



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

ORDER
JO 7000.5D

Effective Date:
March 30, 2016

SUBJ: Procedures for Submitting Changes to Air Traffic Control Publications

1. PURPOSE OF THIS ORDER. This order establishes procedures for submitting changes to Air Traffic Control publications that are administered by the Air Traffic Organization (ATO), Air Traffic Procedures (AJV-8) directorate. This order outlines processes that Offices of Primary Responsibility (OPR) or their designated representatives must follow to ensure modifications are accurately and efficiently incorporated into the appropriate publication(s).

2. AUDIENCE. This order applies to agency personnel that support an OPR as described herein.

3. WHERE TO FIND THIS ORDER. This order is available on the FAA websites at http://faa.gov/air_traffic/publications and http://employees.faa.gov/tools_resources/orders_notices/.

4. WHAT THIS ORDER CANCELS. FAA Order 7000.5C, Submissions for Air Traffic Publications, dated October 18, 2001, is canceled.

5. BACKGROUND. The Air Traffic Procedures directorate supports the ATO and other entities by processing changes to be incorporated in the publications listed in Appendix A. These publications are updated and maintained by AJV-8 and are made available electronically and widely distributed in print.

6. PROGRAM PROCEDURES. The following procedures must be adhered to effect changes to the publications listed in Appendix A. In addition, AJV-8 will assist Operational Service Units to process numerous Orders, as stipulated in Appendix B.

a. Submission Cutoff and Effective Dates.

1. Publishing dates vary according to the publication.
2. Refer to the cutoff dates as stipulated in the specific publication you intend to change. The change must then be submitted via the AJV-8 electronic mailbox at 9-AJV-8-HQ-Correspondence@faa.gov (later referred to as the MAILBOX).
3. Submit *Publication Ready Changes* on or before the cutoff date for inclusion in the publication. A *Publication Ready Change* is one that meets the criteria highlighted in Paragraph 6.c.2 of this order.
4. For orders/directives that are not on a normal publication cycle AJV-8 will work with the OPR to meet a desired publication date.

Distribution: Electronic

Initiated By: AJV-8

b. Authorization for Submission.

1. A publication's OPR is authorized to submit changes to a publication. Editorial changes (such as misspelled words, typographical errors, changes in address, phone numbers, routing symbols, etc.), may be submitted by any organization.
2. Changes to publications by an entity other than the OPR must first be coordinated and approved by the OPR.

NOTE—

While existing orders pertaining to Directives Management (FAA Order 1320.1 and FAA Order 1320.62) only allow for the establishment of one OPR, the ATO recognizes there are numerous orders and manuals (for example FAA Order 7210.3, FAA Order 7340.1 AIM, AIP, all listed in Appendix A) where various FAA organizations are responsible for the content. Therefore, the term Content Owner is conceived to differentiate the responsibilities. For the purposes of this order only, a Content Owner is deemed to have the full authorization of an OPR to modify or revise sections of the above mentioned orders and manuals that pertain directly to their Line of Business.

c. Submit Changes/Material as Follows:

1. With the exception of those Orders/Publications listed in Appendix B, all changes must be submitted to the MAILBOX using the Document Change Proposal (DCP) template. (Refer to Appendix C, Document Change Proposal Template and Appendix D, Instructions for Completing a DCP).

NOTE—

A DCP is not required if the publication is being rewritten in its entirety. In such cases, submit the rewrite to the MAILBOX as a Word document. Afterwards, the Publications specialists will make the appropriate changes to the order.

2. The AJV-8 Publications Coordinator, within the Air Traffic Standards and Procedures group, must receive the following documentation via the MAILBOX, for review, before changes will be submitted to the AJV-8 publications team:
 - a. Completed coordination with stakeholders (in accordance with FAA Order 1320.62) in the form of a signed Clearance Record.
 - b. Appropriately coordinated and signed Safety Management System (SMS) documentation.
 - c. Final, signed DCPs; send both Word document and PDF format copy of the DCP.
3. In most cases, submit a separate, signed, DCP for each paragraph that is to be changed. In cases where a single change spans multiple paragraphs in the same Order, you may combine multiple paragraphs on one DCP form. If the submitted change alters the naming/numbering convention of remaining paragraphs, indicate this information on the

DCP. If the Index of a publication requires a change/deletion, also indicate this information on the DCP.

