



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

**ORDER
JO 1030.1A**

Effective Date:
12/10/08

SUBJ: Air Traffic Organization Safety Guidance (ATO-SG)

- 1. The Purpose of This Order.** This order establishes a method and process for providing new and revised national and Service Unit specific guidance material to the Air Traffic Organization (ATO) pertaining to the ATO Safety Management System (SMS). New and/or revised guidance will supplement existing orders, directives, guidance and materials to include ATO Order JO 1000.37 and the SMS Manual Version. Information contained in each ATO Safety Guidance (ATO-SG) will be included in existing orders, directives, and materials as they undergo scheduled updates. As ATO-SGs are incorporated into permanent materials, they will be cancelled. Attachment 1 and Attachment 2 of this order provide the process for developing and dispersing an ATO-SG (*Attachment 1: Safety Guidance Preparation and Process*) and the ATO-SG Template (*Attachment 2*).
- 2. Audience.** All ATO personnel, AOV and Safety Personnel in other FAA Lines of Businesses.
- 3. Where Can I Find This Order.** You can find this order on MyFAA employees website at https://employees.faa.gov/tool_resources/orders_notices this order is also available on the Federal Aviation Administration (FAA) public Internet website at http://atoexperience.faa.gov/safety/files/sms/ATO-SG_1030.1A.pdf. ATO Office of Safety will number and date each ATO-SG and list the ATO-SGs in ascending order on the ATO Experience Office of Safety web site. All national ATO-SGs will be numbered in sequential order beginning with the fiscal year (FY). All Service Unit specific ATO-SGs will be numbered sequentially by Service Unit following the Service Unit's specific identifying letter (i.e. ATO – E, R, T and W) and fiscal year. For example, the first FY09 Terminal Services specific ATO-SG would be numbered ATO-SG T: 09_01). All active, cancelled and superseded ATO-SGs will be housed on the ATO Experience Office of Safety website.
- 4. Cancellation.** FAA Order JO 1030.1, Air Traffic Organization Safety Guidance, dated May 13, 2008 is canceled.
- 5. Authority to Change This Order.** The Chief Operating Officer has delegated the authority to amend or cancel this order to the Vice President of ATO Office of Safety.
- 6. Action.** All ATO personnel involved in promulgating changes to the NAS and all ATO Safety Engineers, Safety Managers, and Safety Directors must become familiar with the contents of each National ATO-SG. All Service Area Directors must ensure that their employees are aware of and apply all National ATO-SGs and applicable Service Unit ATO-SGs.
- 7. Safety Guidance Preparation Process.** The process for creating an ATO-SG is detailed in Attachment 1 and must be followed by ATO-S and the Service Units when preparing /revising Safety Guidance.

8. Background. ATO-SGs contain guidance regarding the processes and procedures applicable to the safety of the National Airspace System (NAS). An ATO-SG may provide information alone or in combination of information and guidance material or recommended actions to be taken by the ATO toward meeting the requirements of directives such as ATO SMS Order JO 1000.37 and FAA Order 1100.161 and applicable Service Unit orders/directives.

