c) Process military flight plans.
- (d) Provide data search assistance for Search and Rescue (SAR) information requests.

**2. Weather Products:**

- (a) Support the TMU weather coordinator with inter/intrafacility dissemination of the weather data products described in the Weather Management section of this order. This should include both Urgent PIREPs (UUA) and PIREPs (UA).

***REFERENCE—***

*FAA Order JO 7210.3, Para 17-26-4 b1, Responsibilities.*

- (b) Provide inter/intrafacility dissemination of international weather products as needed.
- (c) Perform altimeter and weather data checks and system updates as required.
- (d) Provide backup services for terminal facility PIREP and METAR entries.

***REFERENCE—***

*FAA Order JO 7110.65, Para 2-6-3 c, Reporting Weather Conditions.*

**3. NOTAMs:**

- (a) Process and disseminate FDC, Special Use Airspace (SUA), and Temporary Flight Restriction (TFR) NOTAMs.
- (b) Provide assistance with formatting and inputting Special Activity Airspace (SAA) NOTAMs.
- (c) Process and disseminate NOTAM D information as necessary, to include ERIDS backup services.

**4. System/Administrative Messages:**

Process and disseminate the following messages:

- (a) GENOTs,
- (b) CIRNOTs,
- (c) Oceanic track,

(d) ALTRV movement/change.

**5. Classified National Security Information (CNSI) and Communications Security (COMSEC):** Handle, safeguard, and protect CNSI and COMSEC material in accordance with national policies, FAA Orders, and local SOPs.

**7. Distribution.** This notice is distributed to the following ATO service units: Air Traffic Services, Mission Support Services, and System Operations, including the managers of tactical operations and traffic management officers, Safety and Technical Training; the Air Traffic Safety Oversight Service; the William J. Hughes Technical Center; the Mike Monroney Aeronautical Center; and international aviation field offices.

**8. Background.** FAA Order JO 7210.3 fails to describe the operational duties of Flight Data personnel at ARTCC facilities. ARTCC air traffic managers are only required to provide Flight Data personnel a copy of JO 7110.10, Flight Services, and ensure they are familiar with that order. Much of the Flight Services order does not apply to the work performed by ARTCC Flight Data personnel. Lacking appropriate direction, ARTCC facilities have independently developed operational duties for their FDUs, leading to disparities in work performed by FDUs nationwide.

Original signed by Heather Hemdal

7/18/2017

Heather Hemdal  
Director, Air Traffic Procedures  
Mission Support Services

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Date Signed