4. An editorial change such as a misspelled word, typographical error, address change, routing symbol change, etc., does not require a DCP. Due to the nature of the change, submit email requests directly to the MAILBOX.
5. All graphics submitted for inclusion must be of high quality and in camera-ready form. This means it is in the right form and of good enough quality to be reproduced photographically onto a printing plate. Acceptable formats include: PDF, JPEG, TIFF, or BMP. The graphic must be submitted as a separate attachment, cannot be embedded within the document and may be submitted in color or black and white.

NOTE—

In most cases, if you make a change to the AIM, you must also make a change to the AIP. The AIP is the international version of the [domestic] AIM and should be synched when possible. A separate DCP is required for each change.

7. RESPONSIBILITIES. The processing, coordination, and publishing of DCPs are delegated to Air Traffic Procedures (AJV-8).

a. AJV-8 must:

1. Establish and maintain a process for submitting changes, updates, and material to the publications listed in Appendix A.
2. Review incoming documentation to ensure that procedures are followed for efficient and expeditious processing.
3. Ensure submission complies with process requirements.
4. Evaluate operational impact on other Air Traffic Control orders and other publications, like the Aeronautical Information Manual and Aeronautical Information Publication.
5. Ensure the submitter is the publication's OPR, or has the OPR's approval for the change submitted.
6. Ensure appropriate SMS documentation is provided.
7. Return requests to the OPR that do not meet the procedures stated, herein, with a clear statement of what is needed to process the changes.
8. Provide the OPR with the draft layout for review prior to finalizing for print.
9. Submit proposed change documents to FAA Field facilities and other stakeholders for a 45 day comment/review period.
10. Coordinate the printing and publishing efforts with the appropriate offices to ensure timely publication of changes.
11. Prepare applicable publications for printing and distribution by the Government Printing Office.

12. Prepare and post a PDF version of publication(s) online in accordance with delivery dates as stipulated in the specified orders. Based on those timelines, the publications can be accessed online at the following websites: http://faa.gov/air_traffic/publications and http://employees.faa.gov/tools_resources/orders_notices/.

b. The Office of Primary Responsibility (OPR) must:

1. Ensure all changes to publications are submitted in accordance with the procedures specified in this order and Directives Management Orders FAA Order 1320.1 and FAA Order 1320.62.
2. Notify Air Traffic Standards and Procedures Support Group (AJV-81) of any change in OPRs. A change in OPR requires proper collaboration and mutual concurrence amongst affected entities.
3. Review all drafts to ensure that changes have been accurately captured and are presented in the document as intended. During this phase the OPR must ensure that a thorough Plain Language Review is conducted in accordance with FAA Order 1320.6, Paragraph 4-5, Preparing the Draft Directive.
4. Provide concurrence within the timeframe designated. If you do not approve of the presented layout, please send an email to the MAILBOX immediately with your non-concurrence and suggested change(s).
5. Ensure SMS Compliance as stipulated in the current version of the ATO SMS Manual.
6. Notify AJV-81 which organizations to coordinate with on the proposed change by checking the appropriate boxes on the Coordination Cover Sheet (ATO DCP Form 3101-2).
7. Adjudicate all comments received from reviewers.
8. Resolve any non-concurrences with contesting Subject Matter Expert or office.
9. Ensure Union notification, as applicable. (the OPR has the responsibility of engaging any impacted Union(s) as appropriate, based on any existing FAA agreements).

Original signed by Heather Hemdal
Director, Air Traffic Procedures
Air Traffic Organization

Date: 3/21/16

Appendix A Publications for which Air Traffic Procedures (AJV-8) has a Publications Requirement

FAA Order 7110.65	Air Traffic Control
FAA Order 7340.2	Contractions
FAA Order 7210.3	Facility Operations and Administration
FAA Order 7110.10	Flight Services
FAA Order 7350.9	Location Identifiers
FAA Order 7400.2	Procedures for Handling Airspace Matters
FAA Order 7930.2	Notices to Airmen (NOTAM)
FAA Order 7610.4	Special Military Operations
AIM	Aeronautical Information Manual
AIP	Aeronautical Information Publication United States of America
PCG	Pilot/Controller Glossary
NTAP	Notices to Airmen Publication (Domestic/International)

Appendix B. Publications for which Air Traffic Procedures (AJV-8) Provides Processing Assistance to Other Operational Service Units

1. RESPONSIBILITIES:

- a. In order to ensure consistency in the processing of Orders listed in this Appendix, AJV-8 agrees to provide the following services:
 1. Review and compare with other similar orders for language consistency and format.
 2. Evaluate any operational impact on other Air Traffic Orders and publications.
 3. Submit the draft Order for coordination to those Lines of Business (LOB) the OPR has identified.
 4. Validate stakeholder coordination list within 10 days of receipt of KSN notification.
 5. Forward all comments to the OPR for adjudication.
 6. Post and/or publish the Order accordingly.

