

**ORDER**

**DEPARTMENT OF TRANSPORTATION  
FEDERAL AVIATION ADMINISTRATION**

*Office*

1100.144

3/22/77

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**SUBJ: ATC FIELD ORIGINATED OPERATIONAL CASE FILES**

- PURPOSE.** This Order advises all concerned of the implementation of revised case file processing procedures to be used by air traffic facilities, Regional Air Traffic Divisions, the ATC Automation Division, and the ATC Operations and Procedures Division.
- DISTRIBUTION.** This Order is distributed to the branch level in the Air Traffic Service and the Airway Facilities Service Configuration Management Staff in Washington Headquarters; Regional Air Traffic Divisions, Air Traffic Systems Division at NAFEC; the FAA Academy; and all Air Traffic field offices and facilities.
- ACTION.** The procedures are defined in Appendix 1 of this Order and shall apply to all air traffic case files submitted against the NAS En Route Stage A and terminal ARTS III Operational Programs. Current procedures (Orders 1800.8D and 1100.134A) remain in effect for all other case files.
- BACKGROUND.** The procedures contained in this Order have been in use for two system cycles and discussions with regional and Headquarters personnel indicate that these procedures have been highly effective and should be permanent.

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Distribution: WAT-3; AAF-4; PMAT-2  
 NTS-3; CAY-3; FAT- (normal)

Initiated By: AAT-330

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## APPENDIX 1. CASE FILE PROCESSING PROCEDURES

### 1. GENERAL.

- a. Facilities shall continue present method of handling case files per Orders 1100.134A and 1800.8D.
- b. Regional Air Traffic Divisions shall:
  - (1) Continue to process case file through the interregional review process per Order 1100.134A, paragraph 22(2)(a).
  - (2) Insure that AAT-500 receives copies of revised case files to accommodate accurate status accounting at the national level.
  - (3) Maintain regional case file status accounting systems.
- c. Case files originated by field facilities against en route and terminal operational programs for systems subsequent to A3d2.4 and AO.13 will not be submitted for NCP/CCD processing until packaged for a specific system.

### 2. CALL FOR SOFTWARE REQUIREMENTS.

- a. AAT-300 shall distribute a semi-annual "call" in March and September each year to regional Air Traffic Divisions and appropriate Air Traffic Divisions and Staffs in Washington Headquarters.
- b. The "call" will specify the number of case files allowed each region and identify whether priorities will be assigned via a meeting or by mail vote. If appropriate, the "call" will specify the location where the meeting is to be held.

### 3. REGIONAL CASE FILE SUBMISSION. Regions shall submit to AAT-300 the following:

- (1) List of case file candidates
- (2) Copy of each case file
- (3) Names of specialists, if appropriate, that will be attending the meeting.

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4. NATIONAL CASE FILE LIST.

- a. AAT-300 shall develop an En Route and Terminal list from all submissions and distribute it to all regions and appropriate Air Traffic offices as follows:
  - (1) As an agenda for National Case File Meeting with specific time limitations for presentation/discussion on each case file, or
  - (2) Instructions to rank the case files in the order of preference and forward the ranked list to AAT-300 via mail.

5. NATIONAL CASE FILE MEETING.

- a. AAT-300 will convene a meeting at the specified location to decide upon the merits of each case file submitted. Each attendee will be expected to participate in the meeting and provide an indepth presentation on the operational merits of each case file. In the event of duplicate submissions, the originating region will be responsible for presenting the case file. The agenda will depict presentation responsibilities for each case file.
- b. Regional Air Traffic Divisions shall assign primary responsibility for participation in the National Case File Meeting to either their Procedures or Operations Branch.
- c. AAT-300 may submit case files as agenda items which could be either eligible for regional prioritizing or as notification of the Air Traffic Service's intent to package them for a future system. In any case, the agenda will reflect the category of the AAT-300 submitted case files.
- d. Each regional representative, at the conclusion of each case file presentation, shall assign it a numerical value between zero and nine depending upon its operational importance.
- e. AAT-300 or his designee shall act as chairman of the meeting.

6. NATIONAL CASE FILE PRIORITY LISTS.

- a. The en route and terminal lists will contain all case files considered for this "call" and will be sequenced in priority order.
- b. AAT-300 shall distribute the lists to all regions and appropriate offices.

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- c. The lists will identify each case file in its order of priority.
- d. AAT-300 shall submit the lists to AAT-500 at least 60 days prior to the scheduled date of the packaging meeting.