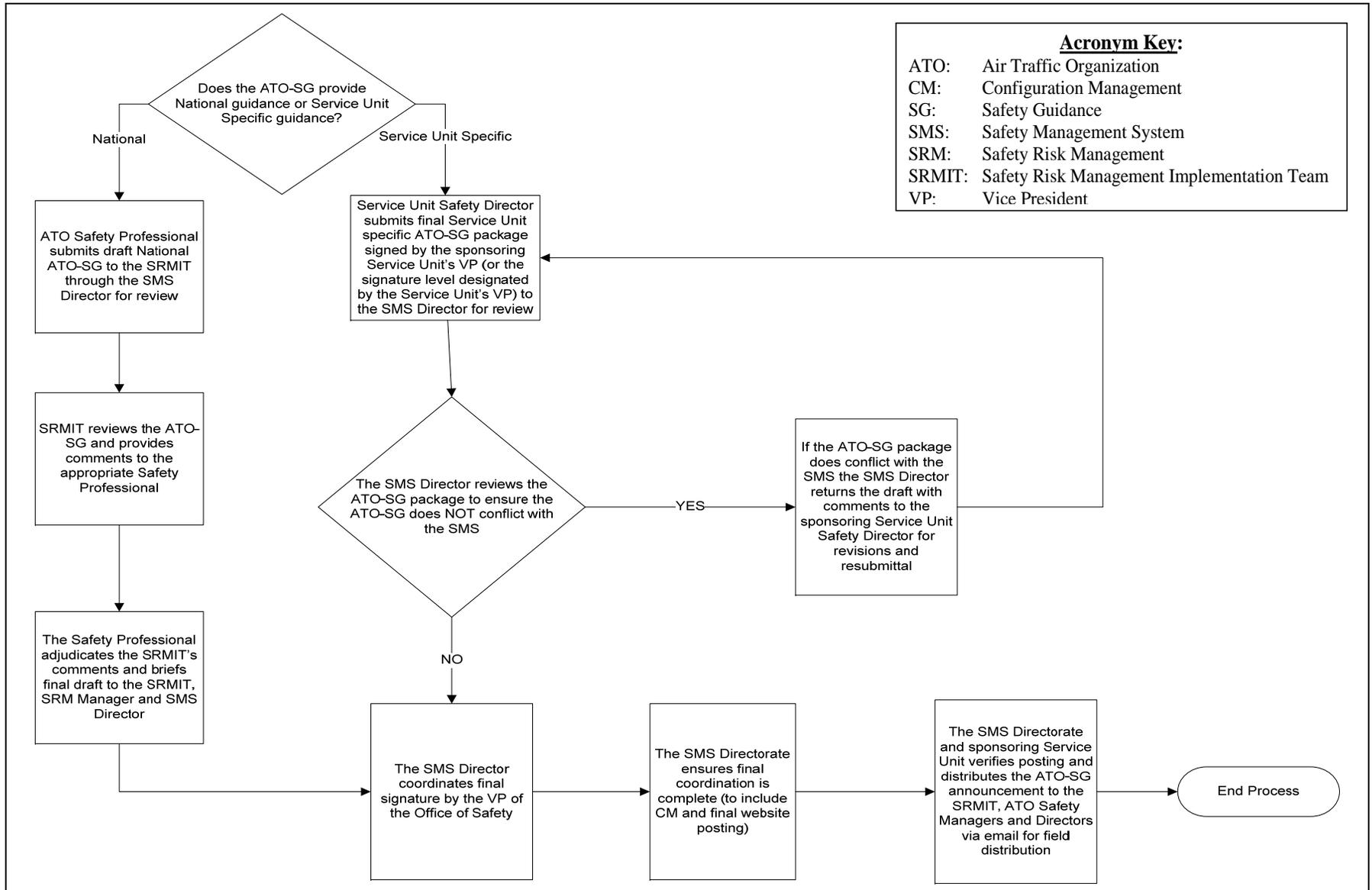
9. Announcement of ATO Safety Guidance. ATO Office of Safety will post all ATO-SGs on the ATO-Experience Office of Safety website. As new material is posted all registered “ATO Safety Guidance Email Alert System” participants will receive an email alert regarding the new posting. All persons with a “FAA.GOV” email address can register to receive ATO Safety Guidance Email Alerts by visiting http://atoexperience.faa.gov/safety/index.php?option=com_contentalerts&Itemid=119. ATO-SGs will be posted on the ATO Experience Office of Safety website within 5 business days of approval.

10. Distribution. This order is distributed to the division level in Washington, regions, and centers, and a limited distribution to field offices and facilities.



Robert Tarter
Vice President, Office of Safety

Attachment 1. Safety Guidance Preparation and Process



Acronym Key:

ATO:	Air Traffic Organization
CM:	Configuration Management
SG:	Safety Guidance
SMS:	Safety Management System
SRM:	Safety Risk Management
SRMIT:	Safety Risk Management Implementation Team
VP:	Vice President

Attachment 2. ATO Safety Guidance Template



U.S. Department
Of Transportation

**Federal Aviation
Administration**

ATO-SG

Safety Guidance

SG (E, R, T, W): FY-XX
Date:

Air Traffic Organization
Name of Service Unit

SUBJECT:

- 1. PURPOSE.** State the purpose of the guidance.
- 2. DISTRIBUTION.** Outline which Service Units, Lines of Business and/or industry to which the guidance is applicable.
- 3. BACKGROUND.** Provide brief background summary to why the guidance is needed.
- 4. DISPOSITION.** Define whether or not the guidance constitutes a change any requirements contained in FAA orders, manuals, etc.
- 5. POLICY/GUIDANCE.** Provide policy/guidance summary to what the ATO-SG is requiring.

Additional ATO Safety Guidance sections may include:

PROCEDURES. Define procedures necessary to be in compliance with the guidance.

ASSUMPTIONS.

EFFECTIVE DATE. Define effective date and guidance for operating within a transition period

ATTACHMENTS. List and briefly describe attachments