- b. The OPR retains the responsibilities and authority designated by FAA Order 1320.1 and FAA Order 1320.62. Also, the OPR has the responsibility of engaging any impacted Union(s) as appropriate, based on any existing FAA agreements.

2. ORDERS/PUBLICATIONS:

FAA Order 7450.1	Special Use Airspace Management System
FAA Order 3400.20	Individual Performance Management (IPM) for Operational Personnel
FAA Order 7210.57	Traffic Counting, Reporting, and Processing for Determining Facility Classification Levels
FAA Order 7200.20	Voluntary Safety Reporting Program (VSRP)
FAA Order 7210.632	Air Traffic Organization Occurrence Reporting
FAA Order 7210.633	Air Traffic Organization Quality Assurance Program
FAA Order 7210.634	Air Traffic Organization (ATO) Quality Control
FAA Order 3000.24	ATO Terminal Automation Specialist Training
FAA Order 7110.67	Air Traffic Management Security Services for Special Activities
FAA Order 7220.4	FAA Certification of Pilot Weather Briefing
FAA Order 7000.6	Identification and Notification of Differences between ATO Products and Services and ICAO Documents
FAA Order 7110.315	Mobile Airport Traffic Control Tower Siting Criteria

Appendix C. Document Change Proposal (DCP) Template

[REDACTED]
DOCUMENT CHANGE PROPOSAL/BRIEFING SHEET

ORDER/PUBLICATION: [REDACTED] TRACKING #: [REDACTED]

CHANGE: [REDACTED]

EFFECTIVE DATE: [REDACTED]

HQ CONTROL LEAD/ROUTING: [REDACTED] () [REDACTED]

HQ SPECIALIST/ROUTING: [REDACTED] () [REDACTED]

FIELD OFFICE CHANGE INITIATOR: [REDACTED] () [REDACTED]

1. PARAGRAPH NUMBER AND TITLE:

[REDACTED]-[REDACTED]-[REDACTED]. [REDACTED]

2. BACKGROUND: [REDACTED]

3. EXPLANATION OF CHANGE: [REDACTED]

4. CHANGE:

OLD

NEW

No further changes to paragraph.

5. INDEX CHANGES: [REDACTED]

6. REFERENCE CHANGES: [REDACTED]

7. GRAPHICS: [REDACTED]

8. GENOT/NOTICE: [REDACTED]

9. SAFETY RISK MANAGEMENT: (Check appropriate box).

- SRMD. Proposed change meets full SMS requirements for safety risk assessment.
- SRMDM. Proposed changes have no positive or negative effect on safety risk and are not intended as a mitigation to an existing hazard, as highlighted in the Safety Management System Manual Version 4.0, Paragraph 4.2.3.
- NO SAFETY DOCUMENTATION REQUIRED. The proposed change does not meet the requirements for performing a Safety Analysis as highlighted in the Safety Management System Manual Version 4.0, Paragraph 3.1.2.

10. ICAO DIFFERENCES: YES NO

[REDACTED]

Date: [REDACTED]

Appendix D. Instructions for Completing a DCP

- The DCP Template (ATO DCP Form 3101-01), highlighted in Appendix C, must be utilized for submitting changes to the following publications:
 - FAA Order 7110.65 Air Traffic Control
 - FAA Order 7210.3 Facility Operation and Administration
 - FAA Order 7110.10 Flight Services
 - FAA Order 7930.2 Notices to Airmen (NOTAM) (see exceptions at Appendix F)
 - FAA Order 7610.4 Special Operations
 - AIM Aeronautical Information Manual
 - AIP Aeronautical Information Publication United States of America
- The most common mistakes that result in the delay of processing DCPs are not:
 - Using the latest version of the directive/Order being changed in the **OLD** column.
 - Following the correct **bolding** and underlining guidelines in the **OLD** and **NEW** columns.
 - Capturing the correct charts or graphs within the change.
 - Having safety documentation completed.
- Throughout the DCP template, there are gray boxes that contain Drop-down List. Click on each box to select the activity that best facilitates your change request. The first box, below the title, contains three choices: INITIAL, FINAL DISPOSITION, FINAL DISPOSITION (INITIAL not required). Either of these is selected, based on the requirements of the submitting entity.

