

# NOTICE

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

N JO 7210.942

**Effective Date:**  
February 20, 2023

**Cancellation Date:**  
April 20, 2023

**SUBJ:** Local Conferences

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- 1. Purpose of This Notice.** This notice amends FAA Order JO 7210.3CC, Facility Operation and Administration, paragraph 4-2-1, Local Conferences by adding new guidance concerning ATC coordination with operations on airports that may not be transponder-equipped, are not specifically controlled by ATC, and may significantly impact air traffic operations, such as soaring/glider and Unmanned Aircraft Systems (UAS) operations.
- 2. Audience.** This notice applies to the following Air Traffic Organization (ATO) service units: Air Traffic Services, Mission Support Services, System Operations Services, Safety and Technical Training, and all associated air traffic 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/](https://employees.faa.gov/tools_resources/orders_notices/) and the air traffic publications website at [http://www.faa.gov/air\\_traffic/publications/](http://www.faa.gov/air_traffic/publications/).
- 4. Explanation of Policy Change.** In addition to the requirement for Air Traffic Managers to call local conferences when needed, this change clarifies the requirement to coordinate as needed with local on-airport operators and the Flight Standards District Office to increase awareness and understanding of local operations and safety challenges, especially those operations that may not use transponders. It retitles paragraph 4-2-1; splits the existing subparagraph 4-2-1a into subparagraphs 4-2-1a and 4-2-1b; and renumbers the existing subparagraph 4-2-1b as subparagraph 4-2-1c.
- 5. Action.** Amend FAA Order JO 7210.3CC by changing the following paragraph to read as follows:

#### **4-2-1 LOCAL COORDINATION/CONFERENCES**

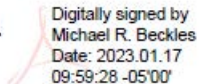
- a.** The Air Traffic Manager (ATM) must coordinate with local airport operators (e.g., soaring clubs, UAS operators, skydiving clubs) and local Flight Standards District Offices to increase awareness and understanding of local operations (especially non-transponder) and safety challenges.
- b.** The ATM must also convene conferences, as often as important local problems warrant, for discussing and clarifying facility operational matters. Use discretion before making any policy commitments.
  - 1.** Following these conferences, take appropriate action within your jurisdiction.

2. Send two copies of the minutes, or a summary, of each local conference to the appropriate Service Area office and one to each conference member.

c. If a general conference is needed to discuss problems and subjects of a broader nature than those suitable for a local conference, forward such recommendation to the appropriate General Manager.

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

Michael R.  
Beckles

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Michael R. Beckles  
Date: 2023.01.17  
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Michael R. Beckles  
Director (A), Policy, AJV-P  
Air Traffic Organization