CHANGE

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

JO 7210.3EE
CHG 1

Effective Date:
August 7, 2025

SUBJ: Facility Operation and Administration

1. Purpose of This Change. This change transmits revised pages to Federal Aviation Administration Order JO 7210.3EE, Facility Operation and Administration, and the Briefing Guide.

2. Audience. This change applies to all Air Traffic Organization (ATO) personnel and anyone using ATO directives.

3. Where Can I Find This Change? This change is available on the FAA's Air Traffic Plans and Publications website at https://faa.gov/air_traffic/publications and Orders & Notices website at https://www.faa.gov/regulations_policies/orders_notices/.

4. Explanation of Policy Change. See the Explanation of Changes attachment which has editorial corrections and changes submitted through normal procedures. The Briefing Guide lists only new or modified material, along with background.

5. Distribution. This change is distributed electronically to all who subscribe to receive email notification through the FAA's website. All organizations are responsible for viewing, downloading, and subscribing to receive email notifications when changes occur to this order. Subscriptions to air traffic directives can be made through the Air Traffic Plans and Publications website at https://www.faa.gov/air_traffic/publications/ or directly via the following link: https://public.govdelivery.com/accounts/USAFAA/subscriber/new?topic_id=USAFAA_39.

6. Disposition of Transmittal. Retain this transmittal until superseded by a new basic order.

7. Page Control Chart. See the page control chart attachment.

CHRISTOPHER A WILBANKS
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Christopher Wilbanks
Acting Vice President, Mission Support Services
Air Traffic Organization

Explanation of Changes
Change 1

Direct questions through appropriate facility/service center office staff to the office of primary responsibility (OPR)

a. 1–1–9. REQUESTS FOR INTERPRETATIONS OR CLARIFICATIONS TO THIS ORDER
1–1–10. WAIVERS TO THIS ORDER

This change adds new language and aligns procedures with FAA Order JO 7110.65, Air Traffic Control, pertaining to requests for interpretation or clarification from Air Traffic Organization (ATO), non-ATO FAA, Department of Defense (DoD), and external requesters.

b. 2–5–1. BASIC WATCH SCHEDULES
2–6–7. BASIC WATCH SCHEDULE

This change updates the language in subparagraphs 2–5–1c3 and 2–6–7b4, describing the break requirements from the time work ends to the start of any shift for any air traffic control specialists whose primary duties are those directly related to the control and separation of aircraft. Additionally, subparagraph 2–5–1c4 was added and subparagraph 2–6–7b4(a) was deleted, and the verbiage in subparagraph b4(b) was incorporated into subparagraph b4. Subparagraph 2–6–7b5 was updated to include a break requirement preceding a midnight shift. This change incorporates and cancels Notice JO 7210.953, Basic Watch Schedule, effective January 12, 2025.

c. 2–6–1. WATCH SUPERVISION
18–26–4. RESPONSIBILITIES

This change will switch the responsibility of issuing high barometric pressure Notices to Airmen (NOTAMs) from the FAA Flight Procedures & Airspace Group, Flight Technologies and Procedures Division (AFS−420), to Air Route Traffic Control Centers (ARTCCs).

d. 5–2–2. FLIGHT INSPECTION AIRCRAFT

This change incorporates new language to standardize the process and requirements for communication, operational monitoring, and disseminating information regarding Flight Inspection Mission operations. Flight Inspection Central Operations (FICO) was changed to Flight Program Operations (AJF) and AJF Operations Control Center (OCC) was identified as a point of contact for flight inspection missions. This change incorporates and cancels Notice JO 7210.958, Flight Inspection Aircraft, effective April 2, 2025.

e. 6–4–4. PRACTICE INSTRUMENT APPROACHES
10–4–5. PRACTICE INSTRUMENT APPROACHES

This change revises the language in paragraph 6–4–4, Practice Instrument Approaches, and paragraph 10–4–5, Practice Instrument Approaches, so that airports where this service is provided must be specified in a facility directive. Paragraphs for ARTCCs and Terminal facilities are revised with a unified procedure for determining locations where this additional service is available and published via a Letter to Airmen (LTA). Letter of Agreement (LOA) provisions for nonapproach control towers and Flight Service Station airports are consolidated to a single subparagraph. Mission Support's Interpretation, FAA Order 7210.3Y, Paragraph 10–4–5b, VFR Practice Approaches, dated March 23, 2015, is canceled. Related changes can be found in FAA Order JO 7110.65, paragraph 4–8–11, Practice Instrument Approaches.

f. 6–7–1. GENERAL
6–7–4. FACILITY MANAGER RESPONSIBILITIES

This change adds policy for use of the Advanced Technologies Oceanic Procedures (ATOP) Weather Deviation Tool as a decision support tool, allowing resumption of controller approved weather deviations when using required navigation performance (RNP) distance-based longitudinal separation in United States-delegated oceanic airspace. This proposed change incorporates and cancels Notice JO 7210.954, En Route Operations and Services, that was effective on February 21, 2025.

g. 10–3–7. LAND AND HOLD SHORT OPERATIONS (LAHSO)

This change provides editorial and technical updates to comport with planned publication of FAA Order JO 7110.118, Land and Hold Short Operations (LAHSO).

h. 10–3–14. TEMPORARY AUTHORIZATION AND USE OF A TAXIWAY AS A RUNWAY

FAA Order 7110.19B, Designating Taxiways as Temporary Runways, dated March 2, 1981, predates the Air Traffic Organization and use of a Safety Management System. Review of the order led to a determination that the content needed to be updated; but further, that the order could be canceled once the topic is addressed in FAA Order JO 7210.3, Facility Operation and Administration. The new paragraph 10−3−14 provides updated policy for temporary authorization and use of a taxiway as a runway.

i. 19–6–3. MANUAL AIRSPACE AUTHORIZATION PROCEDURES (VIA DRONEZONE)

This change provides additional language when air traffic control facility coordination is not required for small unmanned aircraft system (sUAS) operators conducting vertical structure inspections within the NAS.

j. Editorial Changes

Editorial changes include adding the verbiage “low, close-in” to subparagraph 3–8–5a5 to correct an administrative error; correcting punctuation in subparagraphs 2−6−12b1 and b2; updating verbiage in TBL 1−1−2; updating references from AJT−2 to AJT−1 to reflect a recent reorganization; updating the abbreviation of NWSOP in paragraph 1−2−4; a universal change replacing all prior references to the term Gulf of Mexico with the term Gulf of America in accordance with Executive Order 14172; and a universal change updating the term Notice to Air Missions (NOTAM) to Notice to Airmen (NOTAM).

k. Entire Publication

Additional editorial/format changes were made where necessary. Revision bars were not used because of the insignificant nature of these changes.

PAGE CONTROL CHART
Change 1

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Part 1. BASIC

Chapter 1. General

Section 1. Introduction

1–1–1. PURPOSE OF THIS ORDER

This order provides instructions, standards, and guidance for operating and managing air traffic facilities.

1–1–2. AUDIENCE

This order applies to all ATO personnel and anyone using ATO directives.

1–1–3. WHERE TO FIND THIS ORDER

This order is available on the FAA's Air Traffic Plans and Publications website at https://faa.gov/air_traffic/publications and Orders & Notices website at https://www.faa.gov/regulations_policies/orders_notices/.

1–1–4. WHAT THIS ORDER CANCELS

FAA Order JO 7210.3DD, Facility Operation and Administration, dated April 20, 2023, and all changes to it are canceled.

1–1–5. EXPLANATION OF CHANGES

The significant changes to this order are identified in the Explanation of Changes page(s). It is advisable to retain the page(s) throughout the duration of the basic order.

1–1–6. EFFECTIVE DATES AND SUBMISSIONS FOR CHANGES

a. This order and its changes are scheduled to be published to coincide with AIRAC dates.

b. The "Cutoff Date for Completion" in the table below refers to the deadline for a proposed change to be fully coordinated and signed. Change initiators must submit their proposed changes well in advance of this cutoff date to meet the publication effective date. The process to review and coordinate changes often takes several months after the change is initially submitted.

TBL 1–1–1
Publication Schedule

Basic or Change	Cutoff Date for Completion	Effective Date of Publication
JO 7210.3EE	9/5/24	2/20/25
Change 1	2/20/25	8/7/25
Change 2	8/7/25	1/22/26
Change 3	1/22/26	7/9/26
JO 7210.3FF	7/9/26	12/24/26
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1–1–7. DELIVERY DATES

This order will be available on the FAA's website 30 days prior to its effective date.

1–1–8. RECOMMENDATIONS FOR PROCEDURAL CHANGES

The responsibility associated with processing and coordinating revisions to this order is delegated to the Director, Policy, AJV-P.

a. Personnel should submit recommended changes in procedures to facility management.

b. Recommendations from other sources should be submitted through appropriate FAA, military, or industry/user channels.

c. Proposed changes must be submitted electronically to 9–AJV–P–HQ–Correspondence@faa.gov. The submission should include a description of the recommended change, and the proposed language to be used in the order.

NOTE–
For details on the submission process as well as additional AJV–P processing responsibilities, please see FAA Order JO 7000.5, Procedures for Submitting Changes to Air Traffic Control Publications.

d. Procedural changes will not be made to this order until the operational system software has been adapted to accomplish the revised procedures.

1–1–9. REQUESTS FOR INTERPRETATIONS OR CLARIFICATIONS TO THIS ORDER

a. Requests from Air Traffic Services (AJT) field personnel must be submitted to the applicable Service Area Director of Air Traffic Operations, as follows:

1. The request must be submitted in writing by an Air Traffic Manager to the District General Manager, who will forward the request in writing to the Service Area Director of Air Traffic Operations through the Operations Support Group (OSG).

2. The Service Area Director of Air Traffic Operations must review the submission to determine if an interpretation or a clarification is required.

(a) If more than one interpretation of the language can be inferred, the request for interpretation must be submitted in writing to the Director, Policy (AJV–P).

(b) If it is determined a clarification of the language is required, the request is returned to the OSG. The OSG must provide a written clarification response to the requestor and forward a copy of the response to the Service Area Director of Air Traffic Operations and AJV–P.

b. Requests from System Operations Services (AJR) personnel must be submitted in writing through appropriate channels to the applicable Systems Operations Services Director. The receiving Systems Operations Services Director will review and, if deemed valid, submit the request to AJV−P for response.

c. Requests from all other FAA ATO service units, Lines of Business, or Staff Offices must be submitted in writing through appropriate leadership channels to AJV−P.

d. Requests from DoD personnel must be submitted in writing to the respective Military Service Headquarters, via the appropriate chain of command. The Military Service Headquarters will review and, if deemed valid, submit the request to AJV−P.

e. All external (non-FAA) requests may be submitted directly to AJV−P.

f. All requests directed to AJV−P in accordance with subparagraphs a through e above must be sent to the AJV−P correspondence mailbox at: 9−AJV−P−HQ−Correspondence@faa.gov.

g. Published interpretations for this order may be accessed through the MyFAA employee website via: https://my.faa.gov/org/linebusiness/ato/missionsupport/air−traffic−control−interpretations.

1−1−10. PROCEDURAL LETTERS OF AGREEMENT (LOAs)

Procedures/minima that are applied jointly or otherwise require the cooperation or concurrence of more than one facility/organization must be documented in a letter of agreement (LOA).

1−1−11. WAIVERS TO THIS ORDER

a. Exceptional or unusual requirements may dictate procedural deviations or supplementary procedures to this order.

b. The approval or denial of a certificate of authorization or waiver from Title 14, Code of Federal Regulations (14 CFR), is covered in Part 6, Chapter 19, of this order.

c. The approval of waivers to air traffic procedures is covered in Part 6, Chapter 19, Section 7, of this order.

d. Prior approval by the appropriate military headquarters is required for subsequent interface with the FAA if military operations or facilities are involved. (See TBL 1−1−2.)

TBL 1−1−2

Military Operations Interface Offices

Department	Address
Department of the Navy	Department of the Navy Chief of Naval Operations N980A, NAATSEA 2000 Navy Pentagon (5D453) Washington, D.C. 20350−2000
Department of the Air Force	HQ AFFSA 5316 S. Douglas Blvd Bldg 8400, Room 232 Oklahoma City, OK 73150
Department of the Army	Director USAASA (MOAS−AS) 9325 Gunston Road, Suite N−314 Ft. Belvoir, VA 22060−5582

1−1−12. SAFETY MANAGEMENT SYSTEM (SMS)

Safety is fundamental to the provision of air traffic management and communication, navigation, and surveillance services. The ATO develops, implements, and maintains processes, tools, and guiding principles

within the framework of a Safety Management System (SMS) to ensure that performance-based NAS safety goals are achieved. The ATO SMS gives the responsibility for owning and executing the SMS to all employees at all levels of the ATO. All ATO employees must strive not only to maintain safety in the NAS for those services they provide but also to continuously improve the ATO SMS. Direction regarding the ATO SMS and its application is found in FAA Order JO 1000.37, Air Traffic Organization Safety Management System. Additional information pertaining to ATO SMS requirements and processes can be obtained by visiting the SMS Toolbox, emailing the Office of Safety and Technical Training (AJI) at 9–AJI–SMS@faa.gov, or contacting the service center Quality Control Group. SMS training is available for all employees via eLMS. Additional courses along with Technical Training for SMS Practitioners and SMS Facilitators are available from AJI.

REFERENCE–
ATO SMS Toolbox – https://my.faa.gov/org/linebusiness/ato/safety/sms.

1–1–13. REFERENCES TO FAA NON-AIR TRAFFIC ORGANIZATION

When references are made to regional office organizations that are not part of the ATO (Communications Center, Flight Standards, Airport offices, etc.), the facility should contact the FAA region where the facility is physically located—not the region where the facility's Service Area office is located.

1–1–14. DISTRIBUTION

This order is distributed electronically to all who subscribe to receive email notifications through the FAA's website. All organizations are responsible for viewing, downloading, and subscribing to receive email notifications when changes occur to this order. Subscriptions to air traffic directives can be made through the Air Traffic Plans and Publications website at https://www.faa.gov/air_traffic/publications/ or directly via the following link: https://public.govdelivery.com/accounts/USAFAA/subscriber/new?topic_id=USAFAA_39.

Abbreviation	Meaning
DASI	Digital altimeter setting indicator
DCCWU	ATCSCC Weather Unit
DDSO	Deputy Director of System Operations
DEDS	Data entry display system
DLS	Designated Lead Specialist
DME	Distance measuring equipment
DoD	Department of Defense
DOE	Department of Energy
DOT	Department of Transportation
DP	Instrument Departure Procedure
DRT	Diversion Recovery Tool
DSP	Departure sequencing program
DTM	Digital terrain maps
DVA	Diverse vector area
DVRSN	Diversion
E–MSAW	En Route Minimum Safe Altitude Warning
EASL	Existing automation service level
EDCT	Expect departure clearance time
EDST	En Route Decision Support Tool
EI	Early Intent
ELT	Emergency locator transmitter
EOVM	Emergency obstruction video map
EOSH	Environmental and Occupational Safety and Health
EPIC	El Paso Intelligence Center
ERAM	En Route Automation Modernization
ERIDS	En Route Information Display System
ERT	Embedded route text
ESL	Emergency service level
ESP	En Route sequencing program
FAA	Federal Aviation Administration
FCA	Flow Constrained Area
FCFSS	Federal Contract Flight Service Station
FDEP	Flight data entry and printout
FDIO	Flight data input/output
FEA	Flow Evaluation Area
FICO	Flight Inspection Central Operations
FOIA	Freedom of Information Act
FOUO	For Official Use Only
FP	Flight plan
FPL	Full performance level
FRD	Fixed Radial Distance
FSA	Flight schedule analyzer
FSDO	Flight Standards district office
FSL	Full service level
FSM	Flight Schedule Monitor
FSS	Flight service station
GA	General aviation
GC	Ground control
GDP	Ground delay program(s)
GENOT	General notice
GI	General information message
GS	Ground stop(s)
HIRL	High intensity runway lights
HRPM	Human Resource Policy Manual
IAFDOF	Inappropriate Altitude for Direction of Flight
ICAO	International Civil Aviation Organization
ICR	Integrated Collaborative Rerouting
ICSS	Integrated communication center
IDS	Information Display System
IFR	Instrument flight rules
ILS	Instrument landing system
INS	Immigration and Naturalization Service
IR	IFR MTR
ITWS	Integrated Terminal Weather System
LAA	Local airport advisory
LAANC	Low Altitude Authorization Notification Capability
LAAS	Low altitude alert system
LADP	Local Airport Deicing Plan
LAHSO	Land and hold short operations
LAWRS	Limited aviation weather reporting station
LC	Local control
LLWAS	Low level wind shear alert system
LLWAS NE	Low Level Wind Shear Alert System Network Expansion
LLWAS–RS	Low Level Wind Shear Alert System Relocation/Sustainment
LLWS	Low Level Wind Shear
LOA	Letter of agreement
LOGT	Log/tally print time
LSAS	Leased Service A System
MA	Monitor alert
MALS/RAIL	Medium approach light system and runway alignment indicator lights
MAPPS	Management Association for Private Photogrammetric Surveyors
MCI	Mode C intruder
MDM	Main display monitor
MEA	Minimum en route IFR altitude
MEARTS	Micro En Route Automated Radar Tracking System
METAR	Aviation Routine Weather Report
MIA	Minimum IFR altitude
MIAWS	Medium Intensity Airport Weather System
MIT	Miles–in–trail
MOA	Military operations area

Abbreviation	Meaning
MOCA	Minimum obstruction clearance altitude
MOR	Mandatory Occurrence Report
MOU	Memorandum of understanding
MSL	Mean sea level
MTI	Moving target indicator
MTR	Military training route
MVA	Minimum vectoring altitude
NAA	National aeronautical association
NADIN	National airspace data interchange network
NAR	National Automation Request
NAR	North American Routes
NAS	National Airspace System
NASA	National Aeronautics and Space Administration
NASE	National Airway Systems Engineering
NAVAID	Navigational aid
NCIC	National crime information center
NFDD	National Flight Data Digest
NHOP	National hurricane operations plan
NM	Nautical mile
NNCC	National Network Control Center
NOAA	National Oceanic and Atmospheric Administration
NOM	National Operations Manager
NORAD	North American Aerospace Defense Command
NOS	National Ocean Service
NOTAM	Notice to Airmen
NRP	North American Route Program
NTML	National Traffic Management Log
NTMO	National Traffic Management Officer
NTSB	National Transportation Safety Board
NWS	National Weather Service
NWSOP	National winter season operations plan
OASIS	Operational and Supportability Implementation System
OM	Operations Manager
OPR	Office of primary responsibility
OS	Operations Supervisor
OSIC	Operations Supervisor–in–Charge
P–ACP	Prearranged coordination procedures
PAR	Precision approach radar
PB	Pilot briefing
PCS	Power Conditioning System
PDC	Pre–Departure Clearance
PIC	Pilot–in–command
PIREPs	Pilot weather reports
POC	Point of Contact
PVD	Planned view display

Abbreviation	Meaning
RA	Radar Associate
RAA	Remote Airport Advisory
RADLO	Regional air defense liaison officer
RAIL	Runway alignment indicator lights
RAIS	Remote Airport Information Service
RAPCON	Radar Approach Control facility (USAF, USN and USMC)
RATCF	Radar Air Traffic Control Facility (USN and USMC)
RCAG	Remote communications air ground facility
RCC	Rescue coordination center
RMT	Route Management Tool
ROC	Regional operations center
ROG	Route Options Generation
ROT	Runway occupancy time
RSU	Runway supervisory unit
RVR	Runway visual range
SAA	Special activity airspace
SAMS	Special Use Airspace Management System
SATCOM	Satellite Communication(s)
SAWS	Stand Alone Weather System
SDP	Surveillance Data Processing
SE	Systems engineer
SECM	Safety and Environmental Compliance Manager
SGI	Special Government Interest
SIA	Status information area
SID	Standard Instrument Departure
SIGMET	Significant meteorological information
SMGCS	Surface movement guidance and control system
SMIS	Safety Management Information System
SMO	System Management Office
SMR	Surface Movement Radar
SOP	Standard operating procedure
SP	Support Specialist(s)
SPECI	Nonroutine (Special) Aviation Weather Report
STARS	Standard terminal automation replacement system
STMC	Supervisor Traffic Management Coordinator
STMCIC	Supervisory Traffic Management Coordinator–in–Charge
STMP	Special traffic management program
SUA	Special use airspace
sUAS	Small Unmanned Aircraft System(s)
SVFR	Special visual flight rules
SWAP	Severe weather avoidance plan
SWS	Surface Weather System
T&A	Time and attendance

may be sought under the Freedom of Information Act (FOIA). A FOIA request should be filed in writing with the FOIA Officer, ARC–40, 800 Independence Avenue, S.W., Washington, DC 20591, or by email to 7–AWA–ARC–FOIA@faa.gov.

5. If it cannot be ascertained whether the purpose of the request, if from an individual, is in furtherance of aviation safety or efficiency, or if from a United States Government agency or law enforcement organization, is for an official purpose, the agency employee must contact facility management for guidance. If local management is unable to determine whether or not a request should be granted, the official should contact the Quality Assurance Investigator on-call in Washington headquarters. En Route and Oceanic Operations, Terminal Operations, and Flight Service Safety and Operations Group may elect to process after-hour requests through the appropriate Service Area office Quality Assurance on-call specialist.

c. Federal Contract Flight Service Stations (FCFSS) must handle the release of information in accordance with contract requirements.

2–1–6. CHECKING ACCURACY OF PUBLISHED DATA

Air traffic managers and air traffic representatives (ATREPs) must ensure, upon receipt of official publications, that a review of data pertaining to their facilities and areas of concern is accomplished to ensure accuracy and completeness. When pertinent national procedures, aeronautical data (to include weather reporting locations), or flight procedures are created or changed, review facility standard operating procedures (SOPs) directives, position/sector binders, reference files, and/or letters of agreement (LOAs) and initiate corrections and briefings as required.