ORDER/PUBLICATION: Order Number or Title of Publication (7110.65, AIM, etc.)

CHANGE: Select either, Basic, [Change] 1, [Change] 2 or [Change] 3. For the AIP only, select: Amendment 1, Amendment 2 or Amendment 3.

TRACKING NUMBER: This is a KSN generated number that the AJV-8 specialist will populate.

EFFECTIVE DATE: Effective date of the Change/Basic based on the publication schedule.

HQ CONTROL LEAD/ROUTING: The name, routing symbol and telephone number of the responsible AJV-8 Manager is populated by the HQ Specialist who is prepares the form.

HQ SPECIALIST/ROUTING: The name, routing symbol and telephone number of responsible AJV-8 specialist.

FIELD OFFICE CHANGE INITIATOR: The name, routing symbol and telephone number of person who is responsible for processing the change for his/her organization with AJV-8.

Appendix D. Instructions for Completing a DCP

1. **PARAGRAPH NUMBER AND TITLE:**
 - a. Enter paragraph number in single digits in three boxes that are separated by dashes, e.g., 3-4-5. The boxes will also accommodate paragraphs with double digits, e.g., 3-4-12.
 - b. Enter the Paragraph title in the fourth box.
2. **BACKGROUND:** Enter a brief statement that describes how or what initiated the change. This information will be included in the briefing guide where applicable.
3. **EXPLANATION OF CHANGE:** Enter a brief statement to explain the change. This information will be included in the Explanation of Changes page.
4. **CHANGE:**
 - a. The *left* column is labeled **OLD** and contains paragraphs/subparagraphs current at the time of submission.
 - b. The *right* column is labeled **NEW** and contains the new, modified, or added paragraphs/ subparagraphs.
 - c. Paragraph numbers and titles must be included beneath the headers labeled **OLD and NEW**. Paragraph numbers and titles must be in **bold** print and must be **CAPITALIZED**.
 - d. Paragraphs and Subparagraphs must be aligned and numbers and letters must be in **bold** print. (e.g., **1.a.**)
 - e. If there is a deletion of any part of a paragraph, indicate this deletion by underlining the words/text you wish to delete in the **OLD** column.
 - f. The new information in the right column must be **underlined** and in **bold** print.
 - g. List only those paragraphs that are modified, added, deleted or not changed (see special circumstances).
 1. When you change the first few paragraphs from a section but you do not have to amend the remaining paragraphs, the statement *No further changes to paragraph* is significant to the process and must not be removed. This tells the reader that you did not make any amendments to the remaining paragraphs in the affected Order or Publication.
 2. When you do not change the preceding paragraph, but it is followed by another paragraph that must be changed, insert the unaffected paragraph in the **OLD** column then type the phrase No change in the **NEW** column. (see Page D5)
 - Changes to Phraseology, Notes, Examples, and References must follow the same format used for updating paragraphs.

Appendix D. Instructions for Completing a DCP - EXAMPLES:

Header and Paragraph

OLD	NEW
1-1-1. GENERAL	1-1-1. GENERAL

Modifying a Paragraph

c. This is how, <u>what currently appears in the order/publication, an old</u> paragraph is to be shown on a Document Change Proposal.	c. This is how a new paragraph is to be shown on a Document Change Proposal.
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Deleting portions of a Paragraph/Subparagraph

d. If there is to be a deletion <u>to a part of the paragraph</u> , show it in this manner.	d. If there is to be a deletion, show it in this manner.
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Deleting a Subparagraph

e. <u>If a subparagraph is to be deleted, show it in this manner.</u>	Delete
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Deleting an Entire Paragraph

<p><u>If a paragraph is to be deleted, show it in this manner- insert Delete in the New column, across from the paragraph header and each ensuing subparagraph.</u></p> <p><u>1-1-3 APPLICATION</u></p> <p>a. <u>Move away from conflicts.</u></p> <p>b. <u>Ensure normal behaviors thereafter.</u></p>	<p>Delete</p> <p>Delete</p> <p>Delete</p>
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Appendix D. Instructions for Completing a DCP

