

NOTICE

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

N JO 7210.936

Effective Date:
January 20, 2022

Cancellation Date:
May 19, 2022

SUBJ: Advance Coordination for VIP Visits

- 1. Purpose of This Notice.** This notice provides guidance to FAA Order JO 7210.3CC, Facility Operation and Administration, paragraph 5-1-1, Advance Coordination.
- 2. Audience.** This notice applies to the following Air Traffic Organization (ATO) service units: Air Traffic Services, System Operations Services, Safety and Technical Training, Mission Support Services, and all associated air traffic control facilities.
- 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 the air traffic publications website at http://www.faa.gov/air_traffic/publications/.
- 4. Cancellation.** This notice cancels upon publication of FAA Order JO 7210.3CC, Change 2, effective May 19, 2022.
- 5. Explanation of Policy Change.** This change reformats paragraph 5-1-1 and provides other edits for clarity. Outdated language pertaining to responsible parties for air traffic restrictions was updated with reference to the Domestic Events Network (DEN) Air Traffic Security Coordinator (ATSC). New subparagraph c5(d) was relocated from JO 7610.4, paragraph 14-2-1. This change also adds a reference to JO 7610.4, paragraph 14-2-1.
- 6. Procedures/Responsibilities/Action.** Amend FAA Order JO 7210.3CC by changing the following paragraph to read as follows:

5-1-1. ADVANCE COORDINATION

NOTE—

Presidential aircraft and entourage, referred to herein, include aircraft and entourage of the President, the Vice President, or other public figures designated by the White House. These Parties may also be referred to as very important persons (VIP).

a. An advance survey group comprised of representatives of the Office of the Military Assistant to the President, the U.S. Secret Service (USSS), the White House Staff, and a Presidential Advance Agent may visit each location the Presidential aircraft will transit. The visit is normally made several days in advance of the trip to determine security aspects and the availability of supporting services. On this visit the group may meet with the airport operator, the air traffic manager (ATM), and other interested parties. Based on the evaluation by this group, a decision is made on the use of the airport, and further coordination is planned for the advance group as described in subparagraph b.

b. The advance group, comprised of representatives of the same organizations stated in subparagraph a, will meet with the same airport elements to complete security measures and supporting services and determine the necessary restrictions to air traffic operations before the arrival and the departure of the Presidential aircraft and while the Presidential entourage is on the airport. The security provisions may include stationing a guard in the tower cab or at the tower entrance and maintaining two-way communications between the control tower and agents on the ground. This meeting will be held several days in advance of the planned arrival of the Presidential aircraft. The advance group has been requested to have all elements of the group coordinate with the FAA simultaneously.

c. In addition to the responsibilities described in this paragraph, additional advance coordination requirements and information are located in JO 7610.4. Responsibilities include the following:

REFERENCE-

JO 7610.4, Special Operations, para 14-2-1, Advance Coordination.

- 1.** The ATM must appoint an air traffic supervisor to serve as coordinator who will be responsible for attending all meetings and briefing all affected personnel. Additionally, the coordinator must brief the ATCSCC, the appropriate ARTCC, and other affected ATC facilities within their jurisdiction of any traffic delays or restrictions.
- 2.** All advance coordination must be documented, with special attention given to routes, radio frequencies, and assigned transponder codes. This documentation must be made available to the personnel on duty who will be handling the Presidential movement.
- 3.** The meeting must be attended by the ATM, the coordinator, and, if available, the supervisory specialist(s) who will be on duty and directly involved in the control of airport traffic during the arrival and departure, and while the Presidential entourage is on the airport.
- 4.** The ATM must take whatever steps are necessary to ensure that the Presidential flight, Presidential support aircraft, and entourage are given priority. Restrictions will be placed upon normal air traffic operations to provide priority unless directed otherwise by the Domestic Events Network (DEN) Air Traffic Security Coordinator (ATSC). Air traffic personnel must be guided by the determinations of the advance group and must cooperate to the maximum extent possible.
- 5.** The ATM must also consider the following measures:
 - (a)** Employing air traffic control techniques to temporarily adjust (e.g., change runway configurations) or suspend the movement of traffic to accommodate the arrival and departure of the Presidential aircraft; and while the Presidential entourage is on the airport.
 - (b)** Requesting traffic, by NOTAM (separate from the TFR NOTAM), to voluntarily conform to restrictions in the vicinity of an airport. The NOTAM must give the approximate time of the restrictions and should be cleared by the advance group. It must avoid any reference to presidential activities and must be issued at least 8 hours in advance.

EXAMPLE-

ALL TRAFFIC CAN EXPECT DELAYS FROM (date/ time) TO (date/time) AND FROM (date/time) TO (date/time).

(c) The time will normally be 15 minutes before to 15 minutes after the arrival and the departure time.

(d) Advising airport management to ask aircraft operators to consider pre-positioning to other airports outside of the TFR area while the TFR is in effect in order to reduce the economic or other adverse impacts to those users.

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

8. Background. Procedures for advance coordination of Presidential visits located in JO 7210.3, Facility Operation and Administration, paragraph 5-1-1, and JO 7610.4, Special Operations, paragraph 14-2-1 contain some duplicative language and have been in need of updates and improved alignment. This change will keep JO 7210.3, paragraph 5-1-1 intact, with updates and edits for clarity, and add some relocated procedures from JO 7610.4, paragraph 14-2-1. In a separate change, duplicative language in JO 7610.4, paragraph 14-2-1 is deleted (with the exception of the opening NOTE) and the paragraph modified to include updated sensitive information pertinent to the advance coordination of Presidential visits.

**GARY W
MILLER**

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W MILLER
Date: 2021.12.16
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Gary Miller
Director, System Operations Security
Federal Aviation Administration
Air Traffic Organization