NOTE–
1. *Information related to subscribing for alerts regarding upcoming changes to instrument flight procedures is available at the Instrument Flight Procedures Information Gateway: https://www.faa.gov/air_traffic/flight_info/aeronav/procedures.*
2. *Additional digital AeroNav Products are available via the following websites:*
a. *https://www.faa.gov/air_traffic/flight_info/aeronav/procedures*
b. *http://aerochart.faa.gov*

3. *Information on aeronautical data changes, including weather reporting locations, is available for free at the Aeronautical Information Services (AJV–A), Aeronautical Data web portal. Check 28-Day Subscription and Transmittal Letters at https://www.faa.gov/air_traffic/flight_info/aer onav/aero_data/.*
4. *Notice to Airmen information may be viewed on the Aeronautical Information System Replacement (AISR) or at https://notams.aim.faa.gov/notamSear ch.*

REFERENCE–
FAA Order JO 7210.3, Para 2–1–2, Facility Standard Operating Procedures Directive.
FAA Order JO 7210.3, Para 2–1–3, Position/Sector Binders.
FAA Order JO 7210.3, Para 2–2–11, Personnel Briefings Regarding Orders, Published Aeronautical Data and Flight Procedures.
FAA Order JO 7210.3, Para 4–3–3, Developing LOA.
FAA Order JO 7210.3, Para 4–3–8, Annual Review/Revisions.
FAA Order 7930.2, Notices to Airmen (NOTAM).
FAA Order JO 8260.19, Flight Procedures and Airspace.
FAA Order JO 8260.3, United States Standard for Terminal Instrument Procedures (TERPS).
FAA Order JO 8260.43, Flight Procedures Management Program.

2–1–7. AIR TRAFFIC SERVICE DURING PLANNED AND UNPLANNED OUTAGES

The air traffic manager (ATM) must develop and maintain guidelines to provide continuity of required services during planned and, to the degree possible, during unplanned outages.

a. The ATM must collaborate with Technical Operations (Tech Ops) during any projected planned maintenance tasks that may impact air traffic control (ATC). The ATM must ensure affected air traffic stakeholders or appropriate subject matter experts (SMEs) are notified of planning meetings.

b. The ATM must review all project risk plans (PRP) received from Tech Ops. A PRP is a living document that promotes coordination and communication and reduces the risk to the National Airspace System (NAS) associated with project implementation. After review, the ATM must forward concur or non–concur via the

notification email or directly through the corporate work plan portal link provided in the email. The ATM may forward questions or comments regarding the PRP directly through the notification email or by contacting the point of contact identified in the notification email.

c. Facility Standard Operating Procedures (SOP) must include the use of the Operational Risk Management Plan (ORMP), which is the formal document for review and approval that includes the plan for ATC to protect continuity of service.

NOTE–
Operational Risk Management (ORM) training is available via eLMS.

1. The ORMP must be used in conjunction with local procedures to support the completion of formal ORM maintenance activities and projects.

2. Certain maintenance tasks that do not meet the criteria identified in subparagraph c1 may still have the potential for operational consequences locally. Air Traffic and Technical Operations should jointly identify these additional maintenance activities that will require an ORMP.

d. The ATM must develop an ORM section in the facility SOP. The facility SOP must identify persons or positions authorized to review and/or approve ORMPs for the facility. Additionally, the SOP must identify communication procedures to ensure team members are notified in a timely manner of their team participation responsibilities.

e. All air traffic personnel identified in an ORMP are team members. Additional team members may be added for informational and increased situational awareness purposes and should address any concerns through the point of contact (POC)/reviewer or approver. The required air traffic team members consist of POC/reviewer and approver. Air traffic team members must:

1. Add additional team members as necessary.

2. Participate in ORMP meetings.

3. Review and comment on the ORMP.

4. Assess operational risks, identify any conflicting activities, and propose mitigations.

5. Maintain situational awareness until completion of the activity.

6. Contact the air traffic POC if the situation changes or the ORMP requires reassessment.

f. The air traffic POC/reviewer is responsible for coordination of the ORMP meeting with all affected air traffic stakeholders. The air traffic POC/reviewer:

1. Reviews the composition of the ORMP team and ensures the appropriate air traffic team members and/or air traffic approver have been assigned. When more than one facility is affected, ORMPs may require multiple reviewers or approvers.

2. Adds team members as appropriate.

3. Participates in ORMP meetings.

4. Ensures the completeness and feasibility of executing the ORMP, (shares responsibility with the air traffic approver).

5. Identifies any conflicting activities.

6. When the ORMP has been submitted for Air Traffic review, completes the air traffic mitigation plan element and submits the ORMP for approval. The System Support Center (SSC) manager will submit the plan to the Air Traffic and Tech Ops approvers.

7. Ensures the affected air traffic personnel are briefed and prepared to implement mitigations prior to commencing work.

e. Restricted airspace with the same number but different letter suffixes are considered to be separate restricted areas. However, treat these types as one restricted area for the purpose of identifying areas for exemption from separation requirements in order to simplify application of separation minima unless a significant operational advantage can be obtained.

2–1–19. SPECIAL ACTIVITY AIRSPACE (SAA) SCHEDULING, COORDINATION, AND DISSEMINATION

Air Traffic Managers (ATMs) must develop procedures for SAA information and integrate them into facility Standard Operating Procedures (SOPs) and Letters of Agreement (LOAs). The following processing actions must be included in SOPs and LOAs.

a. SAA Scheduling/Airspace Request Processing.

1. Receive and process requests for SAA (e.g., times and altitudes).

2. Check the Special Use Airspace Management System (SAMS) or other information sources to obtain SAA schedules/changes.

3. SAA schedule verification/approval and conflict resolution.

b. SAA Implementation Coordination Process and impacted organizations.

1. Department of Defense (DoD) facilities.

2. FAA ATC facilities.

3. Air Traffic Control System Command Center (ATCSCC) Central Altitude Reservation Function (CARF).

4. Others (e.g., Department of Energy [DOE], National Aeronautics and Space Administration [NASA], and other civilian entities).

c. Activation/Deactivation/Change Dissemination Procedures.

1. Enter SAA information in FAA systems.

2. Methods for distributing SAA information to external ATC facilities (e.g., GI message).

3. Methods of intra-facility dissemination of SAA information.

4. Publishing to Notices to Airmen (NOTAMs), if applicable. ▮

2–1–20. SPECIAL AIR TRAFFIC RULES (SATR) AND SPECIAL FLIGHT RULES AREA (SFRA)

The Code of Federal Regulations prescribes special air traffic rules for aircraft operating within the boundaries of certain designated airspace. These areas are listed in 14 CFR part 93 and can be found throughout the NAS. Procedures, nature of operations, configuration, size, and density of traffic vary among the identified areas.

a. Special Flight Rules Areas are areas of airspace wherein the flight of aircraft is subject to special air traffic rules set forth in 14 CFR part 93, unless otherwise authorized by air traffic control. Not all areas listed in 14 CFR part 93 are Special Flight Rules Areas, but special air traffic rules apply to all areas designated as SFRA.

REFERENCE–
14 CFR Part 93, Special Air Traffic Rules.
P/CG Term – Special Air Traffic Rules (SATR).
P/CG Term – Special Flight Rules Area (SFRA).

b. Each person operating an aircraft to, from, or within airspace designated as a SATR area or SFRA must adhere to the special air traffic rules set forth in 14 CFR part 93, as applicable, unless otherwise authorized or required by ATC.

2–1–21. ATC SECURITY SERVICES FOR THE WASHINGTON, DC, SPECIAL FLIGHT RULES AREA (DC SFRA)

ATC security services are designed to support the national security mission of the FAA and other agencies. A designated security services position has area responsibility for the purpose of security service. Such positions do not have airspace jurisdiction and are not ATC operational positions for purposes beyond the scope of this section, for example, transfer of control, communications, point–out, etc.

a. The OS/CIC must report all instances of loss of radio communication, intermittent transponder or transponder/Mode C failure, the inability to security track aircraft, and other unusual IFR/VFR flight information to the Domestic Events Network (DEN) through the appropriate lines of communication. Some examples are, but are not limited to; suspicious activities, deviation from assigned course/altitude, or other equipment malfunction that may cause an aircraft to operate in an unexpected manner. Relay all known information regarding the aircraft.

b. ATC Security Services Position: ATC Security Services Position is responsible for providing ATC security services as defined. This position does not provide air traffic control IFR separation or VFR flight following services, but is responsible for providing security services in an area comprising airspace assigned to one or more ATC operating sectors and as such, normal airspace jurisdictional constraints do not apply.

c. Facility manager must:

1. Designate in a facility directive which existing position(s) and frequencies will be utilized to provide Security Services when required and the transition procedures from the ATC operational status to the Security Services Position.

2. Ensure that contingency plan parent and support procedures are updated regarding operational capability level (OCL) changes that affect Special Security Areas.

NOTE–
The requirement to establish an ATC Security Services Position in addition to ATC operating position does not by itself constitute a need for additional staffing nor is its purposes intended to justify or deny facility staffing needs.

d. When the Security Services position and the ATC Operating position are both staffed, detailed position responsibilities must be defined in the facility directive.

NOTE–
Airspace sectorization and the workload associated with the normal use of that airspace may degrade the ability of an ATC operation position to provide security services. When this occurs, pilots must be held outside of the security services area in accordance with FAA Order JO 7110.65, paragraph 9–2–1, Aircraft Carrying Dangerous Materials, subparagaph b2.

1. When an ATC Security Services Position is not separately staffed, the appropriate ATC operating position responsible for that airspace will assume the security service responsibilities.

2. Requests for ATC services to VFR aircraft operating within the designated area to enter positive controlled airspace must be issued by the appropriate radar position in accordance with FAA Order JO 7110.65, Air Traffic Control, and other applicable directives.

e. Adjacent Airport Operations.

1. Aircraft that will enter the designated airspace after departing controlled airports within or adjacent to security areas must be provided security services by the appropriate ATC facility having jurisdiction over the affected airspace. Procedures for handling this situation must be covered in a Letter of Agreement (LOA) or facility directive as appropriate.

2. Aircraft departing uncontrolled airports within security areas must be handled using procedures contained in a NOTAM or rule designating the area where ATC security services are required.

Section 5. Watch Coverage–Flight Service Stations

2–5–1. BASIC WATCH SCHEDULES

a. Facility air traffic managers are responsible for preparing watch schedules for their facilities. These schedules must take into account normal traffic flow thereby permitting the posting of a continuing rotational schedule for an indefinite period of time. Facility management is responsible for appropriate consultation with local unions.

b. Facility air traffic managers must, to the maximum extent possible, establish overlapping shifts thereby providing an opportunity for personnel to accomplish a majority of briefings without need for overtime assignment.

c. Facility air traffic managers must ensure that air traffic control specialists (ATCS) assigned to a position of operation:

1. Do not work more than 6 consecutive days.

2. Do not work more than a 10–hour day.

3. Have an off-duty period of at least 10 hours between watches.

4. Have an off-duty period of at least 12 hours preceding and following the midnight shift.

2–5–2. DESIGNATING WATCH SUPERVISION COVERAGE

a. Efficient air traffic services require supervision of each watch regardless of the number of people assigned.

b. At facilities where a specialist stands a watch alone, responsibility for the overall operation of the facility during the watch becomes a part of his/her duties.

c. When two or more specialists are on duty and no supervisory personnel are available (see Note), one specialist who is fully qualified and rated in the assigned operational area must be designated by the facility air traffic manager as CIC/DLS for that watch. Specialists so designated may be required to perform specialist duties in addition to those associated with watch supervision. The CIC/DLS designation must be rotated among qualified specialists. Persons so designated perform the full range of duties associated with watch supervision. Watch supervision by itself does not justify a higher grade; i.e., the CIC/DLS does not perform supervisory duties, such as:

1. Evaluating employee performance.

2. Recommending selections, promotions, awards, disciplinary actions, and separations.

3. Explaining and gaining support of employees for management policies and goals.

4. Counseling employees on their performance ratings.

5. Monitoring presidential aircraft movement.

NOTE–
A supervisor is considered available for watch supervision when he/she is physically present in the operational area and is able to perform the primary duties of the supervisory function. If the supervisor leaves the operational area or is engaged in an activity which may interfere with or preclude the performance of watch supervision duties, then a CIC/DLS must be designated.

2–5–3. AREA SUPERVISION

OSs primary function is the supervision of their area and assistance to specialists. It is particularly important that supervisors carefully monitor current and anticipated sector activity to ensure that available controller staffing

is deployed at optimal efficiency. Managers/supervisors must be responsible for managing the operational environment with a goal toward eliminating distractions in the operational environment. Managers must, to the extent practicable, avoid scheduling supervisors for nonoperational duties during periods of known heavy traffic.

2–5–4. RELIEF PERIODS

a. Facility air traffic managers must use all available qualified personnel to provide relief periods. First priority should be given to providing a reasonable amount of time away from the position of operation for meals. Additionally, time for such things as briefings and training should be made by rotating work assignments among qualified employees.

b. Supervisors in charge are responsible for knowing the whereabouts of employees to ensure their operational availability. Supervisors are also responsible for ensuring that relief periods are applied in such a manner as to maximize the usage of personnel and to promote the efficiency of the agency.

c. Relief period, i.e., break, is defined by the Comptroller General as being a "brief" rest period that may be assigned by the agency. While no specific timeframe is placed on the duration of relief periods, supervisors and managers will be held accountable to ensure that breaks are of a reasonable duration.

d. Supervisors must not condone or permit individuals to sleep while on duty. Any such instance must be handled in accordance with Human Resource Policy Manual (HRPM), Standards of Conduct, or applicable corporate policy (for FCFSS contract facilities).

2–5–5. OVERTIME DUTY

Facility air traffic managers must ensure that overtime duty is equitably distributed among all eligible employees who desire it. Retain overtime duty records for 12 months.

2–5–6. HOLIDAY STAFFING

a. Facility air traffic managers must ensure that the scheduled staffing is adjusted on holidays to a level consistent with the anticipated workload. Application of this policy is not intended to result in a standardized holiday staffing schedule for all holidays. Holiday staffing schedules may vary for individual holidays since the traffic in a particular area cannot always be expected to be the same for each holiday.

b. Prior to establishing work schedules for a Federal holiday, facility air traffic managers must:

1. Consider the previous year's traffic statistics for each holiday.

2. Check, as appropriate, with local sources (Air National Guard, USN, USAF Reserves, local flying schools, fixed base operators, etc.) for information concerning anticipated activity.

2–5–7. CONSOLIDATING POSITIONS

Assign personnel to positions as required by activity, equipment, and facility function. Positions may be consolidated in consideration of activity and the qualifications of the personnel involved.

2–5–8. SUPERVISORS HOURS OF DUTY (ALASKA ONLY)

Hours of duty of facility air traffic managers and administrative staffs should conform with the duty hours of the Alaska Flight Service Information Area Group.

2–5–9. FACILITY COMPLEMENTS

Facility air traffic managers in Alaska will be informed by the Director of Flight Service of their authorized facility personnel complements. The authorized complement will always be the end-of-year employment ceiling

authorization. Circumstances may result in the establishment of a complement different from that provided in workload formulas.

2–5–10. CONTROLLER–IN–CHARGE (CIC)/DESIGNATED LEAD SPECIALIST (DLS) TRAINING

a. Prior to being designated as CIC/DLS, specialists must have been facility/area rated/certified for 6 months, except as provided in paragraph 2–6–3c. The specialist must also have completed an agency–approved and established CIC/DLS training course for Flight Service (Alaska) or Federal Contract Flight Service Stations (FCFSS). The Director of Flight Service may issue a facility waiver for the 6 months criteria where a more immediate assignment is indicated. Upon receipt of a waiver from the Director of Flight Services, the facility manager can then issue individual waivers to the 6 months requirement on a case-by-case basis. Waivers to facilities will be for 1 year with renewals based on the result of a yearly evaluation by the region.

NOTE–
In facilities that use CICs/DLSs to provide midwatch coverage, all facility/area rated/certified specialists that provide such coverage must complete an agency–approved and established CIC/DLS training course for Flight Service as described above, within 30 days of final certification/rating.

b. Specialists that have completed the CIC/DLS course, have performed such duties, and subsequently transfer to another facility, must be required to complete those portions of the course that are specific to the new facility before assuming CIC/DLS duties, except as provided in paragraph 2–6–3. They must not be required to fulfill the 6 months experience requirement at the new facility.

c. Upon completion of the CIC/DLS course, record an entry noting this in the specialist's Training and Proficiency Record, FAA Form 3120–1, section 3 or electronic equivalent; or the FCFSS equivalent.

Section 6. Watch Supervision–Terminal/En Route

2–6–1. WATCH SUPERVISION

Watch supervision requires maintaining operational oversight. Operational oversight is the duty of the individual in charge of the operation to effectively lead and manage the delivery of air traffic services by maintaining intentional engagement, situational awareness, and accountability within the area of supervision. Situational awareness is defined as a continuous extraction of environmental information, integration of this information with previous knowledge to form a coherent mental picture, and the use of that picture in directing further perception and anticipating future events. Watch supervision requires the active monitoring of operational conditions to provide timely assistance to specialists and ensures resources are deployed for optimal efficiency.

a. Watch supervision may be performed by a manager, supervisor, or controller-in-charge (CIC).

b. Administrative duties must not be accomplished to the detriment of any operational duty.

c. The minimum objectives and tasks of watch supervision are listed below. Any additional objectives or tasks necessary to maintain a safe and efficient operation must be specified in a facility directive that is focused on operational requirements.

1. Providing guidance and goals for the shift.

2. Workload permitting, monitoring of frequency and landline communications.

3. Making on-the-spot corrections.

4. Monitoring/managing traffic volume/flow.

5. Managing the operational environment with a goal toward reducing or eliminating distractions of:

(a) Non-operationally related activities or tasks.

(b) Non-operationally needed items and equipment.

6. Assigning positions/relief from positions.

7. Assigning training.

8. Processing leave requests.

9. Configuring/monitoring/reporting equipment status.

10. Performing data collection and reporting.

11. Active monitoring and reporting of NAS operations security requirements. This includes, but is not limited to, the monitoring of presidential movements, reporting of suspicious aircraft/pilot, UAS and other activities, and maintaining situational awareness of security TFRs.

NOTE–
1. *On-the-spot corrections are not considered an evaluation of performance and are required as part of CIC duties.*

2. *Individuals medically disqualified or taking medically disqualifying substances must not be assigned watch supervision duties, in accordance with paragraph 2–8–6, Restricted Drugs.*

d. In the role of watch supervision, a CIC must perform these duties in accordance with management direction, with the following exceptions:

1. Evaluating and counseling employees on their performance.

2. Recommending selections, promotions, awards, disciplinary actions, and separations.

3. Site Coordinator for drug or alcohol testing.

e. When barometric pressure within an ARTCC area of jurisdiction is greater than, or forecast to be greater than, 31.00 inches mercury (31" Hg), the affected ARTCC must request a "high barometric pressure procedures in effect" NOTAM for the geographical area affected.

EXAMPLE–
HIGH BAROMETRIC PRESSURE PROCEDURES ARE IN EFFECT FOR THE MEMPHIS CENTER AREA UP TO 17,999 FEET. SEE AERONAUTICAL INFORMATION MANUAL 7–2–3 AND AERONAUTICAL INFORMATION PUBLICATION ENR 1.7 SUBPARAGRAPH 3.3.1 FOR RESTRICTIONS AND SPECIAL REQUIREMENTS.

2–6–2. WATCH SUPERVISION ASSIGNMENTS

a. Efficient air traffic services require watch supervision regardless of the number of people assigned. Facilities must establish local procedures for watch supervision assignments.

b. Where authorized, when two or more operations managers are assigned to the shift, one must be designated as the Operations Manager in Charge (OMIC). The OMIC is responsible for the day-to-day, shift by shift, management of the control room operation.

c. When two or more supervisory traffic management coordinators (STMC) are on duty, one must be assigned as supervisory traffic management coordinator-in-charge (STMCIC).

d. When two or more operations supervisory personnel are on duty in an operational area (for example, radar room, tower, ARTCC area, etc.), one must be assigned as in charge.

NOTE–
These "in charge" personnel may be called OSIC, operations supervisor-in-charge (OS/CIC), or other names designated by the facility manager.

e. When two or more specialists are on duty and no supervisory personnel are available, one specialist who is fully qualified and rated in the assigned operational area must be designated as CIC to perform the watch supervision duties.

NOTE–
In combined radar/tower facilities, when there's a tower CIC and TRACON CIC, one must be designated as the overall controller-in-charge (OCIC).

f. At facilities where a specialist stands a watch alone, the responsibility for watch supervision becomes part of his/her duties.

g. Personnel performing watch supervision duties may be required to perform operational duties in addition to watch supervision duties. The performance of operational duties should be done on a limited basis such as during periods of low activity.

h. An individual is considered available for watch supervision when he/she is physically present in the operational area and is able to perform the primary duties of the function. If the supervisor/CIC leaves the operational area or is engaged in an activity which will interfere with or preclude the performance of watch supervision duties, then another qualified individual must be designated to supervise the watch.

i. EN ROUTE. Operations Supervisors (OS) may only be assigned watch supervision for one area of specialization. The Service Area Director of Air Traffic Operations may approve an air traffic facility manager (ATM) to assign a OS watch supervision to one additional area outside their home area of specialization. The approval must be renewed annually**.**

1. The ATM must document training requirements in their local orders.

2. The OS must comply with the required tasks in paragraph 2–6–1, Watch Supervision.

3. The OS may provide watch supervision in their two approved areas simultaneously provided the following conditions are met:

(a) The supervisor must have direct line of sight to both areas.

(b) May only be assigned during mid-shift configurations and/or during facility defined times included in the approval.

NOTE–
This does not apply when the OS is assigned the Operations Manager in Charge (OMIC) position during midnight operations.

2–6–3. CONTROLLER-IN-CHARGE (CIC) DESIGNATION

a. Prior to being designated as a CIC, specialists must meet the following prerequisites:

1. Have been certified for 6 months in the area/facility CIC duties to be performed. (The Director of En Route and Oceanic Operations Area Office or Terminal Operations Service Area Office may issue a facility waiver for the 6 month requirement where a more immediate assignment is needed. Waivers to facilities will be for 1 year, with renewals based on the result of a yearly evaluation by the area office director.)

2. Be operationally current.

3. Be selected by the air traffic manager or his/her designee.

4. Successfully complete CIC training.

b. Specialists who have been designated as a CIC and subsequently transfer to another facility are not required to fulfill the requirement of subparagraph 2–6–3a1 at the new facility; however, they must meet all other prerequisites.

c. In facilities that use CICs to provide midwatch coverage, specialists that provide such coverage must be designated as a CIC only for the purpose of providing midwatch coverage upon facility/area certification and completion of the local CIC training course. Air traffic managers must ensure the local CIC training course is completed within 30 days of facility/area certification/rating.