7. PACKAGING MEETING.

- a. AAT-500 will conduct a formal packaging meeting and identify which case files will be in the subsequent system. Priority shall be given to those case files in the order of their assigned priority. Some manipulation of the priority list may be required depending on available resources and other national requirements.
- b. AAT-500 shall publish an En Route and Terminal list of the packaged case files.
- c. Regional Air Traffic Divisions shall, upon receipt of the lists of packaged case files, decide what action, if any, they will take on those case files not packaged, e.g., cancel, rewrite/consolidate, resubmit next cycle, etc.

8. A PLAIN LANGUAGE DESCRIPTION. A plain language description of each operational case file packaged shall be distributed by AAT-300 within 60 days of packaging decision.

9. PROCEDURAL CHANGES. Procedural changes resulting from packaged case files will be distributed to the field by AAT-300 within 60 days of delivery of the plain language description.

FIGURE 1.

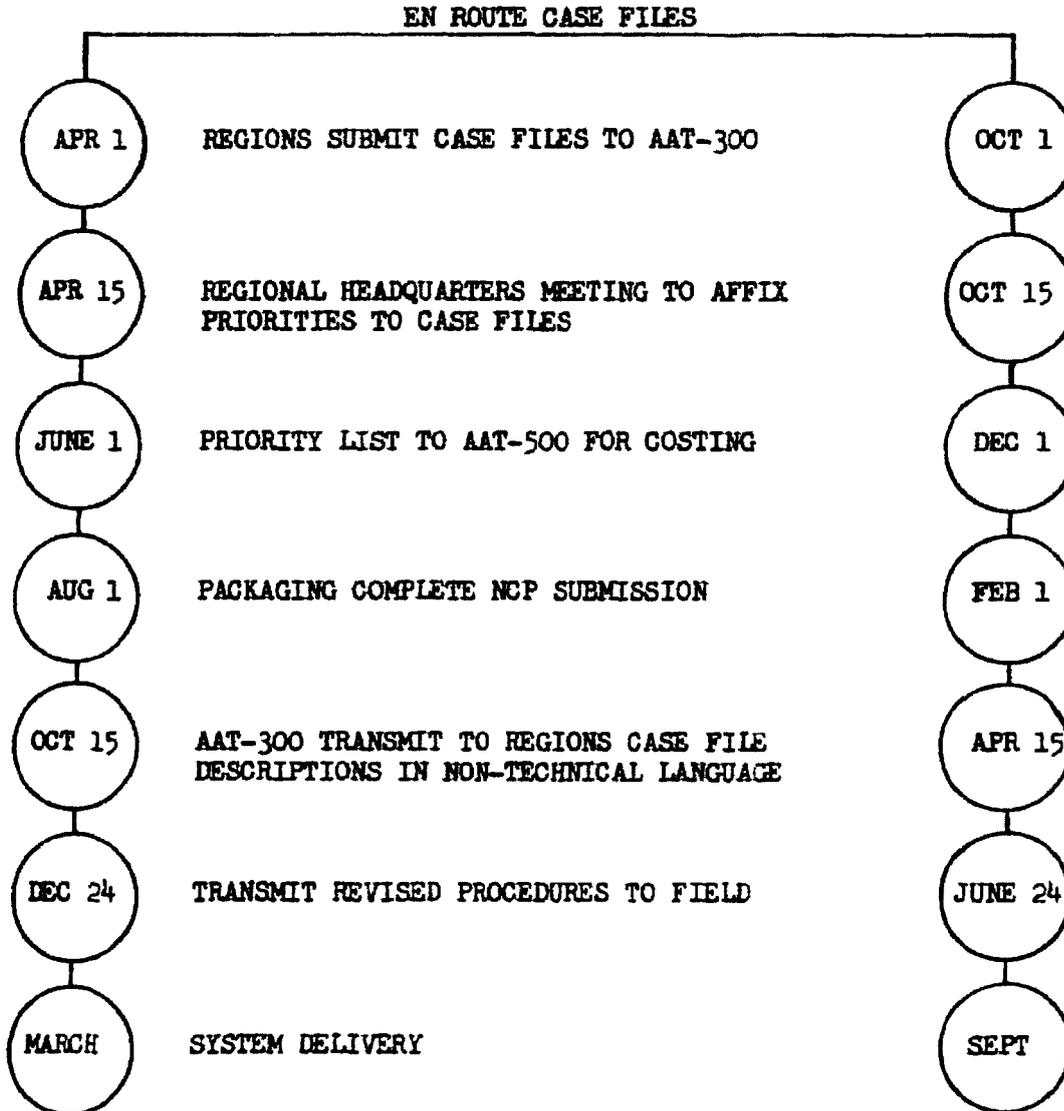


FIGURE 2.

TERMINAL CASE FILES