Renumbering Paragraphs

1-1- <u>3</u> thru 1-1- <u>13</u>	Renumber as 1-1- <u>2</u> thru 1-1- <u>12</u>
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Re-lettering Subparagraphs

<u>f.</u> through <u>j.</u>	Re-letter as <u>e.</u> through <u>i.</u>
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Adding a new Paragraph/Subparagraph

Add	<u>1-1-3. COMPLIANCE</u>
Insert 'Add' in this column, across from each paragraph or subparagraph. 'Add' is not underlined or bolded	<u>This is how a new paragraph is added to an order/publication.</u>

Complete Paragraph Deletion and Rewrite

<p><u>4-5-6.</u> Underline the entire paragraph when it must be deleted and rewritten with <u>dissimilar words, but you will maintain the same paragraph number.</u> Use the [off-set] example, in both columns below:</p> <p>Add</p>	<p>Delete</p> <p><u>4-5-6. The paragraph number is the same but the content is different. To avoid confusion, you must not align the new wording with the old paragraph content.</u></p>
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Deleting Items within a Table/Figure

Prefix	Branch	Prefix	Branch
A	U.S. Air Force	A	U.S. Air Force
C	U.S. Coast Guard	C	U.S. Coast Guard
G	Air or Army National Guard	G	Air or Army National Guard
R	U.S. Army	R	U.S. Army
VM	U.S. Marine Corps	VM	U.S. Marine Corps
VV	U.S. Navy	VV	U.S. Navy
CFC	Canadian Forces	CFC	Canadian Forces
CTG	Canadian Coast Guard		Delete

Appendix D. Instructions for Completing a DCP**Using No Change Option**

OLD	NEW
<p>2-2-4. DUTY FAMILIARIZATION AND THE TRANSFER OF POSITION RESPONSIBILITY</p> <p>a. Air traffic managers must determine which sectors or positions require “duty familiarization” for each shift and must provide a facility directive which specifies all sources of operational information which must be read and/or discussed as a part of the familiarization. Familiarizations should be scheduled within an 8-hour shift to the extent possible.</p> <p>b. Air traffic managers must determine which <u>sectors or positions</u> must maintain operational continuity through a transfer of position responsibility and must:</p> <p style="padding-left: 40px;">1. Review each <u>sector or position</u> and provide a tailored checklist which lists the equipment and the operational conditions which are likely to be a factor at that position. Checklists must be reviewed annually to ensure the <u>sector/position</u> checklist items are current.</p>	<p>2-2-4. DUTY FAMILIARIZATION AND THE TRANSFER OF POSITION RESPONSIBILITY</p> <p style="text-align: center;">No change</p> <p>b. Air traffic managers must determine which positions must maintain operational continuity through a transfer of position responsibility and must:</p> <p style="padding-left: 40px;">1. Review each position and provide a tailored checklist which lists the equipment and the operational conditions which are likely to be a factor at that position. Checklists must be reviewed annually to ensure the <u>position</u> checklist items are current.</p>
<p><i>No further changes to paragraph.</i></p>	

Appendix D. Instructions for Completing a DCP

5. **INDEX CHANGES**: Identifies terms that should be revised, added or deleted in the index.
 6. **REFERENCE CHANGES**: If this DCP applies to more than one order and/or publication, please reference it here in the space provided. This section is used a lot with the AIM and AIP since their data is paralleled.
 7. **GRAPHICS**: Each graphic should be submitted as a separate file in either of the following acceptable formats: MS Word, PDF, JPEG, TIFF, or BMP. Please note that embedded graphics will not be accepted.
 8. **GENOT/NOTICE**: If there is an associated GENOT/Notice, specify what it is [here] as well as the item number.
 9. **SAFETY RISK MANAGEMENT**: Check the appropriate box in accordance with instructions in the Safety Management System Manual Version 4.0, Paragraph 3-1-2 and Paragraph 3-1-3.
 10. **ICAO DIFFERENCES**: It is imperative that each DCP change is verified with the AJV-81 [ICAO differences] specialist. The AJV-81 specialist is required coordinate any differences with ATO International before [they] dispatch identified differences for posting in appropriate documents— per Treaty with ICAO.
- The Drop Down menu box below Item 10, ICAO Differences, contains the signature blocks of managers and directors. They sign DCPs during the various phases of completion.
 - a. **Initial**: Managers sign Initial DCPs that are sent to the field for 45-day coordination.
 - b. **Final Disposition/Final Disposition (Initial Not Required)**: The AJV-8 director signs the majority of Final Disposition DCPs. However, due to OPR requirements, there are signatory exceptions between the Line of Business directors. Verify the exceptions with your organization's manager before completing the Final DCP.
 - The last box is the date box, and is self-explanatory.
 - When completing a DCP with multiple paragraphs, from the same order, use two line spaces between paragraphs.