NOTE–
In combined radar/tower facilities, specialists who are certified in the tower cab may be designated as CIC in the tower, provided all of the above prerequisites are met.

2–6–4. CONTROLLER-IN-CHARGE (CIC) SELECTION PROCESS

a. All eligible employees who meet the prerequisites of subparagraphs 2–6–3a1 and 2 must be considered for selection as CIC. Air traffic managers, when determining facility requirements for CICs, must consider the following:

1. Facility operational needs.

2. Scheduling concerns.

3. Staffing concerns.

4. Special events.

5. Other issues.

b. When facility requirements are established, air traffic managers may designate a panel to forward recommendations for CIC candidates to the designated selecting official. A facility may have one recommendation panel for each area of specialization.

c. The recommendation panel must consider the following knowledge, skills, and abilities (KSA) in reviewing each candidate. These KSAs must include but are not limited to:

1. Problem solving and analytical ability.

2. Planning and organizing.

3. Decisiveness.

4. Judgement.

5. Communication skill.

6. Interpersonal skill.

d. The recommendation panel must forward its recommendations to the air traffic manager or his/her designee. Written feedback must be provided to the selecting official for all candidates not recommended including dissenting opinions.

e. Candidates who are not selected to be a CIC, upon request, must be advised of the reasons for nonselection. If applicable, specific areas the employee needs to improve must be identified. Employees may request assistance from their immediate supervisor in developing options to improve the identified areas.

NOTE–
These provisions do not apply to midwatch CIC coverage.

2–6–5. CONSOLIDATING POSITIONS

a. Assign personnel to positions as required by activity, equipment, and facility function. Positions may be consolidated in consideration of activity and the qualifications of the personnel involved.

b. To the extent staffing resources permit, and where the position is established, the tower associate (local assist) position must be staffed. This position is considered essential to the operational integrity and safety levels required to minimize the potential for surface errors and land-over incidents. Nonlocal control functions must not be consolidated/combined at the local control position except during periods of significantly reduced traffic levels.

c. When conducting line up and wait (LUAW) operations, local control position must not be consolidated/combined with any other non-local control position.

REFERENCE–
FAA Order JO 7210.3, Para 10–3–8, Line Up and Wait (LUAW) Operations.

2–6–6. RELIEF PERIODS

a. Personnel performing watch supervision duties are responsible for ensuring that breaks are administered in an equitable manner and applied so as to promote the efficiency of the agency. They are also responsible for ensuring that breaks are of a reasonable duration.

NOTE–
Breaks to recuperate are provided to enable employees to engage in activities necessary to rejuvenate themselves in order to effectively manage fatigue.

b. Personnel performing watch supervision duties are responsible for knowing the whereabouts of employees to ensure their availability for position assignments.

c. Personnel performing watch supervision duties must not condone or permit individuals to sleep during any period duties are assigned. Any such instance must be handled in accordance with applicable Agency policy and the applicable collective bargaining agreement.

2–6–7. BASIC WATCH SCHEDULE

a. Facility watch schedules must take into account normal traffic flow, thereby permitting the posting of a continuing schedule for an indefinite period of time. Facility management is responsible for ensuring watch schedules are in accordance with collective bargaining agreements.

b. Air traffic control specialists whose primary duties are those directly related to the control and separation of aircraft must meet the following criteria:

1. Do not work more than 10 operational hours in a shift.

2. Hours worked before a shift, whether operational or not, will count as operational hours.

3. All work beyond 10 hours must be nonoperational.

4. Have at least a 10-hour break from the time work ends to the start of any shift. This requirement applies to all shift changes, swaps, and overtime to include scheduled, call-in, and holdover assignments.

5. Have an off-duty period of at least 12 hours preceding and following a midnight shift. (A midnight shift is defined as a shift in which the majority of hours are worked between 10:30 p.m. and 6:30 a.m.)

6. If an employee is assigned more than two (2) consecutive ten (10) hour midnight shifts, all of the consecutive ten (10) hour midnight shifts require a 2100L (Non flex) start time.

7. Ten (10) hour midnight shifts are limited to no more than four (4) in any six (6) day period.

8. No day shift may immediately precede a ten (10) hour midnight shift.

9. Eight (8) hour midnight shifts may be extended by no more than one (1) hour per single shift.

10. A 0530L start time or later is required when working an eight (8) hour day shift prior to an eight (8) hour midnight shift. Employees may not flex to an earlier start time than 0530L.

11. Do not work more than six shifts without taking a regular day off.

12. Have at least 30 consecutive hours off-duty within each seven-day period.

13. Authorized leave, compensatory time used, and credit hours used are considered hours of work.

14. These criteria apply to shift adjustments, including the exchange of shifts and/or days off and the change of shifts and/or days off.

2–6–8. OVERTIME DUTY

Facility air traffic managers must ensure that overtime duty is equitably distributed among all eligible employees who desire it. Retain overtime duty records for 12 months.

2–6–9. HOLIDAY STAFFING

a. Facility Air Traffic Managers must ensure that the scheduled staffing is adjusted on holidays to a level consistent with the anticipated workload. Application of this policy is not intended to result in a standardized holiday staffing schedule for all holidays. Holiday staffing schedules may vary for individual holidays since the traffic in a particular area cannot always be expected to be the same for each holiday.

b. Prior to establishing work schedules for a Federal holiday, facility air traffic managers must:

1. Consider the previous year's traffic statistics for each holiday.

2. Check, as appropriate, with local sources (Air National Guard, USN, USAF Reserves, local flying schools, fixed base operators, etc.), for information concerning anticipated activity.

2–6–10. ADMINISTRATIVE HOURS OF DUTY

Hours of duty of facility air traffic managers and administrative staffs should conform with the duty hours of their respective service area office.

2–6–11. FACILITY COMPLEMENTS

Facility air traffic managers will be currently informed by the service area office of their authorized facility personnel complements. The authorized complement will always be the end-of-year employment ceiling authorization. Circumstances may result in the establishment of a complement different from that provided in workload formulas.

2–6–12. CONSOLIDATING TOWER/TRACON FUNCTIONS

a. At facilities where both tower and radar/nonradar approach control services are provided, the Air Traffic Manager (ATM) must ensure, to the maximum extent possible, that these functions are not normally consolidated during non-midwatch operations.

b. The ATM must stipulate, in a facility directive, procedures for consolidating approach control functions in the tower cab. The directive, at a minimum, must address:

1. When it is appropriate to permit the consolidation of operations to the tower cab.

2. Required upward reporting to the General Manager during non-midwatch operations.

c. At those locations with only one certified tower radar display (CTRD) in the tower cab, the facility directive must also address radar separation responsibilities, and other issues inherent in operations conducted with one CTRD in the tower cab.

d. During midwatch operations (where the majority of hours fall between 10:30 p.m. and 6:30 a.m.) when traffic permits, all functions may be consolidated for meals or breaks.

e. Air traffic managers must ensure that no less than two fully-certified and current operational personnel are assigned to midnight shift, unless no such personnel are available for assignment.

2–6–13. SINGLE PERSON MIDNIGHT OPERATIONS

a. In order to ensure that a receiving controller is prepared to accept an aircraft, coordination between facilities/operational areas must be accomplished either manually via landline, or positively acknowledged via automation, (for example, acceptance of the handoff by keystroke entry), when an operational area is operated with one ATCS between the hours of 0000L to 0500L.

1. Coordination procedures during the time period defined in paragraph a can be suspended during periods of increased of traffic. An increase of traffic may include, but is not limited to, the following:

(a) Late night SWAP events.

(b) Military movement/exercises.

(c) Multiple arrivals/departures in a short period of time.

2. The coordination procedures do not supersede existing requirements in FAA Order JO 7110.65.

3. Facilities must have local procedures to be used during the hours identified above. Such procedures are to be placed into local SOP or LOAs between facilities.

NOTE–
Automated coordination cannot be hand-offs that do not include human interaction.

b. In the event there is no response from the facility/operational area with which coordination is attempted, immediate action must be taken to determine the status of the unresponsive controller and begin appropriate notification.

c. When operations permit, it is expected that functions will be consolidated to facilitate breaks in up/down facilities during midnight shifts.

Chapter 3. Facility Equipment

Section 1. General

3–1–1. BASIC EQUIPMENT

a. The basic operating equipment for ARTCCs consists of flight progress boards, radar displays, communications, and automation equipment. At facilities utilizing ATOP, additional equipment consists of Air Traffic Situation Displays and Auxiliary Displays. This equipment is arranged in individual units called sectors and laid out in accordance with master plans maintained in the En Route and Oceanic Service Area offices. Air traffic managers may recommend changes to these plans.

b. The basic operating equipment for terminals consists of a control desk, frequency control panel, weather instruments, recorders and, as required, "data communication," radar, and automation equipment arranged in many different configurations according to the type of facility and generally conforming to master plans maintained in Terminal Service Area offices. Air traffic managers may recommend changes to these plans.

1. At terminal facilities where certified information display system (IDS) equipment is installed, the IDS must be the display source for the time, DASI, RVR, wind (including wind shear ribbon display terminals), and weather data from ASOS, AWOS, SAWS, SWS, etc.

2. If all control positions are using a certified IDS, no more than one legacy display for each type (DASI, RVR, etc.) may remain in the tower and/or TRACON for back-up purposes.

3. Facilities that use uncertified IDS must ensure the information is cross–checked with the actual source for accuracy in accordance with the facility's daily watch checklist (for example, ASOS, RVR, LLWAS, etc.).

NOTE–
For facilities using certified systems, these comparisons are performed by technical operations personnel.

4. Air traffic facilities that use electronic IDS must ensure that all displayed information is current. Facilities must ensure that any information with a scheduled expiration is removed from the controller display at the time of expiration. If the system is capable of automatically removing expired information, it must be configured to do so.

NOTE–
This includes Notice to Airmen (NOTAM) information which may be viewed on the Aeronautical Information System Replacement (AISR) or at: https://notams.aim.faa.gov/notamSearch.

c. The basic operating equipment for FSSs consists of radio and landline communications equipment, automation equipment, flight progress boards, pilot briefing equipment, recorders, data communications equipment, displays of aeronautical and meteorological information, and aircraft orientation plotting boards. Air traffic managers may recommend changes to these plans.

3–1–2. PERIODIC MAINTENANCE

a. Requests from Technical Operations personnel for approval to shut down air traffic system components for periodic maintenance are forwarded to the air traffic facility having approval authority.

b. If conditions prevent approval of the shutdown at the time requested, the OMIC/OSIC should cooperate fully and work with Technical Operations personnel in arranging an alternative time. Ordinarily, shutdowns of air traffic system components should be planned to occur during the hours of least traffic activity regardless of the time of day.

NOTE–
The OMIC/OSIC should coordinate with System Operations Traffic Management in determining alternate times.

c. When a NAVAID shutdown will affect another facility's operation, the facility having approval authority must coordinate with other facilities concerned.

3–1–3. NATIONAL AIRSPACE SYSTEM (NAS) CHANGES

When programs are initiated which will result in inauguration, commissioning, alteration, or decommissioning of NAS components (NAVAIDs, facilities, services, etc.), supervisors must ensure, to the extent practicable, that effective dates coincide with the U.S. 56–day cycle effective dates for charting publications.

3–1–4. TRAFFIC LIGHTS, GATES, AND SIGNALS

Air traffic personnel must not operate traffic lights, gates, signals, or similar devices for restricting or preventing transit of persons or vehicles between airport movement areas and other on/off airport areas, or to control vehicular traffic on streets, highways, rail, or other similar areas when traffic thereon may be incompatible with aircraft operations. The control of such traffic is the responsibility of airport management or other appropriate authorities.

3–1–5. CLEANING INSTRUMENT COVERS

Air traffic managers must ensure that personnel use a moist cloth when cleaning glass or plastic instrument covers to preclude the creation of static charges.

NOTE–
FSS OASIS facilities should exercise caution in the handling of flat panel monitors. Do not touch the screen with any object, including hands. Damage to the screen will occur. Detailed instructions for the care of the monitors can be found in the WINGS Systems Users Guide.

3–1–6. ENGINE GENERATOR TRANSFER PROCEDURES FOR ANTICIPATED POWER FAILURE

a. STMCIC or OSIC at terminal facilities and ARTCCs must inform the systems engineer (SE) or other appropriate Technical Operations supervisor of any severe storm activity approaching the facility. The STMCIC or OSIC must advise the OMIC.

b. At facilities without an operational power conditioning system (PCS), the STMCIC or OSIC must coordinate with the SE or other appropriate Technical Operations supervisor to determine a mutually acceptable time to change to/from generator power.

NOTE–
1. *Air traffic and Technical Operations personnel are required to monitor weather reports and radar to determine when severe storm activity is approaching a facility. At least 30 minutes prior to the estimated arrival of a severe storm in the area of a facility, maintenance personnel will start engine generators at facilities as indicated in appropriate agency directives. (These include the Facilities Master File; FAA Order JO 6030.31, National Airspace System Failure Response; local contingency/emergency plans, or any other directives pertaining to restoration of services.) This 30–minute start–up requirement does not apply at facilities where at least one of the following conditions exists:*

a. *The facility has an operational PCS.*

b. *Maintenance personnel are not on duty at the time action is required.*

c. *Air traffic has remote control of the engine generators.*

2. *After coordinating with air traffic, Technical Operations must (depending on the type of auxiliary power system) either place the facility on generator power or place the generator on the loadbank until the storm activity has left the area. (The change back to commercial power will be made at the coordinated time.)*

3. *It is important to note that at facilities with an operational PCS, no action other than the initial storm notification is required since the transfer to generator power occurs automatically with no power interruption when commercial power fails.*

REFERENCE–
FAA Order JO 6030.31, National Airspace System Failure Response.

1. If a decision is made to discontinue use of the fusion tracker at specific sectors or facility-wide, the Air Traffic Manager, or their designee, must notify Strategic Operations, AJT–1, through the appropriate service area Director of Air Traffic Operations.

2. The intent of this notification is to ensure the service area Director of Air Traffic Operations, Strategic Operations, AJT–1, and the program office are aware of the operational status and are providing all capable resources to return to Fusion operations at the affected position/facility.

3. Fusion outages due to a planned radar shutdown of short duration need not be reported.

b. During radar outages, operational alternatives, or contingency plans, must be developed and included in a facility directive that address requirements when there is degradation in the Fusion environment due to sensor availability. The steps must be predetermined and may be implemented facility-wide or sector specific.

1. Facilities should switch to single sensor mode if there are impacts to the efficiency of facility operations due to degradation in the sensor environment while operating in Fusion mode.

NOTE–
ADS–B and WAM are not selectable sources when in single sensor mode.

2. Facilities should use single sensor mode in airspace that is restricted to the use of one long-range radar which can cause anomalies (for example, stitching or target jumping). Facilities should continue to operate in single sensor mode until adequate ADS-B equipage levels are reached, an additional sensor is available, or it is determined by management that an operational advantage is gained by remaining in Fusion.

3. Facilities may use multi-sensor mode when the sensor environment does not support the use of FUSION and use of single sensor does not provide sufficient surveillance coverage.

NOTE–
1. *Multi-sensor mode uses radar, ADS-B, and/or wide area multilateration (WAM) surveillance data, where available, and may provide expanded.*

2. *Multi-sensor mode does not support 3 NM separation.*

2. Where any part of an MVA Sector is more than 65 NM from the issued altimeter source.

3. When all of the following conditions are applicable:

(a) the MVA Sector is within designated mountainous areas by 14 CFR part 95,

(b) the terrain is deemed precipitous by facility Air Traffic Management,

(c) the previous 5 year average low temperature at the primary airport is documented to be less than the temperature shown in TBL 3−8−1 for the amount of ROC reduction requested. Retain temperature documentation locally with approved 7210-9. Use TBL 3−8−1 to determine the extent of mountainous terrain reduction permitted if rounding down, based on the average low temperature. Comply with the following process to determine the average low temperature.

(1) Go to the National Center for Environmental Information website at www.ncei.noaa.gov.

(2) Mouse over the "Resources" link on the blue bar.

(3) Click on "Quick Links."

(4) Click on "Global Historical Climatology Network" link.

(5) Click on "Global Summary of the Year."

(6) Accept the default date, select "Stations" in the search for field, then enter the station representing the primary airport. Then click on search.

(7) Click on the airport name. When the page opens, scroll down to "View Station Data." Select the year interested in. Then view data.

(8) A report will appear, then go to the second page. Document the EMNT value. Select each relevant year and document the EMNT for that year. Then calculate the 5−year average.

TBL 3−8−1

ROC Reduction/Temperature Table

Requested ROC Reduction	Minimum Average Low Temperature
100'	-40°C/-40°F
200'	-35°C/-31°F
300'	-30°C/-22°F
400'	-25°C/-13°F
500'	-20°C/-4°F
600'	-15°C/5°F
700'	-10°C/14°F
800'	-5°C/23°F
900'	0°C/32°F
1000'	7°C/45°F(2°C/36°F when MVA sector is within 35 NM of issued altimeter)

h. Managers requesting to waive criteria contained in FAA Order 8260.3, must submit FAA Form 8260−1, Flight Procedures/Standards Waiver in conjunction with the MVA project. This waiver form will contain the criteria requested to be waived, with the operational need fully explained, and examples of how the facility will achieve an equivalent level of safety, if approved. The package will be sent to the Radar Video Mapping Team through the Service Center OSG. Upon completion of the Radar Video Mapping Team review, the package will be forwarded to the Flight Procedure Implementation and Oversight Branch. For the Flight Standards Waiver process, facility managers do not need to complete a Safety Management System evaluation. An electronic copy of the completed waiver package must be sent to Strategic Operations, AJT−1, at 9−AJT−HQ−Correspondence@faa.gov.

i. MVAs must not be below the floor of controlled airspace and should provide a 300−ft buffer above the floor of controlled airspace. In some cases, this application will result in an exceptionally high MVA (for example,

in areas where the floor of controlled airspace is 14,500 MSL). When operationally required to vector aircraft in underlying Class G (uncontrolled) airspace, 2 MVAs may be established. The primary MVA must be based on obstruction clearance and the floor of controlled airspace. A second, lower MVA that provides obstruction clearance only may be established. The obstruction clearance MVA must be uniquely identified; for example, by an asterisk (*). Do not consider buffer areas for controlled airspace evaluations.

j. If new charts prepared using SDAT create a significant impact on a facility's operation, the impact must be coordinated with Strategic Operations, AJT−1, for joint coordination with System Operations.

NOTE−
Significant impacts include changes to flight tracks for turbine-powered aircraft, multiple losses of cardinal altitudes, and/or reductions in airport arrival/departure rates.

k. Air traffic managers may request to merge adjoining, like altitude MVA sectors that resulted from using differing design criteria provided the merged sectors are identified in the remarks on FAA Form 7210−9 and a statement is included with each affected sector that the merged sectors are for Radar Video Map (RVM) presentation only; for example, Sector B, B1, and B2 are to be merged in SDAT shape files for RVM presentation only.

l. Air traffic managers must submit the request for MVACs to the appropriate Service Center OSG for review. The Service Center OSG must then forward the requested MVAC to the Radar Video Mapping Team for processing.

m. Each request must indicate the MVAC was accomplished in Web−SDAT, stored in the Web−SDAT database and when necessary, include a statement regarding the issued altimeter settings being within 65 NM of a rounded down sector and/or provides the 5-year average cold temperature.

n. Each request must include the SDAT generated Form 7210-9 with the manager's signature and point of contact at the submitting facility. Form 7210-9 must also be an electronic copy with the manager's signature, and imported into the MVA project file. When applicable, each Form 7210-9 must include explanations/justifications for ROC reduction requests. The MVA request with the 7210-9 will be electronically forwarded to the OSG. When the capability of electronic signatures is developed within SDAT, Form 7210-9 may be transmitted electronically between the facility, Service Center, and Radar Video Mapping Team in lieu of the paper process. SDAT will automatically store the approved MVAC package in the National Airspace System Resource (NASR).

o. When more than one chart is used, prepare those charts with the oldest review/certification date(s) first to help avoid lapses in annual review/certification requirements.

p. New charts that result in significant operational impacts must not be implemented by air traffic managers until associated changes to facility directives, letters of agreement, and controller training are completed within a period not to exceed 6 months from new chart certification.

q. Once a chart without significant operational impacts has been approved, it must be implemented as soon as possible. MVAC installations projected to be more than 60 days from date of approval must be coordinated with and approved by,the Service Center OSG.

r. Air traffic managers must ensure that MVACs are periodically reviewed for chart currency and simplicity and forwarded for certification to the Radar Video Mapping Team at least once every 2 years. Charts must be revised immediately when changes affecting MVAs occur.

3−8−3. ALTITUDE ASSIGNMENTS TO S/VFR AND VFR AIRCRAFT

Where procedures require altitude assignments to S/VFR and VFR aircraft less than the established IFR altitude or MVA, facility air traffic managers must determine the need and the method for displaying the appropriate minimum altitude information.

REFERENCE−
FAA Order JO 7110.65, Para 7−5−4, Altitude Assignment.
FAA Order JO 7110.65, Para 7−8−5, Altitude Assignments.

3–8–4. EMERGENCY OBSTRUCTION VIDEO MAP (EOVM)

a. An EOVM must be established at all terminal radar facilities that have designated mountainous areas as defined in 14 CFR part 95, subpart B, within their delegated area of control. This map is intended to facilitate advisory service to an aircraft in an emergency situation in the event an appropriate terrain/obstacle clearance minimum altitude cannot be maintained.

NOTE–
Appropriate terrain/obstacle clearance minimum altitudes may be defined as MIA, MEA, Minimum Obstruction Clearance Altitude (MOCA), or MVA.

b. EOVM Use: The EOVM must be used and the advisory service provided only when a pilot has declared an emergency or a controller determines that an emergency condition exists or is imminent because of the inability of an aircraft to maintain the appropriate terrain/obstacle clearance minimum altitude/s.

c. EOVM Design:

1. The basic design of the EOVM must incorporate the following minimum features:

(a) Base contour lines of the mountains with the highest peak elevation of each depicted mountain plus 200 feet for natural low obstacle growth.

(b) Highest elevations of adjacent topography; e.g., valleys, canyons, plateaus, flatland, etc., plus 200 feet, or water.

(c) Prominent man–made obstacles; e.g., antennas, power plant chimneys, tall towers, etc., and their elevations.

