

NOTICE

U.S. DEPARTMENT OF TRANSPORTATION FEDERAL AVIATION ADMINISTRATION

Air Traffic Organization Policy

N JO 7400.36

Effective Date:
December 12, 2018

Cancellation Date:
August 15, 2019

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 FAA Notice JO 7400.35, Development of Launch or Reentry Vehicle Operator and Site Operator Letters of Agreement. This notice transmits guidance that each Launch or Reentry Vehicle Operator and Site Operator LOA must be coordinated and reviewed by Mission Support Services, Service Center Operations Support Groups.
- 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 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. Explanation of Policy Change.** This notice establishes Mission Support Services, Service Center Operations Support Groups (OSGs) as the points of contact (POC) for facilitation of Launch or Reentry Vehicle Operator and Site Operator LOA development and signature. The OSGs will facilitate coordination with the Air Traffic Control System Command Center (ATCSCC) Space Operations Office (AJR-1100), ATC facility(s) having jurisdiction over the airspace where the launch or reentry will take place, and the Office of Commercial Space Transportation (AST). The OSGs will ensure that all comments received from coordinated parties are considered and adjudicated appropriately before having the LOA signed by the proponent(s), Air Traffic facility or facilities, and the ATCSCC AJR-1100. The OSGs will communicate the progress, status, and any issues to ATO management and others as appropriate.
- 5. Procedures/ Action.** FAA Order 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. The OSGs have assumed the role of facilitator for LOA development in the ATO and are now the primary point of contact for LOA coordination with the AST POC. In addition, the OSGs will facilitate the necessary LOA coordination and signature with ATC facility(s), ATCSCC AJR-1100, and the launch or reentry vehicle or site operator. ATCSCC AJR-1100 is the ATO Office of Primary Responsibility (OPR) for launch and reentry operations across the NAS. As the OPR, ATCSCC AJR-1100 must work closely with air traffic facilities when developing all site and vehicle LOAs. ATCSCC AJR-1100 reviews proposed sites and planned operations to identify potential impacts to the NAS.

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 Safety Oversight Service; the Office of Commercial Space Transportation; 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(s) having jurisdiction over the airspace where the launch or reentry will take place. The ATO Service Center OSGs are now the coordination and review authority within the ATO and will act as the primary point of contact with AST, ATC facility or facilities, and AJR-1100.



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12/10/18

Date Signed