Appendix E. Sample of a Completed DCP

DOCUMENT CHANGE PROPOSAL BRIEFING SHEET**FINAL DISPOSITION (INITIAL Not Required)**ORDER/PUBLICATION: **AIM** TRACKING #: **56****CHANGE:** **Basic**EFFECTIVE DATE: **May 26, 2016**HQ CONTROL LEAD/ROUTING: **Natking Estevez AJV-81 (202) 267-0859**HQ SPECIALIST/ROUTING: **Rudolph Lawrence AJV-81 (202) 267-0116**FIELD OFFICE CHANGE INITIATOR: **Michael LaJuena AJR-B (202) 267-9373****1. PARAGRAPH NUMBER AND TITLE:**

- 4-2-6. GROUND STATION CALL SIGNS**
- 4-2-14. COMMUNICATIONS FOR VFR FLIGHTS**
- 7-1-2. FAA WEATHER SERVICES**
- 7-1-4. PREFLIGHT BRIEFING**
- 7-1-5. EN ROUTE FLIGHT ADVISORY SERVICE (EFAS)**
- 7-1-6. INFLIGHT AVIATION WEATHER ADVISORIES**
- 7-1-10. INFLIGHT WEATHER BROADCASTS**
- 7-1-11. FLIGHT INFORMATION SERVICES (FIS)**
- 7-1-20. PILOT WEATHER REPORTS (PIREPS)**
- 7-1-29. THUNDERSTORM FLYING**

2. BACKGROUND: The proposed change to realign the en route Flight Advisory Service (EFAS), known as "Flight Watch" in air-to-ground communications, to the Inflight position is part of an effort by Flight Service to modernize and streamline service delivery in order to increase efficiencies and value for its stakeholders. When EFAS was introduced in 1972, EFAS specialists received advanced training in aviation weather which included translating data received from radar and satellite displays. At the time, only flight service stations providing EFAS services had access to these products. Currently, all CONUS flight service specialists have access to common weather displays, such as radar and satellite imagery, as well as other weather products which were previously available only to EFAS specialists. Today, a pilot contacting Flight Watch for updated weather information is not able to obtain NOTAM information or flight planning services and must contact Flight Service on a different frequency. With this new approach, a pilot can obtain all services that Flight Service has to offer with one call. The elimination of overlapping services will allow for a smarter, more strategic allocation of limited resources.

3. EXPLANATION OF CHANGE: This change reflects the migration of En Route Flight Advisory Service responsibilities into Inflight and the discontinued use of the term "Flight Watch" within the CONUS and Puerto Rico.

4. CHANGE:

<u>OLD</u>	<u>NEW</u>
4-2-6. Ground Station Call Signs	4-2-6. Ground Station Call Signs

Appendix F. Procedures for Orders/Publications that Do Not Require a DCP

a. FAA Order 7340.2, Contractions

1. Changes to Chapter 3, Sections 1 through 3, of this order are generated from the National Flight Data Center (NFDC) which serves as the OPR. The following steps are then executed every cycle:
 - a. The AJV-81 publisher initiates an email request to the NFDC for an update to FAA Order 7340.2 in advance of the cutoff date.
 - b. Once the data run is complete and the files are available for download, the NFDC representative emails the location of the files to the AJV-81 publisher.
 - c. The AJV-81 publisher copies the files and begins the formatting procedures.

NOTE–

The AJV-81 publisher is not responsible for the data provided and is solely responsible for formatting the contents received. However, errors in the data should be forwarded to the MAILBOX for resolution by the NFDC.