(d) Operational airports which could serve in an emergency as follows:

(1) Primary Airport,

(2) Public-use satellite airports, and

(3) Private airports, only after declaration by the airport owner that the airport is suitable for emergency use. Facility validation of suitability for emergency use must be documented every two years during the EOVM coordination process with AJV–A and retained in facility files.

NOTE–
1. *Mission Support Services, Aeronautical Information Services, AJV–A2 will verify the accuracy of video maps they produce to ensure the video maps depict only operational airports as defined by the Office of Airport Safety and Standards, AAS–1. Facilities will be notified by AJV–A2 that a new EOVM will be sent when a depicted airport is no longer operational.*

2. *AJV–A2 has developed a local template that will be provided to the facility when the coordination process starts. In addition, those facilities depicting private airports will be expected to fill out the template and return to AJV–A2 during the EOVM review process.*

(e) Other information deemed essential by the facility.

NOTE–
To avoid clutter and facilitate maintenance, information depicted on the EOVM should be restricted to only that which is absolutely essential.

2. All elevations identified on the EOVM must be rounded up to the next 100–foot increment and expressed as MSL altitudes.

NOTE–
To avoid unnecessary map clutter, the last two digits are not required.

EXAMPLE–
2=200, 57=5700, 90=9000, 132=13200

d. EOVM Production: The initial preparation and procurement of the EOVM must be accomplished in accordance with FAA Order 7910.1, Aeronautical Video Map Program.

e. EOVM Verification: The initial and subsequent EOVM procurement package must be checked for adequacy and then coordinated with AJV−A2 to verify the accuracy of its information. At least once every 2 years, the EOVM must be reviewed for adequacy and coordinated with AJV−A2 for accuracy.

f. Facilities will receive a new EOVM from AJV−A2, regardless of whether changes were made or requested. ATMs must revise maps immediately when changes affecting the EOVM occur. Newly received EOVMs must be implemented by facility managers as soon as possible, but no later than 60 days after the map production date.

NOTE−
AJV−A2's review cycle may not be the same as a facility's 2-year review cycle. In an effort to reduce duplication of work, ATMs should align their 2-year review dates with that of AJV−A2's review.

g. Similar maps often titled VFR or EMERGENCY are EOVM−like maps. These video maps do not follow the EOVM validation process, except for the depiction of operational private airports. Facilities must follow the provisions of c1(d)(3) above concerning suitability for depiction. AJV−A2 will provide their local template during coordination of the video map for private airport depiction.

3−8−5. ESTABLISHING DIVERSE VECTOR AREA/S (DVA)

a. DVAs may be established at the request of the ATM at ATCT locations without published SIDs. DVA requests will be coordinated jointly with the appropriate Service Area respective OSG and Mission Support Services, Instrument Flight Procedures Group, for candidate airports within the facility's area of jurisdiction after considering and fulfilling the following steps:

1. DVAs should be considered when obstacles penetrate the airport's diverse departure obstacle clearance surface (OCS). The OCS is a 40:1 sloping surface and is intended to protect the minimum 200 feet/NM climb gradient. If there are no obstacle penetrations of this surface, then standard takeoff minimums apply, obstacle clearance requirements are satisfied, and vectoring of IFR aircraft is permitted below the MVA/MIA.

2. When the OCS is penetrated, the Instrument Flight Procedures Group procedural designer may develop an obstacle departure procedure (ODP). An ODP may consist of obstacle notes, nonstandard takeoff minimums consisting of nonstandard ceiling and visibility or climb gradient, a specified departure route, or any combination thereof. If an ODP is developed for a runway, it may be a candidate for a DVA. The ATM must determine that sufficient surveillance coverage exists for any airport with a published instrument approach and an operating control tower.

3. Where established, reduced air traffic separation from obstacles, as provided for in TERPS diverse departure criteria, can be used to vector departing IFR aircraft below the MVA/MIA.

4. To assist in determining if obstacles penetrate the 40:1 surface, ATMs may request the Instrument Flight Procedures Group or the Service Center Flight Procedures Team (FPT) to provide a graphic depiction of any departure penetrations.

5. If the location is listed in the Terminal Procedure Publication (TPP) index, check the take-off minimums and (Obstacle) Departure Procedures in section C of the TPP for the DVA runway. If nothing is listed, or only low, close-in obstacle notes appear, then a DVA is not necessary. If a DP appears, development of a DVA becomes an option.

6. If the location is not listed, query the AIS website at http://www.faa.gov/air_traffic/flight_info/aeronav/Aero_Data/ and select the Special Procedures link to determine if a "special" instrument approach procedure exists at that airport/heliport. If there is a special procedure, the Regional Flight Standards All Weather Office (AWO) can supply FAA Form 8260−15A for ODP information when requested by the facility.

NOTE−
If the TPP or AWO indicates IFR departures N/A for any given runway, then a DVA is not authorized.

7. If the ATM elects to request a DVA, use the sample memorandum below as a guide (see FIG 3−8−1). Specify if the request is to establish, modify, or cancel a DVA. If modifying or canceling a DVA, attach the memorandum that authorizes the current DVA. The DVA request must include the following:

(a) Airport identifier.

(b) Desired DVA runway(s).

(c) Requested DVA method. Specify a range of operational headings by starting from the extreme left heading proceeding clockwise (CW) to the extreme right heading as viewed from the departure runway in the direction of departure (for example, Runway 36, 290 CW 120), or isolate a penetrating obstacle(s) by identifying that obstacle(s) either by DOF number or range/bearing from airport.

(d) Maximum Extent (Distance) from Departure Runway.

(e) Radar Type/Beacon Type. Provide whether the facility has an ASR–8, 9, or 11, and its associated beacon system or monopulse secondary surveillance radar (MSSR), if applicable.

(f) Facility Hours of Operation.

FIG 3–8–1
Sample DVA Memo

Federal Aviation Administration

Memorandum

Date: March 10, 2011

To: John Bickerstaff, Manager, Terminal Procedures and Charting Group, AJV-35
THRU: Mark Ward, Manager, Eastern Operations Support Group, AJV-E2

From: Steve Jones, Air Traffic Manager, XYZ TRACON

Prepared by: Joseph B. Specialist, Support Specialist

Subject: Diverse Vector Area (DVA) Request

XYZ TRACON requests the following DVA action as specified for the following airport(s) based on the information provided below:

ACTION	AIRPORT	RWY	REQUESTED DVA METHOD	DIST FROM RWY
			Range of Headings	
ESTABLISH	KABC	35R	320 CW 020	Within 18NM
			Range of Headings	
ESTABLISH	KABC	17L	140 CW 200	Within 20NM
			Isolate Penetrating Obstacle	
MODIFY	KXYZ	15	DOF 05-00234	
CANCEL	KDEF	22		

Radar Type/Beacon Type: ASR-8 with ATCBI-5

Hours of Operation: 0600-2300 local

POC is Joe Specialist, XYZ TRACON, 416-555-9988.

Attachments:
1. KXYZ DVA authorization memorandum dated October 28, 2008.
2. KDEF DVA authorization memorandum dated February, 16, 2009.

Section 3. Letters of Agreement (LOA)

4–3–1. LETTERS OF AGREEMENT

An LOA should be negotiated if the air traffic manager deems it necessary to clarify responsibilities of other persons/facilities/organizations when specific operational/procedural needs require their cooperation and concurrence. For Class A airspace authorizations, do not negotiate an LOA intended to support recurring operations, before reviewing the guidance contained in Chapter 19 of this order regarding waivers, authorizations, or exemptions to the Code of Federal Regulations (CFR). An LOA should be prepared when it is necessary to:

a. Supplement established operational/procedural instructions.

b. Define responsibilities and coordination requirements.

c. Establish or standardize operating methods.

d. Specify special operating conditions or specific air traffic control procedures.

1. LOAs for recurring VFR glider and balloon operations in Class A airspace must contain the following provision:

"This Letter of Agreement (LOA) does not grant nor imply the waiver of, or an authorization to deviate from, any part or subpart of the Code of Federal Regulations (CFR). All applicant(s) and/or operator(s) will coordinate with the responsible Flight Standards District Office in advance of planned or recurring VFR flight in Class A airspace."

2. The Flight Standards Service (FS) is responsible for ensuring the qualification of civil pilots, airworthiness of civil aircraft, and the safety of persons and property on the ground as part of a waiver for which air traffic does not have issuing authority. Chapter 19 of this order references CFRs that require coordination with FS for these operations to occur.

NOTE–
Planned or recurring operations constitute those operations over a long period of time necessitating an LOA. Short–term periods, for example, a single day event, weekend, or similar short periods are accomplished through special provisions included with an FS approved Certificate of Waiver.

REFERENCE–
FAA Order 8900.1, Flight Standards Information Management System (FSIMS).

e. Delegate responsibility for ATC service; e.g., approach control service, control boundary jurisdiction, and procedures for coordinating and controlling aircraft where two or more airports have conflicting traffic patterns or overlapping conflicting traffic patterns.

f. Establish responsibilities for:

1. Operating airport equipment.

2. Providing emergency services.

3. Provide airport management with braking action reports. At a minimum, procedures must provide for the prompt notification which indicate runway braking conditions have deteriorated to "good to medium," "medium," "medium to poor," "poor," or "nil" or have improved to "good."

4. Reporting operating limitations and hazards.

5. Interfacility use of trajectory–based operations (TBO) capabilities (e.g., TBFM, TFDM.)

g. Describe procedures that supplement those contained in FAA Order JO 7110.65, Air Traffic Control, or FAA Order JO 7110.10, Flight Services, to satisfy a requirement of a military service.

REFERENCE–
FAA Order JO 7110.65, Para 1–1–11, Waivers to This Order.

h. Define stereotyped flight plans used for special operations, such as training flights or flight test activities.

i. Describe airspace areas required to segregate special operations.

j. Establish aircraft radiotelephony call signs to be used by the tower and the local operators.

k. Define the responsibilities of the tower and the airport management or other authority for movement and nonmovement areas by precisely delineating the loading ramps and parking areas under the jurisdiction of the airport management or other appropriate authority. Facility air traffic managers may, at their discretion, exclude from the movement area those portions of the airport surface normally designated movement areas that are not visible from the tower. Consideration must be given to the impact this may have on the movement of ground traffic. The agreement may include the following:

1. Airport management or other appropriate authority must require, by agreement or regulation, all ground vehicles and equipment operators and personnel to obtain tower approval prior to entry onto the airport movement area and comply with control instructions issued to them while on that area. This includes those vehicles used to conduct pushback operations and must require approval prior to moving aircraft/vehicles out of the loading ramps or parking areas onto the movement area.

2. Airport management or other appropriate authority may also require those aircraft which will not infringe upon the movement area but will impede ingress and egress to the parking area to contact the tower for advisories prior to conducting pushback operations. State that information related to aircraft movement on the loading ramps or parking areas is advisory in nature and does not imply control responsibility.

3. At those airports where vehicles not equipped with two–way radio are permitted by the airport management or other appropriate authority to enter or cross the defined movement area at specific locations without approval from the tower, enter into an LOA with the airport management, or other appropriate authority, specifying the conditions for such operations and include the clause as follows: “The airport owner/operator covenants and expressly agrees that with regard to any liability which may arise from the operation within (area/areas), that party must be solely and exclusively liable for the negligence of its own agents, servants, and/or employees, in accordance with applicable law, and that neither party looks to the other to save or hold it harmless for the consequences of any negligence on the part of one of its own agents, servants, and/or employees.”

l. Document–specific activities permitted by the airport operator in the runway safety area (RSA), particularly during aircraft operations, which includes when aircraft are arriving, departing, or taxiing along the runway. Signatories must include the airport operator, the ATCT, and the FAA Technical Operations office supporting the airport.

1. An RSA LOA must be developed in collaboration with all parties to the agreement, referencing Advisory Circular (AC) 150/5210–20, Ground Vehicle Operations to include Taxiing or Towing an Aircraft on Airports, and including site–specific procedures for all RSA activities.

2. An RSA LOA must be established even when the airport operator will not permit activity in the RSA during aircraft operations.

3. An RSA LOA must be a stand–alone agreement (not combined with any other LOA).

NOTE–
The LOA may include additional parties such as airport tenants; fixed–base operators; or local, state, and federal agencies.

REFERENCE–
Advisory Circular AC 150/5210–20, Ground Vehicle Operations to include Taxiing or Towing an Aircraft on Airports.

4–3–2. APPROPRIATE SUBJECTS

Examples of subjects of LOAs are:

h. Prepare a single supplement, if necessary, to augment the letter at a facility and attach it to the basic LOA. Do not repeat material from the basic LOA.

i. After coordination, send two copies of the proposed LOA, including supplements, to the service area office for approval if required.

4–3–4. REVIEW BY SERVICE AREA OFFICE

a. The Service Area office must review the proposed LOA, ensure coordination with other interested offices and affected user groups, as necessary, and approve the LOA if satisfactory. Coordination includes mandatory review of the LOA by a Service Center Environmental Protection Specialist (EPS) in accordance with paragraph 4–1–6.

b. The Service Area office may, in writing, delegate to air traffic managers, air traffic managers designees, ATREPs, or Region Air Defense Liaison Officer (RADLOs) the authority to develop, coordinate, approve, and implement LOAs except for:

1. Those which prescribe procedures or minima contrary to those contained in FAA Order JO 7110.65, Air Traffic Control, unless appropriate military authority has authorized application of reduced separation between military aircraft; or

REFERENCE–
FAA Order JO 7110.65, Para 1–1–10, Procedural Letters of Agreement (LOAs).

2. Those between an IFR facility and a tower to authorize the separation services prescribed in paragraph 2–1–16, Authorization for Separation Services by Towers, and paragraph 10–5–3, Functional Use of Certified Tower Radar Displays.

4–3–5. APPROVAL

Upon receipt of Service Area office approval, the air traffic manager must:

a. Prepare the LOA in final form incorporating the Service Area office guidance. Development of the LOA includes an environmental impact review by the appropriate Service Center EPS in accordance with paragraph 4–1–6 of this order.

b. Establish an effective date, acceptable to all parties involved, that permits sufficient time for distribution and for participating facilities and user groups to familiarize personnel, revise directives, flight charts, etc., and complete other actions.

c. Sign the LOA and obtain signatures of other authorities as required.

d. Distribute copies of the signed LOA to each participating facility or organization, the Service Area office, and other interested offices. Distribution of supplements outside the facility is not required.

e. Ensure that current, new, or revised LOA, Standard Operating Procedures (SOP), and FAA Facility Orders (FO) are posted in the Facility Directives Repository (FDR) before the effective date of the document.

EXCEPTION. LOAs containing contingency plan information must not be posted to the FDR. LOAs with such information must be posted to the National OCP database.

REFERENCE–
FAA Order JO 7210.3, Para 2–2–14, Facility Directives Repository (FDR).

4–3–6. COMMERCIAL SPACE LOAs

LOAs exist between ATC facilities and commercial space launch/reentry site, launch, and/or reentry operations proponents. FAA Order JO 7400.2, Procedures for Handling Airspace Matters contains responsibilities and procedures for Commercial Space operations. The following lists the roles and responsibilities of organizations and individuals involved in the commercial space LOA process:

a. The respective ATO Service Center OSG will serve as facilitator of the LOA development.

b. ATO Service Center OSG will coordinate with the appropriate Service Area, ATO Space Operations, the Office of Commercial Space Transportation (AST), the Office of Airports, and other offices having responsibilities in accordance with the operation.

c. Each LOA must include, but is not limited to:

1. Names and contact information for all parties involved.

2. For launch/reentry operation LOAs: Description of operation to include vehicle type and characteristics; anticipated frequency of operations; and requested airspace, altitude, vehicle positioning data transmittal, and Aircraft Hazard Area (AHA) information.

3. For launch/reentry site LOAs: Brief description of the launch/reentry site, types of anticipated operations, and anticipated frequency of proposed operations.

4. Operating procedures to include communications, real−time coordination, NOTAM content issuance, contingency, and emergency.

4−3−7. HOT AIR BALLOON LOAs FOR CLASS C AIRSPACE

Air traffic managers at facilities that conduct hot air balloon operations within Class C airspace must enter into an LOA with balloon operators or festival representatives specifying procedures and conditions for operations. The LOA must be developed using a hot air balloon LOA template obtained from the Service Center Operations Support Group.

4−3−8. ANNUAL REVIEW/REVISIONS

a. Review LOAs at least annually and update as necessary. Examine current LOAs for practices and/or procedures that are no longer required. Reviewing includes both content and relevance that achieve full operational efficiency and customer flexibility. Review and, if necessary, update LOAs when new/revised instrument flight procedures are published or national procedures are implemented or changed.

NOTE−
Information related to subscribing for alerts regarding upcoming changes to instrument flight procedures is available at the Instrument Flight Procedures Information Gateway: https://www.faa.gov/air_traffic/flight_info/aeronav/procedures/.

REFERENCE−
FAA Order JO 7210.3, Para 2−1−2, Facility Standard Operating Procedures Directive.
FAA Order JO 7210.3, Para 2−1−6, Checking Accuracy of Published Data.
FAA Order JO 7210.3, Para 4−3−3, Developing LOA.

b. Process revisions to LOAs and attachments or supplements thereto as page replacements. Mark the revisions as follows:

1. Place an asterisk or vertical line to the left of each new or revised paragraph or section to signify new material.

2. Identify page revisions by the “REV” number, e.g., “REV 1,” and the effective date in the lower right hand corner of each revised page.

c. Coordinate revisions to a LOA in the same manner and degree as for the original LOA.

4−3−9. CANCELLATION

After appropriate coordination with LOA signatories and the Service Area, cancel any agreement which is no longer applicable. Ensure that the FDR is updated.

Section 2. FAA Aircraft

5–2–1. IDENTIFYING DEPARTMENT OF TRANSPORTATION (DOT) AND FAA FLIGHTS

The following alphanumeric identifiers and radio/interphone call–signs are established for use in air/ground communications when the Secretary of Transportation, Deputy Secretary of Transportation, FAA Administrator, or FAA Deputy Administrator have a requirement to identify themselves:

a. DOT.

1. Secretary:

(a) Identifier: DOT–1

(b) Call–Sign: Transport–1

2. Deputy Secretary:

(a) Identifier: DOT–2

(b) Call–Sign: Transport–2

b. FAA.

1. Administrator:

(a) Identifier: FAA–1

(b) Call–Sign: Safeair–1

2. Deputy Administrator:

(a) Identifier: FAA–2

(b) Call–Sign: Safeair–2

5–2–2. FLIGHT INSPECTION AIRCRAFT

a. FAA aircraft engaged in flight inspection of navigation aids must be provided priority handling by ATC facilities in accordance with FAA Order JO 7110.65, paragraph 2–1–4, Operational Priority. Flight Program Operations (AJF)/flight inspectors are expected to coordinate with the facility prior to conducting flight inspections. Occasionally, due to unplanned/special flight inspection requirements, flight inspectors may attempt to conserve flight hours and accomplish additional opportune flight checks with minimal advance coordination.

NOTE–
Many flight inspection missions can be conducted without being afforded priority handling. Do not cancel flight inspection missions solely based on not being able to provide priority handling.

REFERENCE–
FAA Order JO 7110.65, Para 2–1–4, Operational Priority, Subpara l Note.

b. Unless otherwise agreed to, direct contact must be maintained between the flight inspection pilot and the ATC facility to provide for an exchange of information regarding the intention of the pilot and the known traffic in the facility's area of responsibility.

c. Many flight inspection missions are accomplished using automatic recording equipment, and an uninterrupted flight is necessary for the successful accomplishment of the flight. Maximum cooperation will help AJF accomplish its mission within their limited aircraft resources. Facilities must immediately notify the pilot-in-command (PIC), or the AJF Operations Control Center (OCC) located at the Joint Air Traffic Operations Command (JATOC) if they are unable to accommodate flight inspection missions.

NOTE–

1. *Flight Check (FLC) aircraft stating "recorded run" indicates automated flight inspections are in progress. Such inspections necessitate the full length of the runway (including protection of any critical areas) and require the entire procedure to be flown, up to and including the missed approach as needed. Any interruption of a recorded run will require the entire procedure to be reinitiated.*

2. *Not every flight inspection mission requires prior coordination. The PIC may contact the facility for final coordination, but due to unforeseen variables, subtle differences may occur. It is also possible that flight checks that are not listed will transit your airspace. Additionally, weather, aircraft maintenance, and other unplanned issues may alter the schedule.*

REFERENCE–

FAA Order JO 7110.65, Chapter 9, Special Flights.

d. Air Traffic Districts must distribute information regarding flight inspection mission operations to affected facilities in a timely manner.

e. Facilities must review published schedules and maneuvers to be performed utilizing the Flight Inspection Activity Map (https://fiog.faa.gov/foms/itinerary/scheduledWorkMap), when available.

1. The ATM must ensure the Operations Supervisor (OS), or Controller-in-Charge (CIC) reviews the requested FLC operation. Airport flight inspection/certification of navigational aids and flight procedures are the only category required to be briefed.

2. The OS/CIC must brief controllers prior to assuming a control position affected by the flight inspection aircraft. The briefing must include the associated flight procedures/maneuvers depicted on the Flight Inspection Activity Map, when available.

3. Completed briefings of airport flight inspection/certification of navigational aids and flight procedures must be documented on FAA Form 7230–4, Daily Record of Facility Operation.

4. The ATM must make it a priority to monitor and be periodically present for any FLC operations during their duty hours.

f. FLC aircraft that request to perform an unplanned procedure should be approved to proceed if:

1. The requested operation would not adversely affect air traffic operations.

2. The FLC aircraft would not/does not request priority handling.

NOTE–

The utilization of the Flight Inspection Activity Map and monitoring requirements for unplanned FLC operations should be performed to the extent possible.

5–2–3. HIGH ALTITUDE INSPECTIONS

a. High altitude flight inspection operations are generally conducted on IFR flight plans; "VFR–on–top" will not be requested except when weather conditions are ideal and excessive delays would result from operating at an assigned flight level.

b. The pilot must contact the STMCIC of the appropriate facility for coordination prior to flight when special handling is required for the successful completion of the flight check.

NOTE–

Flight inspection operations requiring the participation of ground personnel or the establishment of specific communications or radar operation capabilities are considered to require special handling. Such flights must be coordinated with the appropriate facilities before departure.

