

NOTICE

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

N JO 7400.34

Effective Date:
December 30, 2016

Cancellation Date:
September 30, 2017

SUBJ: Development of Launch or Reentry Vehicle Operator and Site Operator Letters of Agreement (LOA)

- 1. Purpose of this Notice.** This notice is issued to replace N JO 7400.32, same subject. This notice transmits guidance that each Launch or Reentry Vehicle Operator and Site Operator LOA must be coordinated and reviewed by Mission Support Services, Airspace Policy Group, AJV-11.
- 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. Explanation of Policy Change.** This notice establishes Mission Support Services, Airspace Policy Group (AJV-11) as the point of contact (POC) for facilitation of Launch or Reentry Vehicle Operator and Site Operator LOA development and signature. AJV-11 will facilitate coordination with the Air Traffic Control System Command Center (ATCSCC) Space Operations Office (AJR-11), Air Traffic facility or facilities having jurisdiction over the airspace where the launch or reentry will take place and the Office of Commercial Space Transportation (AST). AJV-11 will ensure that all comments received from coordinated parties are considered appropriately before having the LOA signed by the proponent(s), Air Traffic facility or facilities and ATCSCC. AJV-11 will communicate the progress, status, and any issues to ATO management and others as appropriate.
- 5. Procedures/Action.** FAA JO 7400.2, Procedures for Handling Airspace Matters, paragraphs 31-3-1, Responsibilities; 31-3-3, LOA Coordination; 31-4-1, Responsibilities; 31-4-3, LOA Coordination and 31-4-4, Launch and Reentry Site Process are in the process of being changed. AJV-11 becomes the facilitator for LOA development in the ATO and is now the primary point of contact for LOA coordination with the AST POC. In addition, AJV-11 will facilitate the necessary LOA coordination and signature with ATC facilities and Service Centers, AJR-11, and the launch or reentry vehicle or site operator. In paragraph 31-3-5, AJR-11 serves as the ATO Commercial Space POC for Launch or Reentry Operations.
- 6. Distribution.** This notice is distributed to the following ATO service units: Air Traffic Services, Mission Support Services, and System Operations Services; the Office of ATO Safety and Technical Training; the Air Traffic; the William J. Hughes Technical Center; and the Mike Monroney Aeronautical Center.
- 7. Background.** Paragraph 31-3-1 c. states that, with regard to airspace management, 14 CFR 400 requires license and permit applicants to complete a LOA with the ATC facility having jurisdiction over the airspace where the launch or reentry will take place. AJV-11 is now the coordination and

review authority within the ATO and will act as the primary point of contact with AST, ATC facilities, Service Centers and AJR-11.

Original signed by Heather Hemdal
Heather Hemdal
Director, Air Traffic Procedures, AJV-8
Air Traffic Organization

12-1-2016

Date Signed