2. Changes to Chapter 2 and Chapter 3, Section 4, are sent via email directly to the AJV-81 publisher by the OPR on or before the cutoff date (as stipulated in FAA Order 7340.2) for timely inclusion in the publication. A cover letter and/or signed memorandum from the division level or above should also accompany submissions.
3. Changes to the remaining chapters within the order are submitted in accordance with guidelines set forth in FAA Order 7000.5D.

b. FAA Order 7350.9, Location Identifiers

All changes to this order are generated from the NFDC, who serves as OPR. The following steps are then executed every cycle:

1. The AJV-81 Publisher initiates an email request to the NFDC for an update to FAA Order 7350.9 in advance of the cutoff date.
2. Once the data run is complete and the files are available for download, the NFDC representative emails the location of the files to the AJV-81 Publisher at 9-ATOR-HQ-PubGrp@faa.gov
3. The AJV-81 Publisher copies the files and begins the formatting procedures.

NOTE–

The AJV-81 publisher is not responsible for the data provided. He or she is solely responsible for formatting the contents received. However, errors in the data should be forwarded to the MAILBOX for resolution by the NFDC.

Appendix F. Procedures for Orders/Publications that Do Not Require a DCP

c. Notice to Airmen Publication (NTAP) *Domestic/International*

1. The NTAP is published every 28 days. Due to the accelerated publishing schedule, all submissions must be forwarded directly to the AJV-81 Publisher via email.
2. All submissions must be pre-coordinated with and approved by the Regional Office prior to submission.
3. All submissions must be sent to AJV-81 well in advance of, but **no later than 28 days prior** to the effective date of the Notices to Airmen edition to ensure adequate lead time for inclusion in the publication.
4. Notices for events requiring Special Traffic Management Programs (STMP) must be coordinated in accordance with procedures in FAA Order 7210.3, Facility Operation and Administration.
5. Notices to Airmen (NOTAMS) submitted for inclusion in the NTAP are published no earlier than two publication cycles (56 day periods) prior to the cycle in which the NOTAM becomes effective. Special NOTAMS capture special events, like the Super Bowl, and are generally published in the NTAP for a two consecutive publication cycles. NOTAMS that are more permanent in nature are posted in the NTAP until transferred to other appropriate Air Traffic Publications.
6. With the exception of dated special events, regional offices should notify the AJV-81 Publisher when notices are no longer needed in the publication.
7. Text files should be submitted as Word documents. Any graphics submitted for inclusion must be of high quality and in camera-ready form. *FAX copies will not be accepted.*
8. Graphics should be submitted as separate files in one of the following formats: GIF, JPEG, TIFF, BMP, or PDF. Do not submit graphics with a “.doc” file extension. Graphic Notices may be submitted in color or black and white, but will only be printed in black and white. Copyrighted materials, such as maps, must not be submitted for publication without the written permission of the copyright owner.
9. Forward notifications of erroneous or obsolete data to the MAILBOX for resolution.

d. FAA Order 7930.2, Notices to Airmen

1. Due to the infrequent publishing schedule of this order, the quantity of changes received for any one cycle from the David J. Hurley Air Traffic Control System Command Center (ATCSCC) can be vast. In such cases, the consolidated submission will be treated as a *rewrite*, where the submission package is forwarded to the MAILBOX as a running Word document.
2. In cases where less than 50 percent of the book is being changed, a DCP is the preferred method of submitting change(s). If you are unsure of which method to utilize, please seek the counsel of AJV-81 prior to submission.
3. A cover letter and/or signed memorandum from the division level or above must also accompany submissions.

Appendix F. Procedures for Orders/Publications that Do Not Require a DCP**e. Aeronautical Information Publication, General Section (GEN) 1.7, Differences from ICAO Standards, Recommended Practices and Procedures**

1. GEN 1.7 is an exhaustive list (in tabular format) of differences from ICAO Standards, Recommended Practices and Procedures. This section is usually updated in its entirety to reconcile the information contained within the AIP with that of ICAO. To streamline the submission, it is better translated as a running Word document rather than parsed out as individual DCPs. The consolidated submission must be forwarded to the AJV-8 MAILBOX.
2. In cases where individual differences are updated, a DCP is the preferred method of submitting change(s).
3. A cover letter and/or signed memorandum from the division level or above must also accompany submissions.

f. FAA Order 7110.67, Air Traffic Management Security Services for Special Activities

1. Changes to Appendices 1 and 2 of this order are generated by System Operations Security (AJR-2), who serves as the OPR. The changes are sent via email directly to the AJR-0 publisher by the OPR on or before the cutoff date for timely inclusion in the publication. A cover letter and/or signed memorandum from the division level or above should accompany submissions.
2. Changes to other sections or paragraphs of the Order are submitted in accordance with guidelines set forth in FAA Order 7000.5.