5–2–4. RESEARCH AND DEVELOPMENT FLIGHTS

a. Aircraft participating in FAA research and development test activities are sometimes required to deviate from standard procedures to accomplish the mission. These aircraft should be provided maximum assistance by control facilities subject to other traffic. Direct radio contact should be maintained between the aircraft and the control facility to provide for an exchange of information regarding the pilot's intention and known traffic.

b. Upon request by the pilot, the air traffic manager of the controlling facility may authorize the use of special flight procedures to be used by aircraft participating in FAA research and development activities. Control personnel must be thoroughly briefed on the procedure prior to the flight.

NOTE–
The actions established herein do not affect the pilot's responsibility to obtain any necessary waivers to the CFRs.

Section 3. Operations

6–3–1. HANDLING OF SIGMETs, CWAs, AND PIREPs

a. SIGMETs and CWAs:

1. The CWSU meteorologist is the focal point for the review of SIGMETs to determine application to the ARTCC area of responsibility and may issue a CWA to modify or redefine the SIGMET information.

2. The CWSU meteorologist may also issue a CWA in advance of a SIGMET when the observed or the expected weather conditions meet SIGMET criteria or when conditions do not meet SIGMET criteria but are considered significant.

3. The weather coordinator (WC) has the primary responsibility for the inter/intrafacility dissemination of AIRMETs (except over CONUS), SIGMETs, urgent PIREPs (UUA), routine PIREPs (UA), and CWAs, and must ensure that sufficient information is disseminated to facilitate the required alert broadcasts.

NOTE–
In recognition that there are several uses/definitions for the acronym CONUS, references herein to CONUS are specific to the contiguous United States (i.e., "lower 48").

REFERENCE–
FAA Order JO 7210.3, Chapter 18, Section 26, Weather Management.
FAA Order JO 7110.65, Para 2–6–6, Hazardous Inflight Weather Advisory.

4. Terminal ATC facilities must relay the SIGMET and the CWA information to towers under their jurisdiction.

b. PIREPs:

1. The WC is the focal point for handling PIREP requests and for the dissemination of urgent and routine PIREPs within the ARTCC and to terminal ATC facilities without Leased Service A System (LSAS) which are or may be affected.

2. The CWSU meteorologist solicits PIREPs through the weather coordinator or directly from the controllers when required.

(a) Both solicited and unsolicited PIREPs that meet the urgent PIREP criteria must be distributed immediately via the LSAS.

(b) Solicited and unsolicited routine PIREPs must be distributed in a timely manner.

c. PIREP classification: Categorize PIREPs as follows:

1. URGENT: Weather phenomena reported by a pilot which represents a hazard or a potential hazard to flight operations. Disseminate reports of the following conditions as URGENT PIREPs:

(a) Tornadoes, funnel clouds, or waterspouts.

(b) Severe or extreme turbulence (including clear air turbulence).

(c) Severe icing.

(d) Hail.

(e) Low level wind shear.

NOTE–
Defined as wind shear within 2,000 feet of the surface.

(f) Volcanic eruptions and volcanic ash clouds.

(g) Detection of sulfur gases (SO_2 or H_2S), associated with volcanic activity, in the cabin.

NOTE–
The smell of sulfur gases in the cockpit may indicate volcanic activity that has not yet been detected or reported and/or possible entry into an ash-bearing cloud. SO_2 is identifiable as the sharp, acrid odor of a freshly struck match. H_2S has the odor of rotten eggs.

(h) Any other weather phenomena reported which are considered by the specialist as being hazardous or potentially hazardous to flight operations.

2. ROUTINE: Classify all solicited and unsolicited PIREPs as routine unless otherwise indicated.

6–3–2. RECEIPT OF NOTAM DATA

ARTCC air traffic managers must coordinate with other air traffic facilities in their area to ensure that adequate procedures are established for the receipt and distribution of NOTAMs. NOTAM distribution may be accomplished via the Aeronautical Information System Replacement (AISR) or accessed at https://notams.aim.faa.gov/notamSearch as a source for NOTAM information.

6–3–3. REVIEW AIRSPACE STRUCTURE

Although magnetic radials are used in planning airways/routes, conversion to true radials is required for designation. The final magnetic radials are not determined until the airspace action is charted. As a result, differences from planned magnetic radials may occur in the conversion of true to magnetic radials. Differences may also occur later due to changes in the magnetic variation, which is recomputed every 5 years. These differences could contribute to the misapplication of the VFR altitude hemispheric rule. Therefore, ARTCC air traffic managers must conduct a continuing review of the airway and jet route structures and proposed new airspace cases and bring any differences to the attention of the En Route and Oceanic Operations Service Area Office.

6–3–4. FLIGHT DATA UNIT

a. The Flight Data Unit (FDU) is responsible for processing and disseminating operational information necessary for NAS operations.

b. The FDU must provide system support during outage(s) of critical systems and/or software. These responsibilities include data recovery, manual processing, and disseminating information or data products as necessary for safe and efficient operations.

c. The Air Traffic Manager (ATM) must:

1. Ensure all FDU responsibilities and procedures listed below are established in local orders or directives.

2. Assign additional duties of a recurring nature based on unique facility requirements.

3. Provide FDU specialists a copy of, or access to, the following;

(a) FAA Order JO 7110.10, Flight Services.

(b) FAA Order JO 7110.65, Air Traffic Control.

(c) FAA Order JO 7900.5, Surface Weather Observing–METAR.

(d) FAA Order 7930.2, Notices to Airmen (NOTAM).

(e) Position binder, which includes:

(1) Procedures for accomplishing assigned position related duties and responsibilities.

(2) Examples and formats for seldom used procedures.

(3) Cross references to documents and lists contained in other publications which may be used where applicable.

d. Unless otherwise specified in a facility directive or a letter of agreement, the Flight Data Communications Specialist (FDCS) performs the following:

1. Flight Plan Data.

(a) Process domestic flight plan(s) proposals, corrections, amendments, and remove strip requests.

(b) Process international flight plan(s) proposals, corrections, amendments, remove strip requests, and departure messages.

(c) Process military flight plans.

(d) Provide data search assistance for Search and Rescue (SAR) information requests.

2. Weather Products:

(a) Support the TMU weather coordinator with inter/intrafacility dissemination of the weather data products described in the Weather Management section of this order. This should include both urgent PIREPs (UUA) and routine PIREPs (UA).

REFERENCE–
FAA Order JO 7210.3, Para 18–26–4, Weather Management, Subpara b1.

(b) Provide inter/ intrafacility dissemination of international weather products as needed.

(c) Perform altimeter and weather data checks and system updates as required.

(d) Provide backup services for terminal facility PIREP and METAR entries.

REFERENCE–
FAA Order JO 7110.65, Para 2–6–3, Weather Information, Subpara c.

3. NOTAMs:

(a) Process and disseminate FDC, Special Use Airspace (SUA), and Temporary Flight Restriction (TFR) NOTAMs.

(b) Provide assistance with formatting and inputting Special Activity Airspace (SAA) NOTAMs.

(c) Process and disseminate NOTAM D information as necessary, to include ERIDS backup services.

4. System/Administrative Messages: Process and disseminate the following messages:

(a) GENOTs,

(b) CIRNOTs,

(c) Oceanic track,

(d) ALTRV movement/change.

5. Classified National Security Information (CNSI) and Communications Security (COMSEC): Handle, safeguard, and protect CNSI and COMSEC material in accordance with national policies, FAA orders, and local SOPs.

6. Clearance Relay:

(a) Responds to telephone requests for ATC clearances received from pilots by contacting the appropriate sector within the ARTCC or approach control facility and relays clearance issued to the pilot verbatim.

(b) Advises appropriate ARTCC sector or approach control facility of IFR Flight Plan cancellations received over the telephone.

6–3–5. CHANGES TO MTR AND MOA PUBLISHED ACTIVITY SCHEDULES

ARTCCs must use the procedures as outlined in FAA Order 7930.2, Notices to Airmen (NOTAM), paragraph 6-1-2, Special Activity Airspace (SAA), when MTR or MOA activity is scheduled to occur at other than published or charted times.

Section 4. Services

6–4–1. ADVANCE APPROACH INFORMATION

Assign responsibility for issuing advance approach information to a specific position when more than one position could issue the data. Responsibility must be delegated in a directive in accordance with FAA Order 1320.1, FAA Directives System. Display the information so that it is accessible to the controllers having need for it.

6–4–2. MINIMUM IFR ALTITUDES (MIA)

Determine minimum IFR altitude information for each control sector and display them at the sector. This must include off-airway minimum IFR altitude information to assist controllers in applying 14 CFR section 91.177 for off-airway vectors and direct route operations. Facility air traffic managers must determine the appropriate chart/map method for displaying this information at the sector. Facilities must submit their MIA charts for review periodically. Submit MIA charts to Aeronautical Information Services (AIS), including automated data submissions, to ensure that obstacle clearance and controlled airspace requirements are met.

NOTE–

1. *This may be accomplished by appending the data on sector charts or MVA charts. Special translucent sectional charts are also available. For assistance in obtaining MIA sector charts contact the Radar Video Map group at 9–AJV–HQ–ATCPRODUCTS@faa.gov.*

2. *For guidance in the preparation and review of Minimum IFR Altitude charts see FAA Order JO 7210.37, En Route Instrument Flight Rules (IFR) Minimum IFR Altitude (MIA) Sector Charts.*

REFERENCE–

FAA Order JO 7210.3, Para 3–8–2, Radar Mapping Standards.

6–4–3. SPECIAL USE FREQUENCIES

Special use frequencies (296.7, 321.3, 364.8 and 369.9MHz) are controller-to-pilot communication channels established to minimize frequency changes for certain military aircraft operating in the high altitude sectors. The specific frequencies must not be publicized. However, information concerning their authorized use may be published in official military documents or in agency directives.

6–4–4. PRACTICE INSTRUMENT APPROACHES

a. Where ARTCCs provide approach control service, ATMs must evaluate those airports where basic radar service is available for determining where IFR separation to VFR aircraft conducting practice instrument approaches will be provided. The ATM must consider the impact on operations and service requirements when determining the airports that will receive this additional service.

b. ATMs must issue a Letter to Airmen (LTA) advising the users of airports where IFR separation is provided for VFR aircraft conducting practice instrument approaches. The LTA must specify which facility will handle the aircraft practicing instrument approaches and include the appropriate frequencies. Airport(s) where this service is provided must be specified in a facility directive.

REFERENCE–

FAA Order JO 7210.3, Para 4–1–3, Service Area Review.
FAA Order JO 7210.3, Para 4–5–2, Letters to Airmen.

c. Where a facility directive requires the application of IFR separation to VFR aircraft practicing instrument approaches, IFR separation must be provided in accordance with FAA Order JO 7110.65, Chapter 4, Section 8.

d. Temporary conditions (e.g., available staffing, equipment operating status, VIP movement, TFRs, or unusual operations) may impact a facility's ability to provide practice instrument approach services. Facilities may elect to suspend practice instrument approaches when a temporary condition exists.

e. At airports with a nonapproach control tower, or an airport with a Flight Service Station (FSS) that provides Local Airport Advisory (LAA), procedures for handling VFR aircraft conducting practice instrument approaches must be included in an LOA, if applicable.

Section 7. Advanced Technologies and Oceanic Procedures (ATOP)

6–7–1. GENERAL

a. ATOP is an Air Traffic Control (ATC) System deployed in designated en route and oceanic airspace. ATOP includes both surveillance and flight data processing, which provides the controllers with automated decision support tools to establish, monitor, and maintain separation between aircraft, and aircraft to airspace and terrain.

b. ATOP capabilities include:

1. MEARTS based radar surveillance processing.

2. Conflict Prediction and Reporting for conflict probe.

3. Automatic Dependence Surveillance–Addressable (ADS–A).

4. Automatic Dependence Surveillance–Broadcast (ADS–B).

5. Controller Pilot Data Link Communications (CPDLC).

6. ATC Interfacility Data Communications (AIDC).

7. Weather Deviation Tool.

8. Decision Support Tools used primarily for situation awareness.

9. Electronic Flight Data including Electronic Flight Strips.

6–7–2. OPERATIONAL SUPERVISOR–IN–CHARGE RESPONSIBILITIES

In addition to the watch supervision described in Chapter 2, Administration of Facilities, Section 6, Watch Supervision–Terminal/En Route, facilities must provide in facility directives the operational duties and procedures for the Supervisor–In–Charge associated with the ATOP System. Responsibilities and procedures must include but are not limited to the following:

a. Disseminate flight information received at the Supervisor workstation in a timely manner.

b. Supervisor workstation message management.

c. ATOP data management when a channel changeover is being performed.

d. Assignment of Error Repair responsibilities.

6–7–3. ERROR REPAIR POSITION RESPONSIBILITIES

Facilities must define responsibilities and develop procedures associated with the ATOP System for the Error Repair position. Responsibilities and procedures must include but are not limited to:

a. Disseminate messages received at the workstation in a timely manner.

b. Edit and repair messages.

6–7–4. FACILITY MANAGER RESPONSIBILITIES

a. Ensure LOAs, SOPs, MOUs and Sector Position Binders are current to support ATOP.

1. Facility managers must consider ATOP functions and limitations when reviewing current LOAs and/or negotiating future LOAs.

2. Consider the following items when reviewing LOAs:

(a) Interfacility coordination procedures.

(b) Outage notification.

(c) Degraded functions notification.

(d) Automated Information Transfer Procedures.

b. Ensure all facility directives, where applicable, support ATOP. Directives should include but are not limited to:

1. System problem reporting.

2. Airspace and sector configuration.

3. Use of surveillance sources.

4. Use of paper strips and strip marking.

5. Electronic flight data management.

6. Conflict Probe/Weather Deviation Tool/Decision Support Tools use, limitations, and exceptions.

7. Internal coordination.

8. Contingency plans.

9. Controller preference management.

6–7–5. TRANSFER OF POSITION

In addition to the procedures outlined in paragraph 6, Step–by–Step Process, of Appendix A, Standard Operating Practice (SOP) for the Transfer of Position Responsibility, in FAA Order JO 7110.65, Air Traffic Control, ensure facility directives include, at a minimum, the following procedures:

a. Position relief briefing checklist.

b. Sign-over procedures.

6–7–6. ATOP CHANNEL CHANGEOVERS

Facilities must identify the procedures for a channel changeover that include a checklist detailing actions to be taken, and roles and responsibilities.

6–7–7. OUTAGES

In accordance with Chapter 8, NAS En Route Automation, and requirements in this chapter, facilities must develop and maintain procedures for the transition to and from, and during ATOP degraded operations. A facility directive must include a checklist detailing actions, roles, and responsibilities during planned and unplanned outage or degraded operation.

6–7–8. CONTROLLER PILOT DATA LINK COMMUNICATIONS

Facility managers must ensure that local procedures are developed for the use of CPDLC. These procedures must include but not be limited to:

a. The use of free-text messages in air-to-ground communication.

b. Data link limitations and exceptions.

c. Lost communications procedures.

d. Frequency assignment for automated transfer.

Section 8. Reduced Vertical Separation Minimum (RVSM)

6–8–1. GENERAL

a. RVSM airspace is defined as any airspace between FL290 and FL410 inclusive, where eligible aircraft are separated vertically by 1,000 feet. Additional altitudes provide users fuel savings and operational efficiencies while providing ATC flexibility, mitigation of conflict points, enhanced sector throughput and reduced controller workload.

b. RVSM is applied in RVSM airspace over the domestic United States, Alaska, the Gulf of America where the FAA provides air traffic services, the San Juan FIR, across international borders with Canada and Mexico, and the Pacific and Atlantic Oceanic airspace controlled by the FAA. All aircraft operating in RVSM airspace must be RVSM eligible unless they qualify for an exception as listed below.

c. The following non-RVSM aircraft are exceptions to the exclusive RVSM airspace, however, access may be approved, workload-permitting:

1. DoD aircraft.

2. DoD-certified aircraft operated by NASA (T38, F15, F18, WB57, S3, and U2 aircraft only).

3. MEDEVAC aircraft.

4. Aircraft being flown by manufacturers for development and certification.

5. Foreign State aircraft.

d. The following aircraft operating within oceanic airspace or transiting to/from oceanic airspace are excepted:

1. Aircraft being initially delivered to the State of Registry or Operator;

2. Aircraft that was formerly RVSM approved but has experienced an equipment failure and is being flown to a maintenance facility for repair in order to meet RVSM requirements and/or obtain approval;

3. Aircraft being utilized for mercy or humanitarian purposes;

4. Within the Oakland, Anchorage, and Arctic FIRs, an aircraft transporting a spare engine mounted under the wing.

e. Two thousand feet separation must be applied for aircraft transitioning RVSM airspace whenever one of the aircraft is not RVSM eligible.

f. Non-RVSM exception aircraft may access RVSM airspace in one of the following ways:

1. LOA: Complies with a Letter of Agreement (LOA) for operations within a single or adjacent ARTCCs.

2. File-and-Fly: Files a flight plan and makes the initial request to access RVSM airspace by requesting an ATC clearance.

g. Facilities with RVSM airspace must:

1. Provide guidance in the facility Standard Operating Procedures (SOP) for managing non–RVSM flights.

2. Where available, display the Center Monitor on the Traffic Situation Display (TSD) in each area and the Traffic Management Unit (TMU). This will aid in the coordination and decision making process for approving non–RVSM flights.

6–8–2. FACILITY MANAGER RESPONSIBILITIES

a. Ensure all facility directives are current to support RVSM.

b. Ensure all LOAs, SOPs, and Sector Position Binders are current to support RVSM.

c. Ensure airspace is continually reviewed for impact of RVSM.

d. Ensure all height deviations of 300 feet or more are recorded and forwarded to the FAA Technical Center in Atlantic City, New Jersey at NAARMO@faa.gov.

6–8–3. OPERATIONS MANAGER-IN-CHARGE RESPONSIBILITIES

Responsibilities must include but not be limited to the following:

a. Maintain an operational awareness of RVSM impact specifically any non–RVSM aircraft being worked within RVSM airspace.

b. Ensure proper coordination is accomplished between the STMC/TMU and the operations supervisors/controllers-in-charge regarding the accommodation and handling of any non-RVSM aircraft.

c. Ensure, in conjunction with the Traffic Management Officer, that monitor alert values are addressed with RVSM impacts considered.

d. Ensure the proper RVSM software is turned on.

6–8–4. OPERATIONS SUPERVISOR-IN-CHARGE/CONTROLLER-IN-CHARGE RESPONSIBILITIES

Responsibilities must include but not be limited to the following:

a. Maintain an awareness of all operational impacts associated with RVSM, specifically any non-RVSM aircraft currently within area sectors or projected to be in sectors under his/her area of responsibility.

b. Ensure sector personnel have been properly briefed regarding any known non-RVSM aircraft in or projected to be in sectors under his/her area of responsibility.

c. Ensure sector workload remains manageable when non-RVSM aircraft are in or projected to be in sectors under his/her area of responsibility.

d. Coordinate all non–RVSM aircraft with operational supervisors/CIC as appropriate, both internally and externally, to ensure the aircraft is coordinated and accepted along its route of flight.

e. Non–RVSM Exception Flights Outbound from the U.S. The operational supervisor/CIC from the last area to have communications and operational control of the aircraft in the facility where an aircraft departs RVSM airspace designated for U.S. air traffic control, or exit facility, must coordinate with the international point–of–contact in a timely manner.

f. Ensure controllers at applicable sectors have their situation display properly aligned to display the RVSM indicator depicting those non–RVSM.

6–8–5. NON–RVSM REQUIREMENTS

a. RVSM approval is required for aircraft to operate within RVSM airspace. The operator must determine that the appropriate State authority has approved the aircraft.

b. DoD, DoD-certified aircraft operated by NASA (T38, F15, F18, WB57, S3, and U2 aircraft only), MEDEVAC, aircraft operated by manufacturers for certification and development, and Foreign State exception aircraft will be accommodated in RVSM airspace on a workload permitting basis.

c. Within oceanic airspace or transiting to/from oceanic airspace aircraft being initially delivered to the State of Registry or Operator, an aircraft that was formerly RVSM approved but has experienced an equipment failure and is being flown to a maintenance facility for repair in order to meet RVSM requirements and/or obtain approval; an aircraft being utilized for mercy or humanitarian purposes; and within the Oakland, Anchorage, and

Section 9. En Route Information Display System (ERIDS)

6–9–1. GENERAL

ERIDS is a real time, interactive, electronic information display system that is used as a replacement for paper sources of information. ERIDS provides controllers, supervisors, and traffic management personnel with access to aeronautical data, weather data, airspace charts, ATC procedures, NOTAMs, PIREPs, and other sources of ATC information.

6–9–2. REQUIREMENTS

a. Where available, ERIDS must be used to provide controllers with the following information:

1. Sector binder information.

REFERENCE–
FAA Order JO 7210.3, Para 6–2–2, En Route Sector Information Binder.
FAA Order JO 7210.3, Para 2–1–3, Position/Sector Binders.

2. Notices to Airmen (NOTAMs). Facilities using ERIDS for NOTAM distribution must develop a backup plan in the event ERIDS becomes unavailable/unusable.

3. National directives.

4. United States Government flight information publications/DoD flight information publications.

5. Other air traffic information and lists determined by facility directives.

b. ERIDS may be used to record and disseminate PIREPs.

c. ERIDS must not be used to disseminate dynamic operational information; for example, miles–in–trail restrictions, runway in use, weather information other than PIREPS, etc.

d. Facilities must develop local procedures to meet the following requirements:

1. Facilities using ERIDS must ensure that the provisions of FAA Order JO 7210.3, paragraph 6–2–2, are met in the event of an ERIDS outage or degradation.

2. Facilities using ERIDS in lieu of sector information binders must ensure that all information is available and maintained for each operational sector in accordance with the provisions of FAA Order JO 7210.3, paragraph 6–2–2.

NOTE–
Consider the adverse effect of short-duration changes when selecting active runways or airport configurations. For example, "chasing the wind" could have adverse effects.

c. Responsibility for designating RUNWAY IN USE / ACTIVE RUNWAY / DUTY RUNWAY may be further delegated; however, a facility directive must be issued to define specific coordination requirements.

d. Tailwind and crosswind considerations take precedence over delay/capacity considerations, and noise abatement operations/procedures/agreements.

e. ATCTs must formalize, in their Standard Operating Procedures (SOP) and Letters of Agreement (LOAs) (as applicable), local procedures compliant with the provisions of this paragraph.

10–1–7. USE OF ACTIVE RUNWAYS

a. Air traffic managers must issue a facility directive containing procedures to ensure the efficient use of runways, positive control and coordination of aircraft/vehicles on or near active runways. Authorization for aircraft/vehicles to taxi/proceed on or along an active runway, for purposes other than crossing, must be provided via direct communications on the appropriate local control frequency. This authorization may be provided on the ground control frequency after coordination with local control is completed for those operations specifically described in a facility directive.

b. Air traffic managers must develop procedures to be included in a facility directive for the mandatory use of an approved surface memory aid at the appropriate operational position/s for:

1. Runway status (CLOSED/INACTIVE)

2. Runway crossing

3. Vehicle, personnel or equipment on active runway/s

4. Land and Hold Short Operations (LAHSO)

5. Line Up and Wait (LUAW)

6. Landing clearance

c. Approved memory aids will be maintained in the Surface Memory Aids Toolbox. The use of memory aids that are not already included in the Toolbox must be approved by the Director, Strategic Operations, AJT–1, through the appropriate Service Area Director of Air Traffic Operations, who will coordinate with Runway Safety (AJI–1550) for inclusion (available on CEDAR).

d. Air traffic managers must include procedures in the facility directive to assist the local and ground controllers in maintaining awareness of aircraft positions on the airport.

REFERENCE–
FAA Order JO 7110.65, Para 3–1–4, Coordination Between Local and Ground Controllers.
FAA Order JO 7110.65, Para 3–1–7, Position Determination.

e. FAA Order JO 7110.65, Air Traffic Control, contains procedures for the control of aircraft/vehicle movements on active runways. Exceptions may be authorized, upon approval by the Service Area Director of Air Traffic Operations, to allow prearranged coordination where equivalent procedural safeguards exist to preclude a loss of separation. Exceptions must be limited to complex locations with clearly demonstrated extraordinary requirements that cannot be met through the application of the standard procedures in FAA Order JO 7110.65. The following are required:

1. A facility directive that clearly defines ground/local/cab coordinator responsibilities and contains safeguards to prevent inadvertent use of runways by local/ground/cab coordinator at the same time and do not rely solely on visual observation (look–and–go).

2. The use of the cab coordinator in runway crossing procedures must have restraints to guard against unanticipated actions by the local controller to prevent traffic conflicts. Coordinators must not approve runway

crossings in front of aircraft on the runway awaiting takeoff without first coordinating with the local controller. Similar restraints should be included with regard to landing aircraft; e.g., cutoff points that ensure the runway is clear before landing aircraft arrive over the threshold. Based on a direct knowledge of the local controller's instant traffic situation, the cab coordinator may authorize ground control to conduct an operation across an active runway. The cab coordinator must ensure the timeliness of all such operations and initiate any necessary action to prevent runway crossing incidents. When not certain of local control's traffic, the cab coordinator may still effectively function as a communications link between the local controller and the ground controller.

3. A separate facility directive must specify the responsibilities of the cab coordinator in authorizing active runway crossings. This directive must specify the cab coordinator's function, authority, and accountability. The Service Area Director of Air Traffic Operations must approve this directive prior to implementation.

f. Air traffic managers at instrumented airports with operating control towers must, in addition to the above, annually review airport surface diagrams to ensure that the runway centerline heading information is current. This may be accomplished by comparing the posted magnetic headings of the runways shown on the airport obstruction chart, corrected to the current magnetic variation for the facility, with the heading shown on the airport surface diagram. The air traffic manager must review departure procedures to ensure continued compatibility with the runway headings posted on the airport surface diagram.

g. Air traffic managers must develop a facility directive that defines the coordination responsibilities of local control and ground control to ensure that coordination is accomplished to accommodate an aircraft exiting the runway which must enter another taxiway/runway/ramp area (other than the one used to exit the landing runway) to taxi clear of the runway.

NOTE–
This directive is only required at facilities where an aircraft exiting the runway must enter another taxiway/runway/ramp area, other than the one used to exit the landing runway, to taxi clear of the runway.

10–1–8. PROCEDURES FOR OPENING AND CLOSING RUNWAYS

Each ATM:

a. Must ensure that the authority, responsibility, and procedures to be used when opening or closing a runway are defined in an LOA with airport management/military operations office. Items which should be addressed, if relevant, are: the use of barriers/visual aids (lighted or unlighted "X", barricades, etc.), portions of the closed runway available for ground operations such as crossings, and information for issuing NOTAMs. Other items may be included, as appropriate.

NOTE–
Only the airport management/military operations office can close or open a runway.

b. Must develop and provide a tailored checklist to be used when opening and closing a runway. A facility directive must designate the position responsible for completing the checklist. Items which should be included, if relevant, are:

1. Coordination.

(a) Airport management.

(b) Intrafacility.

(c) Interfacility.

(d) Technical operations.

(e) Traffic management.

2. Memory aids.

3. Safety Logic System.

10–3–6. ILS HEIGHT/DISTANCE LIMITATIONS

a. An ILS is normally flight checked to 4,500 feet and 18 miles for the localizer and to 4,500 feet and 10 miles for the glide slope.

b. If an operational need to exceed these limitations exists, ATC submits an Expanded Service Volume (ESV) request IAW 8260.19, with a description of the flight procedure requiring it. Flight inspection must validate the ESV.

10–3–7. LAND AND HOLD SHORT OPERATIONS (LAHSO)

a. The air traffic manager must refer to FAA Order JO 7110.118, Land and Hold Short Operations (LAHSO).

b. Technical questions concerning LAHSO may be addressed to the Operations Support Group; or, in turn, to Mission Support, Policy, AJV–P, via 9–AJV–P–HQ–Correspondence@faa.gov.

10–3–8. LINE UP AND WAIT (LUAW) OPERATIONS

a. The ATM must:

1. Determine an operational need exists before conducting LUAW operations.

2. Before authorizing LUAW operations, conduct a review of the impact that airport configuration and local conditions may have on the application of LUAW procedures.

3. Prepare a facility directive. The directive must prescribe items (a) through (d). Items (e) through (i) must be included if applicable.

(a) Local procedures for conducting these operations.

(b) Methods to assist the local controller in maintaining awareness of aircraft positions on the airport, for example, annotating flight progress strips or marking the location of aircraft with color–coded chips on a magnetic diagram of the airport.

REFERENCE–
FAA Order JO 7210.3, Para 10–1–7, Use of Active Runways.

(c) The consolidation and staffing of positions.

(d) The requirements necessary for issuing a landing clearance with an aircraft holding in position.

(1) The safety logic system must be operated in full core alert runway configuration.

(2) The reported weather must be ceiling of 800 feet or more.

(3) The reported visibility must be 2 miles or more.

REFERENCE–
FAA Order JO 7110.65, Para 3–9–4, Line Up and Wait (LUAW), subpara c1.
FAA Order JO 7110.65, Para 3–10–5, Landing Clearance, subpara b.

(e) Runway geometry, for example, the physical configuration of runways and other airport movement areas.

(f) Weather conditions, time of day, for example, prevailing light conditions.

REFERENCE–
FAA Order JO 7110.65, Para 3–9–4, Line Up and Wait (LUAW), subpara c1 and g.

(g) Fleet mix.

REFERENCE–
FAA Order JO 7110.65, Para 3–9–6, Same Runway Separation.
FAA Order JO 7110.65, Para 3–9–7, Wake Turbulence Separation for Intersection Departures.
FAA Order JO 7110.65, Para 3–9–8, Intersecting Runway Separation.

(h) Traffic volume; complexity restrictions.

(i) Obstructions or limitations to visibility from controller–to–aircraft and aircraft–to–aircraft perspectives.

4. Local control position must not be consolidated/combined with any other non–local control position. For example, local control must not be consolidated/combined with the operations supervisor (OS)/controller–in–charge (CIC) position, clearance delivery, flight data, ground control, cab coordinator, etc. Local control can be combined with other local control positions to include tower associate (local assist) or local monitor position. When a Class B/helicopter position with defined control tower airspace is established, this position can be combined with local control.

5. The tower associate (local assist) position or a local monitor position must be staffed to permit more than one aircraft at a time to LUAW on the same runway between sunrise and sunset.

6. The OS/CIC position should not be combined with any other position.

7. Ensure OS/CICs review paragraph 2–6–1a, Watch Supervision, with an emphasis on maintaining situational awareness and management of the operational environment with a goal toward eliminating distractions.

8. Do not authorize LUAW operations at an intersection between sunset and sunrise unless the following is implemented:

(a) The runway is used as a departure–only runway.

(b) Only one aircraft at a time is permitted to LUAW on the same runway.

(c) Document on FAA Form 7230–4, Daily Record of Facility Operation, the following: "LUAW at INT of RWY (number) and TWY (name) IN EFFECT" when using runway as a departure–only runway. "LUAW at INT of RWY (number) and TWY (name) SUSPENDED" when the runway is not used as a departure–only runway.

(d) At least 90 days before planned implementation, ATMs must submit the local directive outlining this operation to the appropriate Service Area Director of Air Traffic Operations for approval. The appropriate Service Area Director of Air Traffic Operations must be notified of any proposed operational changes (for example, a change to the runway or taxiway for conducting LUAW operations).

b. ATMs must submit operational need for LUAW and a facility directive to the appropriate Service Area Director of Air Traffic Operations for approval. ATMs must maintain a copy of the approval correspondence from the appropriate Service Area Director of Air Traffic Operations.

c. The appropriate Service Area Director of Air Traffic Operations must ensure an annual review of LUAW operations. The results of this review must be forwarded to and archived by the Service Area Director of Air Traffic Operations.

10–3–9. VISUAL SEPARATION

Air traffic managers at adjacent ATCTs who wish to conduct tower–applied visual separation are required to complete the following:

a. Prepare a facility directive at each facility and enter into an LOA between the concerned facilities. At a minimum, the LOA must include:

1. Required equipment to conduct the operation.

2. Clear definition of the specific runway configurations and flows for the operation.

3. Ceiling and visibility requirements.

4. Missed approach instructions, where applicable.

5. A requirement that the aircraft type and intentions be made known to all controllers providing visual separation under these procedures.

6. Procedures for OS/CIC personnel to:

(a) Accomplish coordination between all concerned facilities prior to conducting and upon termination of the specified operation,

(b) Assess the operation during equipment failures.

(c) Terminate the operation when not permitted due to weather conditions.

b. Ensure that all personnel receive initial, and when appropriate, recurrent/annual refresher training.

c. Document the operation in a Letter to Airmen and publish it on the Federal NOTAM System (FNS) website.

d. Submit an operational needs request along with an update adding tower–applied visual separation procedures to their facility directives. These documents must be approved by the appropriate Air Traffic Services Service Area Director prior to implementation.

e. ATMs must maintain a copy of the approval correspondence.

REFERENCE–
FAA Order JO 7110.65, Para 7–2–1, Visual Separation.
FAA Order JO 7210.3, Para 4–3–2, Appropriate Subjects.

10–3–10. TAKEOFF CLEARANCE

At those airports where the airport configuration does not allow for an aircraft to completely cross one runway and hold short of the departure runway and/or where airports do not have runway hold markings between runways, the ATM must establish guidelines for how aircraft are cleared for takeoff based on the airport configurations. These guidelines must ensure aircraft are still precluded from mistakenly departing from other than the assigned runway while taking into account factors affecting aircraft being "clear of the runway," for example, minimum distance between runways, presence of hold position markings, signage, etc. A facility directive must include where these procedures are able to be applied.

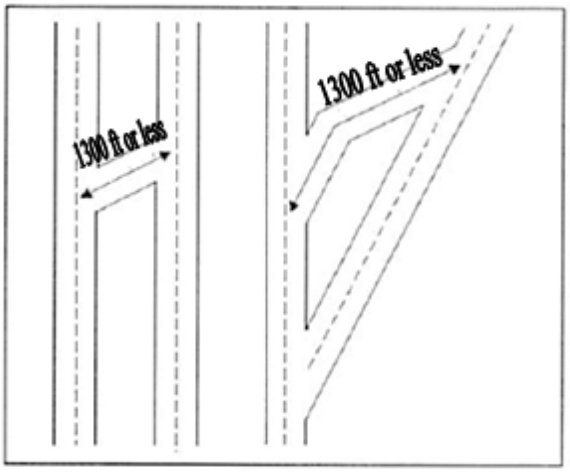
REFERENCE–
FAA Order JO 7110.65, Para 3–9–10, Takeoff Clearance.
P/CG Term – Clear of the Runway.

10–3–11. MULTIPLE RUNWAY CROSSINGS

a. Air traffic managers at airports where the taxi route between runway centerlines is 1,300 feet or less must submit a request to the appropriate Service Area Director of Air Traffic Operations for approval before authorizing multiple runway crossings.

REFERENCE–
FAA Order JO 7110.65, Para 3–7–2, Taxi and Ground Movement Operations.

FIG 10–3–1
Multiple Runway Crossings



b. The request must address the specific locations where multiple runway crossings will be authorized. This must only include locations where the intervening taxi route is 1,300 feet or less between runway centerlines.

c. Facilities must keep a copy of the approval correspondence issued by the appropriate Service Area Director of Air Traffic Operations.

d. Facility directives must include a diagram that depicts the runway/taxiway intersections where multiple runway crossings are authorized.

e. The Service Area Director of Air Traffic Operations must conduct an annual audit of multiple runway crossing operations authorized in their areas. The audit must ensure compliance with all applicable taxi procedures identified in FAA Order JO 7110.65 paragraph 3−7−2. The audit should include a review of all runway incursions attributable to multiple runway crossing clearances and all necessary documentation required above.

NOTE−
Two or more Permission Based Exemptions may not be combined in multiple runway crossing clearances that exceed 1,300 feet.

10−3−12. AIRPORT CONSTRUCTION

Whenever there is construction on a movement area, or on a non-movement area that affects movement area operations, the ATM must:

a. Notify the Airport Construction Advisory Council via email to the following address: 9−AJA−ConstructionCouncil@faa.gov. The email should describe the construction project in detail.

b. Create, approve, and publish appropriate changes to local procedures.

c. Ensure training for all operational personnel is completed and documented.

d. Provide continued training and/or briefings for the duration of the construction project to ensure operational personnel are advised on construction changes as the project progresses.

e. Ensure the latest version of the "Runway-Taxiway Construction Best Practices" for preparation and operations is reviewed by appropriate personnel during construction.

f. Ensure the latest version of the "Runway-Taxiway Construction Checklist" for preparation and operations is used and completed by appropriate personnel.

NOTE−
Both the "Runway-Taxiway Construction Best Practices" and "Runway-Taxiway Construction Checklist" are available on the Runway Safety website. Go to the FAA homepage, search Runway Safety and click the Construction link.

REFERENCE−
FAA Order JO 7110.65, Para 2−9−3, Content.
FAA Order JO 7110.65, Para 3−7−1, Ground Traffic Movement.
FAA Order JO 7110.65, Para 3−9−1, Departure Information.
FAA Order JO 7110.65, Para 3−9−4, Line Up and Wait (LUAW).
FAA Order JO 7110.65, Para 3−9−10, Takeoff Clearance.
FAA Order JO 7110.65, Para 3−10−1, Landing Information.
FAA Order JO 7110.65, Para 3−10−5, Landing Clearance.
FAA Order JO 7210.3, Para 10−3−13, Change in Runway Length Due to Construction.
FAA Order JO 7210.3, Para 10−4−1, Automatic Terminal Information Service (ATIS).

10−3−13. CHANGE IN RUNWAY LENGTH DUE TO CONSTRUCTION

When a runway length has been temporarily or permanently shortened, local procedures must be issued to include procedures covering the phraseology for all taxi, takeoff and landing clearances, ATIS broadcasts, NOTAMs, and other significant activities to ensure safety is not compromised. The ATM must:

a. Review and publish local weather criteria for each runway selected during periods of construction affecting the available runway length, for example:

1. 800’ ceiling and 2 SM visibility – arrival/departure runway.

2. Weather less than 2 SM visibility - departure only runway.

b. Ensure training for operational personnel is completed prior to any runway length changes that include the following:

1. Use of the term “full length.”

2. Use of the term “shortened.”

3. Review of current and future national “Runway Construction Changes” training materials.

c. Provide continued training and/or briefings for the duration of the construction project to ensure operational personnel are advised of construction changes as the project progresses.

REFERENCE–
FAA Order JO 7110.65, Para 2–9–3, Content.
FAA Order JO 7110.65, Para 3–7–1, Ground Traffic Movement.
FAA Order JO 7110.65, Para 3–9–1, Departure Information.
FAA Order JO 7110.65, Para 3–9–4, Line Up and Wait (LUAW).
FAA Order JO 7110.65, Para 3–9–10, Takeoff Clearance.
FAA Order JO 7110.65, Para 3–10–1, Landing Information.
FAA Order JO 7110.65, Para 3–10–5, Landing Clearance.
FAA Order JO 7210.3, Para 10–3–12, Airport Construction.
FAA Order JO 7210.3, Para 10–4–1, Automatic Terminal Information Service (ATIS).

10–3–14. TEMPORARY AUTHORIZATION AND USE OF A TAXIWAY AS A RUNWAY

The airport owner/operator has principal authority to determine the use of the airport surface in accordance with applicable laws, regulations, and FAA policies. Accordingly, the airport traffic control tower does not have authority to use a taxiway as a runway unless otherwise authorized in writing by the airport owner/operator and the Service Area Director of Operations. In limited circumstances, such as airport construction or special events, an ATM may recommend temporary use of a taxiway as a runway but must first obtain written authorization from the airport owner/operator and take actions as specified below.

REFERENCE–
14 CFR Part 139, Certification of Airports
AC 150/5300–13, Airport Design.
AC 150/5340–1, Standards for Airport Marking
AC 150/5340–18, Standards for Airport Sign Systems
AC 150/5370–2, Operational Safety on Airports During Construction.

NOTE–
The airport owner/operator must submit the appropriate airspace case to the FAA in advance of the planned effective date of the change in airport use. The owner/operator will be provided a Determination Letter on the outcome of the airspace case to include any special requirements. The ATM should obtain a copy of the Determination Letter from the airport owner/operator for awareness.

a. The airport owner/operator and ATM must plan and coordinate any temporary authorization for the use of a taxiway as a runway. The ATM must notify the General Manager and the OSG once these discussions have started.

REFERENCE–
FAA Order JO 7210.3, Para 4–2–1, Local Coordination/Conferences.

b. The OSG must assist the General Manager and ATM for use of the planned authorization. This includes but is not limited to OSG coordination with Flight Standards Service.

c. Authorization for an operating airport traffic control tower to use a taxiway as a runway is limited to VFR weather conditions, sunrise to sunset, for same runway separation (SRS) Category I and II aircraft only, per FAA Order JO 7360.1, Aircraft Type Designators. Any proposal for an authorization outside of these limitations requires additional coordination with Airports Division, Flight Standards Service, and/or the OSG, as well as submission of a waiver request per Chapter 1 of this order.

REFERENCE–
FAA Order JO 7110.65, Para 3–9–6, Same Runway Separation.

d. Upon receipt of written authorization from the airport owner/operator to temporarily use a taxiway as a runway, and any supporting documentation to include the OE/AAA determination letter (if any), the ATM must notify the General Manager and the OSG.

e. The General Manager must review the written authorization and determine if it should be forwarded, with documentation, to the Service Area Director of Air Traffic Operations.

f. The ATM must ensure actions necessary for operational safety, both before and during the temporary use period, are taken (e.g., safety risk management, Letter to Airmen, and/or NOTAM). The length of time necessary for the parties to take these actions will vary based on operational complexity and airport considerations.

g. Authorization from the Service Area Director of Air Traffic Operations must not exceed one year from the effective date. An extension may be granted for an additional period up to one year to complete arrangements to return to normal operations.

h. The ATM must timely notify the General Manager of any need for an extension, but no later than 30 days prior to expiration of the authorization. If at the end of a 24-month period from the initial authorization the taxiway is still needed as a runway, additional justification and a new request for authorization must be initiated by the ATM.

10–3–15. APPROACHES TO PARALLEL RUNWAYS

a. Where vectors are provided to intercept parallel final approach courses, facilities must review and, where necessary, address speed requirements to reduce the potential for overshoot situations.

b. When determining speed requirements, consider, at a minimum, the following:

1. Airspace constraints.

2. Field elevation.

3. Fleet mix.

4. Airport layout.

5. Traffic flow(s).

6. Local weather.

c. When speed requirements are implemented, those requirements must be contained in a facility directive.

10–3–16. GO-AROUND/MISSED APPROACH

a. Tower facility directives must address procedures for go-arounds and/or missed approaches. The procedures must require controllers to issue control instructions as necessary to establish separation. During the development or review of these procedures, facilities must give consideration, at a minimum, to the following factors:

1. Operational position configuration.

2. Communication and/or control transfer.

3. Runway configuration.

4. Evaluation of existing waivers (for example, reduced separation on final).

5. Wake turbulence.

6. Weather conditions.

7. Type of approach (instrument or visual).

REFERENCE–
P/CG Term – Go–around.

P/CG Term – Low Approach.
P/CG Term – Missed Approach.
FAA Order JO 7110.65, Para 3–8–1, Sequence/Spacing Application.
FAA Order JO 7110.65, Para 3–8–2, Touch–and–Go or Stop–and–Go or Low Approach.
FAA Order JO 7110.65, Para 4–8–11, Practice Instrument Approaches.
FAA Order JO 7110.65, Para 4–8–12, Low Approach and Touch–and–Go.
FAA Order JO 7110.65, Para 5–5–4, Minima.
FAA Order JO 7110.65, Para 5–6–3, Vectors Below Minimum Altitude.
FAA Order JO 7110.65, Para 5–8–4, Departure and Arrival.
FAA Order JO 7110.65, Para 5–8–5, Departures and Arrivals on Parallel or Nonintersecting Diverging Runways.
FAA Order JO 7110.65, Para 7–2–1, Visual Separation.
FAA Order JO 7210.3, Para 10–4–8, Simultaneous Converging Instrument Approaches, Subpara b4(b).
FAA Order JO 7110.308, Para 6b1(d), Para 6c2(i).

b. Where facilities vector aircraft conducting go-arounds or missed approaches below the minimum altitude for instrument operations, facility directives including LOAs, where applicable, must include:

1. Authorized headings or range of headings from each runway end to be used for vectoring aircraft conducting missed approaches/go-arounds until reaching the MVA/MIA. Authorized headings must be evaluated by the Service Center FPT if newly designated, and when changes are made; and

2. The display of those prominent obstacles on a video map, consistent with the assigned flight path, that influence the determination of the authorized headings. Prominent obstacles, as defined in the Pilot/Controller Glossary, can be determined with the assistance of the Service Center FPT. When no prominent obstacles are identified, the facility directive must include a statement of this determination.

3. A statement that air traffic is responsible for terrain and obstruction avoidance when vectoring aircraft, not on a published procedure below the MVA/MIA during climbout, and are assumed to climb at the minimum climb gradient of 200 feet/NM.

REFERENCE–
FAA Order JO 7110.65, Para 5–6–3, Vectors Below Minimum Altitude.
FAA Order 1050.1, Environmental Impacts: Policies and Procedures.

c. Facility air traffic managers may develop procedural mitigations for non-intersecting converging runways when a 1 NM extension of the runway centerline crosses the centerline of the other runway or the 1 NM extensions of a runway cross the extension of another runway. Facility directives must:

1. Specify procedures to ensure that an arrival that executes a go-around does not conflict with a departure off the non-intersecting converging runway.

2. Define technological tools that could assist in the locally developed procedures.

3. Specify procedures to be used when conditions dictate that intersecting runway separation standards must be applied.

NOTE–
The locally developed procedure will ensure that the potential go around aircraft will not conflict with a departing aircraft that is departing the non-intersecting converging runways. All locally developed procedures will be approved by the Director, Strategic Operations, AJT–1. ATMs will determine what tools are needed in the development of local procedures. These may include, but are not limited to:

a. *Arrival Departure Window (ADW)*
b. *ASDE-X/ASSC Virtual Runway Intersection Point (VRIP)*
c. *Cutoff Points (CP) developed with the use of enhanced TARGETS.*

REFERENCE–
FAA Order JO 7110.65, Para 3–9–9, Nonintersecting Converging Runway Operations.

d. The procedures must be evaluated on an annual basis to determine their effectiveness.

e. A facility may be permitted to conduct independent non-intersecting Converging Runway Operations (CRO) without use of the mitigations as defined in subparagraph c, when the following conditions are met:

1. A documented independent safety analysis indicating that a specific non-intersecting CRO configuration meets FAA safety criteria.

2. Runway configurations for which these provisions are applied must be specified in a facility directive.

NOTE–
The above provisions will only be considered after review of a facility Safety Risk Management Document (SRMD).

10–3–17. EQUIVALENT LATERAL SPACING OPERATIONS (ELSO)

At locations conducting 10 degree course divergence for simultaneous or successive RNAV departures on the same runway or parallel runways that are separated by 2,500 feet or more, air traffic managers must complete the following:

a. Create radar video map overlays that depict the initial departure tracks from each affected runway end.

b. Develop and administer initial controller training for ELSO. Annual proficiency training on local ELSO procedures are required.

c. Include in the facility Standard Operating Procedures or a Letter of Agreement with a satellite tower, that the OM/OS/CIC assess the feasibility of continuing ELSO when wind conditions dictate that aircraft cannot consistently fly the intended RNAV track. This is due to the detrimental effects of a strong cross wind component affecting initial departure tracks.

1. Pilots must contact GC/CD prior to starting engines to receive start time or taxi time, as appropriate. The sequence for departure must be maintained in accordance with the initial callup unless modified by flow control restrictions.

2. Develop notification procedures for aircraft unable to transmit without engine(s) running.

NOTE–
Inability to contact GC/CD prior to engine start must not be justification to alter the departure sequence.

3. The operator has the final authority to decide whether to absorb the delay at the gate, have the aircraft towed to another area, or taxi to a delay absorbing area.

4. GC/CD frequency is to be monitored by the pilot. A new proposed engine start time or taxi time must be issued if the delay changes.

NOTE–
For facilities where TFDM capabilities have been deployed, see FAA Order JO 7210.637, Terminal Flight Data Manager Electronic Flight Strips.

10–4–4. ADVISORY SERVICE TO ARRIVING VFR FLIGHTS

When it is desirable to reduce the workload at the LC position, procedures should be established whereby arriving aircraft make their first contact with the control tower on the approach control frequency, regardless of weather, provided the following conditions exist:

a. Approach control and LC positions use separate frequencies.

b. ATC service to IFR flights is not affected.

c. Use of the procedure will not hinder the operation of VFR aircraft by requiring excessive routing or spacing.

d. Consideration is given to establishing radio contact points based on time or distance rather than on landmarks with which some pilots may not be familiar.

e. Where possible, radio contact points and the routes between them and the airport are different from those used by IFR flights.

f. Pilot participation is encouraged rather than required, and compliance with the procedures is not made mandatory.

10–4–5. PRACTICE INSTRUMENT APPROACHES

a. VFR aircraft practicing instrument approaches at the approach control's primary airport(s) must be provided IFR separation in accordance with FAA Order JO 7110.65, Air Traffic Control, Chapter 4, Section 8. The primary airport is the airport from which approach control service is provided, except for remoted facilities where the ATM will designate the primary airport(s). The primary airport(s) must be specified in a facility directive.

b. ATMs must evaluate those airports where basic radar service is available for determining where IFR separation to VFR aircraft conducting practice instrument approaches will be provided. The ATM must consider the impact on operations and service requirements when determining the airports that will receive this additional service.

c. The ATM must issue a Letter to Airmen (LTA) advising the users of airports where IFR separation is provided for VFR aircraft conducting practice instrument approaches. The LTA must specify which facility will handle the aircraft practicing instrument approaches and include the appropriate frequencies. Airport(s) where this service is provided must be specified in a facility directive.

REFERENCE–
FAA Order JO 7210.3, Para 4–1–3, Service Area Review.
FAA Order JO 7210.3, Para 4–5–2, Letters to Airmen.

d. Where a facility directive requires the application of IFR separation to VFR aircraft practicing instrument approaches, IFR separation must be provided in accordance with FAA Order JO 7110.65, Chapter 4, Section 8.

e. Temporary conditions (e.g., available staffing, equipment operating status, VIP movement, TFRs, or unusual operations) may impact a facility's ability to provide practice instrument approach services. Facilities may elect to suspend practice instrument approaches when a temporary condition exists.

f. At airports with a nonapproach control tower, or an airport with a Flight Service Station (FSS) that provides Local Airport Advisory (LAA), procedures for handling VFR aircraft conducting practice instrument approaches must be included in an LOA, if applicable.

10–4–6. SIMULTANEOUS INDEPENDENT APPROACHES

a. Simultaneous independent approaches may be conducted when:

1. Dual parallel runway centerlines are at least 3,600 feet apart, or dual parallel runway centerlines are at least 3,000 feet apart with a 2.5º to 3.0º offset approach to either runway.

2. Triple parallel approaches may be conducted when:

(a) Parallel runway centerlines are at least 3,900 feet apart; or

(b) Parallel runway centerlines are at least 3,000 feet apart, a 2.5º to 3.0º offset approach to both outside runways; or

(c) Parallel runway centerlines are at least 3,000 feet apart, a single 2.5º to 3.0º offset approach to either outside runway while parallel approaches to the remaining two runways are separated by at least 3,900 feet.

(d) Parallel approaches to airports where the airport field elevation is more than 2,000 feet MSL require the use of the final monitor aid (FMA) system.

HIGH UPDATE RATE SURVEILLANCE

b. At locations with high update rate surveillance capable of update rates of 1.2 seconds or faster, and where fusion display mode is utilized, simultaneous independent approaches may be conducted under the following conditions:

1. Dual parallel runway centerlines are at least 3,100 feet apart, or dual parallel runway centerlines are at least 2,500 feet apart with a 2.5º to 3.0º offset approach to either runway.

2. Triple parallel runway centerlines are at least 3,100 feet apart, or triple parallel runway centerlines are at least 2,500 feet apart with a 2.5º to 3.0º offset approach to both outside runways, or triple parallel runway centerlines are at least 2,500 feet apart, and a single 2.5º to 3.0º offset approach to either outside runway while parallel approaches to the remaining two runways are separated by at least 3,100 feet.

3. A surveillance update rate of at least 1.2 seconds is required for monitoring the no transgression zone (NTZ) when conducting simultaneous independent approaches to the runway centerline spacing (RCLS) provided in this paragraph.

NOTE–

1. *The facility ATM notifies the Safety Performance Monitoring Team (AJI–313) when implementing HUR surveillance procedures for the first time.*

2. *Where RCLS is ≤3400 feet, the normal operating zone (NOZ) is constant at 700 feet; and for RCLS ≥3400 feet, the no transgression zone (NTZ) remains constant at 2000 feet.*

3. *Technical Operations' Navigation & Surveillance Enterprise Control Center (NECC) monitors the health and status of the ADS–B Service 24/7/365. The NECC notifies those locations using HUR procedures when the ADS–B service is not providing the required target update performance along the full length of the NTZ. When informed by the NECC that the required target update performance is not meeting expectations, facility is expected to cease HUR procedures.*

4. *At this time, STARS cannot provide the controller with real time notification of target update performance that meet the requirements to achieve HUR surveillance benefits.*

5. *Parallel approach turn-on at or above 5,000 feet MSL with RCLS less than 3,400 feet may result in increased TCAS RA events.*

REFERENCE–
FAA Order 6000.15, General Maintenance Handbook for National Airspace System (NAS) Facilities, Appendix K.

c. Instrument approach procedures are annotated with "simultaneous approach authorized."

d. Equipment required to maintain communication, navigation, and surveillance systems is operational with the glide slope exception as noted below.

e. During glide slope outages, facilities may continue to conduct simultaneous independent approaches without vertical guidance for a period of no more than 29 days, provided the following requirements are identified in an Air Traffic Safety Oversight Service (AOV) approved contingency plan. Submit glide slope outage contingency plans for approval to the Director, Strategic Operations, AJT–1, for processing. At a minimum, the following special provisions, conditions, and limitations must be identified in the plan, if applicable, along with any other facility-specific requirements:

1. An LOA with the ATCT (or facility directive for a combined facility) must contain a description of the procedures, requirements, and any limitations as specified in the facility contingency plan for glide slope out of service procedures.

2. The ATC facility must notify Technical Operations personnel of the glide slope outage.

REFERENCE–
FAA Order JO 7210.3, Para 3–5–2, System Component Malfunctions.

3. The ATC facility must notify arriving pilots that the glide slope is out of service and that the Chart Note stating "LNAV Procedure NA during simultaneous operations" is NOTAMed not applicable. This can be accomplished via the ATIS broadcast.

4. When informed of a full ILS or glideslope outage, ATC facilities that conduct simultaneous approaches must include in a facility directive to notify the Flight Procedure NOTAM center at 405–954–8260 to issue a NOTAM for the RNAV (GPS) approach for the runway with the outage. The NOTAM informs users to disregard the LNAV procedure NA chart note. The facility must also inform the Flight Procedure NOTAM center to cancel the NOTAM when appropriate.

5. Any other requirements specified in the local facility contingency plan for glide slope out procedures must be complied with before conducting simultaneous independent approach procedures.

6. Controllers must be trained and provided annual refresher training concerning the application of these procedures.

7. The ATC facility must record when the glide slope outage occurs and any adverse impact on the operation on FAA Form 7230–4, Daily Record of Facility Operation.

8. Any loss of separation or break out associated with operations under a contingency plan for glide slope out or RNAV approaches to LNAV minimums must be reported to the Director, Strategic Operations, AJT–1.

9. The facility must have radar coverage down to the decision altitude or minimum descent altitude, as applicable.

10. Approaches must be terminated to the runway without a glide slope or RNAV approach to LNAV minima whenever the reported visibility is below the straight-in localizer or RNAV approach to LNAV minimum for that runway.

11. Any required equipment for the approach with the glide slope out of service must be operational, such as DME or VORTAC.

f. Simultaneous approaches with the glide slope unusable must be discontinued after 29 days unless granted a Letter of Authorization by AOV. (See Appendix 4.)

g. When simultaneous approaches are being conducted, the pilot is expected to inform approach control, prior to departing an outer fix, if the aircraft does not have the appropriate airborne equipment or they do not choose to conduct a simultaneous approach. Provide individual handling to such aircraft.

h. Prior to implementing Established on RNP (EoR) operations to parallel runways with centerline spacing 9,000 feet or less (9,200 feet or less at field locations above 5,000 MSL), air traffic managers must:

1. Document all approach and/or transition pairings to be used during EoR operations. Document any existing approach and/or transition that requires application of incorrect flight procedure track separation (see FAA Order 8260.3, Chapter 16).

2. Ensure approved EoR approach pairings comply with the EoR procedure criteria identified in FAA Order 8260.3, Chapter 16.

3. Obtain authorization from the Service Area Director of Air Traffic Operations for the approved instrument approach pairings.

4. Ensure facility directives/letters of agreement list the authorized approach pairs and address the integration of EoR operations with straight–in operations to the same or parallel runway/s. Facility directives/letters of agreement must address, at a minimum, breakout procedures, monitoring, and training requirements.

REFERENCE–
FAA Order JO 7110.65, Para 5–9–7, Simultaneous Independent Approaches–Dual & Triple.
P/CG Term – Established on RNP Concept.

10–4–7. SIMULTANEOUS WIDELY– SPACED PARALLEL OPERATIONS

a. Simultaneous independent approaches to widely-spaced parallel runways without final monitors may be conducted when:

1. Instrument approach procedures are annotated with “Simultaneous Approach Authorized.”

2. A separate approach system is required for each parallel runway. A minimum distance of more than 9,000 feet between centerlines is required when approaches are conducted at airports with field elevations at or below 5,000 feet MSL, or 9,200 feet between runway centerlines is required with a field elevation above 5,000 feet MSL. Other integral parts of the total Simultaneous Approach System include radar, communications, ATC procedures, and appropriate airborne equipment.

3. Weather activity is closely monitored that could impact the final approach course. Weather conditions in the vicinity of either final approach course may dictate a change of the approach in use.

4. All turn-ons and final approaches are monitored by radar. Since the primary responsibility for navigation rests with the pilot, instructions from the controller are limited to those necessary to ensure separation between aircraft. Information and instructions are issued as necessary to contain the aircraft on the final approach course. Aircraft which are observed deviating from the assigned final approach course are instructed to alter course left or right, as appropriate, to return to the desired course. Unless altitude separation is assured between aircraft, immediate action must be taken by the controller monitoring the adjacent parallel approach course to require the aircraft in potential conflict to alter its flight path to avoid the deviating aircraft.

5. Missed approach procedures are established with climbs on diverging courses. To reduce the possibility of error, the missed approach procedure for a single runway operation should be revised, as necessary, to be identical with that of a simultaneous approach operation.

6. Separate radar and local control positions are established for each final approach course.

b. Record the time the operation begins and ends on the facility log.

c. Where possible, establish standard breakout procedures for each simultaneous operation. If traffic patterns and airspace permit, the standard breakout altitude should be the same as the missed approach altitude.

d. Provide individual handling to an aircraft when the crew informs you that the aircraft does not have the appropriate airborne equipment or they choose not to conduct a simultaneous approach.

e. Facility ATMs must ensure approach pairings, when conducted under the EoR concept, are identified in a Facility Directive and a Letter of Agreement (LOA), if applicable.

REFERENCE–
FAA Order JO 7110.65, Para 5-9-10, Simultaneous Independent Approaches to Widely-Spaced Parallel Runways Without Final Monitors.
P/CG–Term Established on RNP Concept.

10–4–8. SIMULTANEOUS CONVERGING INSTRUMENT APPROACHES

a. The procedures to conduct Simultaneous Converging Instrument Approaches (SCIA) must be developed in accordance with the following paragraphs.

1. The ATM must:

(a) Determine that the volume and complexity of aircraft operations requires the use of simultaneous converging instrument approaches. Additionally, no adverse impact on the users or air traffic control facilities can result from the implementation of the procedure.

(b) Coordinate with airport operations to ensure that runway intersection identification markings are in accordance with appropriate standards if the runways intersect.

(c) Coordinate with the responsible Service Area Flight Procedures Team (FPT) through the service area Operations Support Group (OSG) for the feasibility of SCIA procedural design and the ability to achieve minimums sufficient to justify procedural development. The FPT must consider all aspects of the approach, including NAVAIDS, approach lighting, and airport lighting.

(d) Prepare a staff study which includes:

(1) Type of aircraft and user groups that will be involved in SCIA operations.

(2) Anticipated effect on airport/ airspace capacity, including projected reductions in departure delays, airport arrival rate and projected savings in aircraft fuel consumption.

(3) Daily time periods during which the procedure would be applied.

(4) A preliminary environmental assessment in accordance with FAA Order 1050.1, Environmental Impacts: Policies and Procedures (see paragraph 4–1–6, Preliminary Environmental Review).

2. After completing steps 1 through 4 above, the ATM must:

(a) Submit the request for SCIA operations, to include the completed staff study and a draft graphic of the ILS/GLS or other Approach with Vertical Guidance (APV), to their OSG for review.

(1) The OSG must coordinate the procedure with the appropriate Flight Standards Group within the Office of Safety Standards.

(2) When approved, the OSG will process the package through the FPT for development.

(b) Develop a Letter to Airmen defining local procedures to be used at least 30 days before the effective date. Additional means of publicizing local procedures must be employed in accordance with paragraph 4–2–4, Coordination of ATC Procedures.

b. The requirements for conducting SCIA operations to converging runways are:

1. Operational air traffic control radar.

2. Precision Approaches and/or Approach with Vertical Guidance (APV) must be established on each runway. The authorized approach types are: ILS, GLS, RNAV (GPS) with LPV and/or LNAV/VNAV minimums, or RNAV (RNP).

3. Non-intersecting final approach segments.

4. SIAP specifically titled "Converging" and is published in parenthesis after the title of the procedure, for example, ILS V Rwy 17 (Converging).

(a) Missed approach points (MAP) must be at least 3 nautical miles (NM) apart, and

(b) Published missed approach procedures diverge by at least 45 degrees and the associated primary TERPS surfaces do not overlap.

REFERENCE–
FAA Order 8260.3, United States Standard for Terminal Instrument Procedures (TERPS), Section 10–3.

(c) The ATM must designate a primary and secondary runway for SCIA runway configurations including separation responsibility and procedures to be applied in the event a missed approach is initiated inside the MAP.

(d) Flight Procedures will determine the appropriate approach minimums for both primary and secondary runways for each SCIA configuration.

5. Converging approaches must not be conducted simultaneously to runways that intersect, when the ceiling is less than 1,000 feet or the visibility is less than 3 miles.

6. Converging approaches to runways that do not intersect may be conducted when the ceiling is less than 1,000 feet or visibility less than 3 miles provided all other conditions of this directive are met.

7. Application of this procedure to intersecting runways does not relieve the controller of the responsibility to provide intersecting runways separation as required in FAA Order JO 7110.65, paragraph 3-10-4.

8. A facility directive or letter of agreement must be developed specifying as a minimum:

(a) The runway configurations to be used during SCIA operations,

(b) Separation responsibility and procedures, to be applied, in the event a missed approach is initiated inside the MAP,

(c) Coordination requirements,

(d) Weather minima applicable to each configuration, if different from published minima.

NOTE–
The ATM may establish higher minima than published on the SIAP to preclude, to the extent feasible, the possibility of a weather related missed approach.

c. Authorize simultaneous instrument approaches to converging runways under the following conditions:

1. Only straight-in approaches must be made.

2. All appropriate communication, navigation, and surveillance systems are operating normally.

3. Aircraft must be informed on initial contact, or as soon as possible, that simultaneous converging approaches are in use. Broadcasting this information on the ATIS satisfies this requirement.

4. Weather activity that could impact the final approach courses must be closely monitored. Discontinue SCIA operations if weather trends indicate deteriorating conditions which would make a missed approach likely.

d. Record any occurrence of simultaneous missed approaches while conducting SCIA on FAA Form 7230-4, Daily Record of Facility Operation and submit a mandatory occurrence report (MOR).

10–4–9. SIMULTANEOUS OFFSET INSTRUMENT APPROACHES

a. Simultaneous Offset Instrument Approaches (SOIA) may be conducted at airports with dual parallel runways with centerlines separated by at least 750 feet and less than 3,000 feet, with one straight–in Instrument Landing System (ILS) and one Localizer Directional Aid (LDA), offset by 2.5 to 3.0 degrees in accordance with the provisions of an authorization issued by the Director, Strategic Operations, AJT–1 in coordination with AFS. A color digital display set to a 4 to 1 (4:1) aspect ratio (AR) with visual and aural alerts, such as STARS final monitor aid (FMA) is required.

b. Notification procedures for pilots unable to accept an ILS PRM or LDA PRM approach clearance can be found on the Attention All Users Page (AAUP) of the Standard Instrument Approach Procedures (SIAP) for the specific airport PRM approach.

c. Closely monitor weather activity that could impact the final approach course. Weather conditions in the vicinity of either final approach course may dictate a change of the approach in use. (See paragraph 10–1–6, Selecting Active Runways, subparagraph b Note.)

d. All turn-ons and final approaches are monitored by radar. Since the primary responsibility for navigation rests with the pilot, instructions from the controller are limited to those necessary to ensure separation between aircraft and to prevent aircraft from penetrating the NTZ. Information and instructions are issued, as necessary, to contain the aircraft's flight path within the Normal Operating Zone (NOZ). Aircraft which are observed approaching the No Transgression Zone (NTZ) are instructed to alter course left or right, as appropriate, to return to the desired course. Unless altitude separation is assured between aircraft, immediate action must be taken by the controller monitoring the adjacent parallel approach course to require the aircraft in potential conflict to alter its flight path to avoid the deviating aircraft.

e. Missed approach procedures are established with climbs on diverging courses. To reduce the possibility of error, the missed approach procedure for a single runway operation should be revised, as necessary, to be identical with that of the SOIA operation.

f. Where possible, establish standard breakout procedures for each simultaneous operation. If traffic patterns and airspace permit, the standard breakout altitude should be the same as the missed approach altitude.

g. The following requirements must be met for conducting SOIA:

1. All PRM, FMA, ILS, LDA with glideslope, distance measuring equipment, and communications frequencies must be fully operational.

2. The common NOZ and NTZ lines between the final approach course centerlines must be depicted on the radar video map. The NTZ must be 2,000 feet wide and centered an equal distance from the final approach centerlines. The remaining spaces between the final approach courses are the NOZs associated with each course.

3. Establish monitor positions for each final approach course that have override transmit and receive capability on the appropriate control tower frequencies. A check of the override capability at each monitor position must be completed before monitoring begins. Monitor displays must be located in such proximity to permit direct verbal coordination between monitor controllers. A single display may be used for two monitor positions.

4. Facility directives must define the position responsible for providing the minimum applicable longitudinal separation between aircraft on the same final approach course.

h. Dual local control positions, while not mandatory, are desirable.

i. Where possible, establish standard breakout procedures for each simultaneous operation. If traffic patterns and airspace permit, the standard breakout altitude should be the same as the missed approach altitude.

j. Wake turbulence requirements between aircraft on adjacent final approach courses inside the LDA MAP are as follows (standard in–trail wake separation must be applied between aircraft on the same approach course):

1. When runways are at least 2,500 feet apart, there are no wake turbulence requirements between aircraft on adjacent final approach courses.

2. For runways less than 2,500 feet apart, whenever the ceiling is greater than or equal to 500 feet above the MVA, wake vortex spacing between aircraft on adjacent final approach courses need not be applied.

3. For runways less than 2,500 feet apart, whenever the ceiling is less than 500 feet above the MVA, wake vortex spacing between aircraft on adjacent final approach courses, as described in FAA Order JO 7110.65, Air Traffic Control, paragraph 5–5–4, Minima, must be applied unless acceptable mitigating techniques and operational procedures are approved by the Director, Strategic Operations, AJT–1, pursuant to an AFS safety

assessment. A request for a safety assessment must be submitted to the Director, Strategic Operations, AJT−1, through the Service Area Director of Air Traffic Operations. The wake turbulence mitigation techniques employed will be based on each airport's specific runway geometry and meteorological conditions and implemented through local facility directives.

4. All applicable wake turbulence advisories must be issued.

k. A local implementation team must be established at each facility conducting SOIA. The team should be comprised of representatives from the local airport sponsor and other aviation organizations. The team will monitor local operational integrity issues and report/refer issues for national consideration as appropriate.

l. For any new proposal to conduct SOIA, an operational need must be identified by the ATC facility manager, validated by the appropriate Service Area Director of Air Traffic Operations, and forwarded to the Director, Strategic Operations, AJT−1, for appropriate action. The statement of operational need should identify any required site-specific procedures.

10−4−10. REDUCED SEPARATION ON FINAL

Separation between aircraft may be reduced to 2.5 NM in-trail separation on the final approach course within 10 NM of the runway provided an average Runway Occupancy Time (ROT) of 50 seconds or less is documented for each runway. ROT is the length of time required for an arriving aircraft to proceed from over the runway threshold to a point clear of the runway. The average ROT is calculated by using the average of the ROT of no less than 250 arrivals. The 250 arrivals need not be consecutive but must contain a representative sample of the types of aircraft that use the runway. Average ROT documentation must be revalidated within 30 days if there is a significant change in runway/taxiway configuration, fleet mix, or other factors that may increase ROT. Revalidation need not be done for situations that are temporary in nature. Only the ROT for the affected runway(s) will need to be revalidated. All validation and revalidation documentation must be retained and contain the following information for each arrival:

a. Aircraft call sign.

b. Aircraft type.

c. Time across the threshold.

d. Time clear of the runway.

e. Items c and d above may be omitted if using a stopwatch. Record the total number of seconds required for an aircraft to proceed from over the landing threshold to a point clear of the runway when using a stopwatch.

REFERENCE−
FAA Order JO 7110.65, Para 5−5−4, Minima, Subpara j.

10−4−11. MINIMUM IFR ALTITUDES (MIA)

At terminal facilities that require minimum IFR altitude (MIA) charts, determine MIA information for each control sector and display them at the sector. This must include off-airway minimum IFR altitude information to assist controllers in applying 14 CFR section 91.177 for off-airway vectors and direct route operations. Facility air traffic managers must determine the appropriate chart/map method for displaying this information at the sector. Forward charts and chart data records to the appropriate Service Center Operations Support Group for certification and annual review.

NOTE−
1. *For guidance in the preparation and review of Minimum IFR Altitude charts see FAA Order JO 7210.37, En Route Instrument Flight Rules (IFR) Minimum IFR Altitude (MIA) Sector Charts.*

2. *This may be accomplished by appending the data on sector charts or MVA charts; Special translucent sectional charts are also available. For assistance in obtaining MIA sector charts contact the Radar Video Map group at 9-AJV-HQ-ATCPRODUCTS@faa.gov.*

Section 4. Services

14–4–1. PREFILED FLIGHT PLANS

When an aircraft operator regularly makes two or more identical flights per week and the FSS air traffic manager believes that a prefiled flight plan program would provide beneficial service, a LOA must be executed between the concerned FSS and the scheduled operator, preferably operators certificated under 14 CFR part 121 or 14 CFR part 135, or the military desiring to prefile flight plans. The following criteria must be used in coordinating and implementing the prefiled flight plan program:

a. The LOA must provide for but not be limited to:

1. Each operator will furnish the appropriate FSS with a specific contact for coordination including the name, address, and telephone number of the party to notify if an aircraft becomes overdue, day or night.

2. Prefiled flight plans must be furnished for each flight, and signed by an authorized representative of the company.

3. Immediate notification by the operator of permanent cancellation or change of prefiled flight plans. This permanent data change must be accepted any time prior to the activation of the flight plan.

4. Separate and complete flight plans must be required when the operator desires to deviate from the prefiled data.

5. The operator must request activation with the appropriate FSS not more than 24 hours or less than 1 hour in advance of the estimated time of departure for prefiled flight plans. Flight plans may be automatically activated if this is contained in a LOA.

6. Violations of these procedures by the operator will be grounds to terminate the program with the operator.

b. Only those prefiled flight plans for which the operator has requested activation must be transmitted. Prefiled flight plans which are known to be in error, not going to depart, or any other reason which will cause a cancellation or a resubmission must not be transmitted to a control facility.

c. An LOA is not required if automated capabilities are available for aircraft operators to meet the criteria in subparagraph 14–4–1a through self–managed accounts.

14–4–2. PRACTICE INSTRUMENT APPROACHES

At locations providing Local Airport Advisories (LAA) where either an ARTCC or an approach control facility provides IFR separation to VFR aircraft practicing instrument approaches, provisions for handling such aircraft must be included in a letter of agreement.

REFERENCE–
FAA Order JO 7110.65, Para 4-8-11, Practice Instrument Approaches.

14–4–3. OPERATION OF AIRPORT LIGHTS

a. When a FSS is located at an airport or at a part–time tower location, the FSS air traffic manager may, under the terms of a LOA with the airport manager and the tower, assume this responsibility provided that:

1. The controls are extended into the station and are located conveniently at the operating position.

2. The operating quarters afford a sufficient view to determine the operating status of the lights without the specialist having to leave his/her post of duty or an indicator is provided in the station quarters which will show the actual operating status.

b. FSS operating less than 24 hours a day which have lighting control responsibility must be guided by the instructions in Part 3., Chapter 10, Section 6, Airport Lighting.

14–4–4. RUNWAY EDGE LIGHTS ASSOCIATED WITH MEDIUM APPROACH LIGHT SYSTEM/ RUNWAY ALIGNMENT INDICATOR LIGHTS

FSSs having responsibility for the control of MALS/RAIL brightness must comply with the instructions in paragraph 10–6–9, Runway Edge Lights Associated with Medium Approach Light System/Runway Alignment Indicator Lights.

14–4–5. LOCAL AIRPORT ADVISORY (LAA)/REMOTE AIRPORT ADVISORY (RAA)/REMOTE AIRPORT INFORMATION SERVICE (RAIS)

a. Provide LAA at FSSs during the published service hours when:

1. Located on the airport.

2. There is no operating control tower on the airport.

3. The facility has a continuous display of the automated weather data or manual weather observations.

4. A discrete frequency or the tower frequency, when the tower is closed, is available.

5. The pilot says, “I have the automated weather.”

b. Provide RAA at FSSs during the published service hours when:

1. The airport authority or airport manager has requested the service and the facility has the resources available to provide the service.

2. The annual traffic density and employee productivity factor is high enough to justify the cost of providing the service. Published service times may be adjusted by the facility manager to accommodate anticipated or forecast traffic density changes.

EXAMPLE–
Winter service hours may be longer than summer service hours at airports that service several popular ski resorts. Therefore, the manager may choose to reduce or suspend summer service to mitigate short–term productivity concerns.

3. There is no operating control tower on the RAA airport.

4. The facility has a continuous display of the automated weather data or manual observations are reported to the facility.

5. There is a remote discrete frequency or the tower frequency is remoted to the FSS, when the tower is closed.

6. The airport has a traffic density of 25,000 or more aircraft operations per year.

NOTE–
If a new airport fails to deliver 25,000 aircraft operations during the first year of service, RAA must be discontinued. After the first year is completed and yields 25,000 or more aircraft operations, the decision to continue services is evaluated on the anniversary date and based on a minimum of 25,000 aircraft operations at the target airport during any consecutive twelve months of the previous 3 years.

7. The facility’s productivity factor is determined by dividing the annual RAA service count by 16,000.

NOTE–
The productivity factor is compared to the number of employees used to provide the service and must be equal to or greater than the number of employees needed to provide the service. Normally about 2.5 employees are factored annually to provide 10 hours of service per day. (The .5 factor ensures employee vacations, training periods, sick days, and daily break periods).

c. Provide RAIS to support special events at airports during NOTAM D service hours when:

1. The airport authority has requested the service at least 30 days in advance and the facility has the resources available to provide the service.

Section 7. Traffic Management Initiatives

18–7–1. GENERAL

Traffic Management Initiatives (TMIs) are techniques used to manage demand with capacity in the NAS.

a. Properly coordinated and implemented TMIs are an important tool in the air traffic system. These initiatives contribute to the safe and orderly movement of air traffic.

b. Any TMI creates an impact on customers. It is imperative to consider this impact and implement only those initiatives necessary to maintain system integrity.

18–7–2. BACKGROUND

TM personnel utilize a variety of tools and NAS performance information to implement TMIs that are carried out by air traffic controllers and flight operators to ensure a safe and efficient operation.

NOTE–
TMIs do not include controller coordinated actions. See FAA Order JO 7110.65, subparagraph 5–4–5e. Comply with restrictions issued by the receiving controller unless otherwise coordinated.

18–7–3. POLICY

To maintain the integrity of the air traffic system, facility TM personnel must employ the least restrictive methods available to minimize delays.

18–7–4. TYPES OF TMIs

a. Altitude: used to separate different flows of traffic or flights flying in close proximity to each other.

1. Tunneling– Term to indicate aircraft will be descended prior to the normal descent point to avoid airspace or traffic constraints.

2. Capping– Term to indicate aircraft will be cleared to an altitude lower than their requested altitude until they are clear of a particular airspace. Capping may apply to the initial segment of the flight or for the entire flight.

3. Low Altitude Arrival/Departure Routing (LAADR). A set of routings with altitude expectations for usage in times of capacity constraints in the NAS. LAADR may apply to the departure or the arrival phase of flight. LAADR requires a written agreement with the customers prior to implementing.

b. Miles-in-trail (MIT). The number of miles required between aircraft that meet specific criteria. The criteria may be airport, fix, altitude, sector, or route specific. MIT are used to apportion traffic into manageable flows, as well as, provide space for additional traffic (merging or departing) to enter the flow of traffic.

c. Minutes-in-trail (MINIT). The number of minutes required between successive aircraft. It is normally used in a nonradar environment, or when transitioning to a nonradar environment, or additional spacing is required due to aircraft deviating around weather.

d. Fix balancing. Assigning an aircraft a fix other than in the filed flight plan in the arrival or departure phase of flight to equitably distribute demand.

e. Airborne holding. Planned holding of aircraft may be utilized. This is normally done when the operating environment supports holding and the weather conditions are expected to improve shortly; this ensures aircraft are available to fill the capacity at the airport.

f. Departure Sequencing Program (DSP)– Assigns a departure time to achieve a constant flow of traffic over a common point. Normally, this involves departures from multiple airports.

g. TFMS Programs.

1. Ground delay programs. (See Chapter 18, Section 10, Ground Delay Programs.)

2. Airspace flow programs. (See Chapter 18, Section 11, Airspace Flow Programs (AFP).)

3. Collaborative trajectory options program (CTOP). (See Chapter 18, Section 12, Collaborative Trajectory Options Program (CTOP).)

h. Reroutes:

1. Reroutes are ATC routings other than the filed flight plan. They are issued to:

(a) Ensure aircraft operate with the "flow" of traffic.

(b) Remain clear of special use airspace.

(c) Avoid congested airspace.

(d) Avoid areas of known weather or where aircraft are deviating or refusing to fly.

2. Operators should amend flight plans when they are more than 45 minutes from departure.

3. Sources for route information:

(a) Chart Supplement.

(b) Preferential Route Information in facilities.

(c) Route Management Tool.

(d) North American Route Notice.

(e) Federal Air Regulations.

(f) Notices to Airmen.

(g) Advisories issued by ATCSCC. (These are listed on the Operational Information System.)

4. Pre-departure reroute (PDRR) is a capability within TFMS that enables ATC to quickly amend and execute revised departure clearances to mitigate en route constraints or balance en route traffic flows. This capability is especially beneficial during periods of severe weather when departure routes are rapidly opening and closing.

5. Airborne reroute (ABRR) is a capability within TFMS that is used for tactical reroutes for airborne aircraft. The ARTCC TMC uses TFMS route amendment dialog (RAD) to define a set of aircraft–specific reroutes that address a certain traffic flow problem and then electronically transmits them to ERAM for execution by the appropriate sector controllers.

6. Trajectory options set (TOS) – A message sent by participating flight operators to TFMS defining a prioritized group of options. These preferences are defined through a combination of routes and/or altitudes and/or speeds with each trajectory being weighted through the use of flight operator submitted preferences. (See Chapter 18, Section 12, Collaborative Trajectory Options Program (CTOP), and Pilot/Controller Glossary.)

7. More information on routes is contained in Chapter 18, Section 19, Coded Departure Routes, Section 20, Route Advisories, and Section 22, National Playbook.

i. Ground Stops. (See Chapter 18, Section 13, Ground Stop(s).)

18–7–5. EXCEPTION

The above list is not all-inclusive and does not preclude the innovation and application of other procedures or traffic flow management strategies that will result in improved customer service.

18–7–6. TMI DATA

The efficiency of the NAS is enhanced when all participants have access to the same data. Utilization of shared technology, e.g., Flow Constrained Area (FCA)/Flow Evaluation Area (FEA) enhances the coordination process.

Section 26. Weather Management

18–26–1. GENERAL

This section prescribes policy and responsibilities to ensure required weather products and services are provided in a timely manner.

18–26–2. BACKGROUND

The FAA (AJR) maintains an Inter-Agency Agreement (IA) with the National Oceanic and Atmospheric Administration/National Weather Service (NWS) for the provision of meteorological services to FAA facilities and specifies assignment of NWS meteorologists to the ATCSCC and to each ARTCC. The meteorologists provide ATC operational personnel advised of weather conditions that may be hazardous to aviation or impede the flow of air traffic in the NAS sixteen hours a day/seven days a week. Specific duties of the meteorologists are outlined below in paragraph 18–26–4 for FAA personnel awareness. Additional details can be found in the IA Statement of Work (SOW) and NWS Instruction 10-803, Support to Air Traffic Control Facilities.

18–26–3. POLICY

Facility managers will designate an operational ATC representative to serve as the Weather Coordinator (WC). The WC position is required for all shifts and is the primary interface between the NWS meteorologist and the facilities air traffic staff. The WC position is located in the TMU of each ARTCC. This position is a 24 hour position and can be combined with the OMIC when there are no TMU personnel present. All personnel assigned to this function must receive training for the associated responsibilities. If weather conditions warrant and workload permits, the WC may perform other operational or administrative functions.

18–26–4. RESPONSIBILITIES

a. Facility Managers must:

1. Have operational responsibility for the NWS meteorologists although responsibility for day to day activities can be delegated to the TMO. For example, if weather conditions warrant that the CWSU staff needed to be continued beyond the typical 16 hour day, the TMO could approve this.

2. Work with the local NWS Meteorologist-in-Charge (MIC) to ensure local orders and procedures define the NWS support expected and that compliance in the provision of the support is attained.

3. Ensure NWS meteorologists receive facility and air traffic control system familiarization training, as appropriate.

4. Forward any unresolved issues with NWS support to the appropriate Service Area and the FAA COTR for the IA.

5. Maintain a copy of the current IA and SOW.

b. The Weather Coordinator must:

1. Disseminate inter/intrafacility SIGMETs, AIRMETs (except over CONUS), CWAs, urgent PIREPs (UUA), and routine PIREPs (UA).

2. Provide assistance in the collection and dissemination of other significant weather information. WC priority of duties and responsibilities include:

(a) Inter/intrafacility dissemination of SIGMETs.

(b) Dissemination of CWAs within the ARTCC.

(c) Dissemination of urgent PIREPs within the ARTCC.

(d) Dissemination of CWAs to other facilities (via other than LSAS).

(e) Dissemination of AIRMETs within the ARTCC.

(f) Inter/intrafacility dissemination of Meteorological Impact Statements as required (via other than LSAS).

(g) Dissemination of other weather intelligence within the ARTCC as specified by local requirements.

(h) Receipt and handling of requests for PIREP/SIGMET/AIRMET/CWAs and other pertinent weather information.

(i) Notify Enroute Watch Supervision when barometric pressure within an ARTCC area of jurisdiction is greater than, or forecast to be greater than, 31.00 inches mercury (31” Hg).

c. NWS meteorologists’ duties include:

1. Provide meteorological advice and consultation to ARTCC operational personnel and other designated FAA air traffic facilities, terminal, and FSS, within the ARTCC area of responsibility.

2. Provide scheduled and unscheduled briefings and products as needed per the IA SOW, NWS Instruction 10-803, and the operational direction of the Facility Manager. Examples include:

(a) Scheduled Briefings generally consist of forecast weather conditions pertinent to the ARTCC area during a specified period, plus an extended outlook. These briefings are scheduled and provided as required by the facility manager.

(b) Unscheduled products include the Meteorological Impact Statement (MIS) which is an unscheduled planning forecast describing conditions expected to begin within 4 to 12 hours which will, in the forecaster’s judgment, impact the flow of air traffic within the ARTCC’s area of responsibility and the Center Weather Advisory (CWA) which is an unscheduled air traffic and aircrew advisory statement for conditions currently in existence or beginning within the next 2 (two) hours.

3. The MIC will work with the Facility Manager to ensure local orders and procedures define the NWS support expected, to include operating hours. The MIC will also ensure back-up support plans are in place when and if the meteorologists at the center are not available.

EXAMPLE OF SPECIAL PROVISIONS

These special provisions are for suggested use only. You will need to modify them or develop new ones depending on the proponent and the operating conditions.

1. Contact the [name of FAA facility] at [telephone number], not less than 24 hours or more than 48 hours prior to conducting any [name of event], for the purpose of issuing a Notice to Airmen.

2. Contact the [name] Air Route Traffic Control Center at [telephone number], prior to and immediately after [name of event], for the purpose of providing real time notice of operations.

3. All persons connected with this [name of event] must be familiar with this waiver and its special provisions, as well as part 101, [specific section of 14 CFR].

4. [Any other special provision(s) as required].

Section 6. 14 CFR Part 107, sUAS Operations

19–6–1. GENERAL

a. No person may operate a small unmanned aircraft in Class B, Class C, or Class D airspace, or within the lateral boundaries of the surface area of Class E airspace designated for an airport unless that person has prior authorization from Air Traffic Control (ATC). Proponents requesting to operate under 14 CFR part 107.41 within these classes of airspace must request an authorization through either the Low Altitude Authorization and Notification Capability (LAANC) or DroneZone.

1. LAANC Operations: https://www.faa.gov/uas/getting_started/laanc.

2. DroneZone: https://faadronezone.faa.gov/.

b. Letters of Agreement (LOA) may be used in conjunction with part 107 airspace authorizations/waivers when the Air Traffic Manager (ATM) deems it necessary; they cannot be used in lieu of airspace authorization/waivers.

c. In the event a part 107 operator contacts an ATC facility directly for authorization, the facility must not issue the authorization. The facility must direct the operator to the LAANC or DroneZone site.

d. 14 CFR part 107.41 waiver applications can only be submitted through DroneZone.

e. For all operations occurring on-airport, follow procedures in FAA Order JO 7200.23, Processing of Unmanned Aircraft Systems Requests, Chapter 3, Processing of 14 CFR Part 107.41 Airspace Authorization Request.

19–6–2. LOW ALTITUDE AUTHORIZATION AND NOTIFICATION CAPABILITY (LAANC)

a. Automates part 107 sUAS operator requests for access to airspace and to receive authorizations from UAS Service Suppliers.

REFERENCE–
FAA Order JO 7210.3, Chapter 12, Section 10, UAS Facility Maps (UASFM).

b. ATC authorization granted through LAANC may not satisfy all of the requirements for UAS operations. Proponents requesting to operate in airspace requiring authorization under 14 CFR 107.41, must also meet the requirements set by any governing Notice to Airmen (NOTAM) or Temporary Flight Restrictions (TFR).

19–6–3. MANUAL AIRSPACE AUTHORIZATION PROCEDURES (VIA FAA DRONEZONE)

a. Headquarters/Service Centers will use the facility approved UASFM to evaluate part 107 requests.

1. ATC facility coordination is not required, if the request:

(a) Complies with the UASFM altitudes.

(b) Does not incorporate a 14 CFR part 107 operational waiver under § 107.37(a), Right-of-way rules, or § 107.51(b), Operating limitations for small unmanned aircraft.

(c) Does not include operations at a public-use airport.

(d) Does not comply with the UASFM altitudes but involves an sUAS visual line of sight operation conducting inspections of vertical structures, while meeting the criteria listed below:

(1) Remains within a 100-foot radius of the structure and no more than 100 feet above the upper-most portion of the vertical structure.

(2) Does not operate within 2 NM of any landing surface of an aerodrome, heliport, seaplane base, or vertiport except as otherwise authorized under a separate COA.

(3) The minimum flight visibility, as observed from the control station must be no less than 3 SM.

(4) Remains no less than 500 feet below the clouds and 2,000 feet horizontally from the clouds.

2. If the processor is unable to authorize the request in accordance with the above, they must coordinate with the facility.

b. If there is a facility approved UASFM for Class E airspace areas designated as a surface area for an airport, requests will be processed in accordance with the UASFM. If there is no facility approved UASFM, the Class E surface area designated for airport requests will be processed at Headquarters/Service Centers using the following criteria. Any requests outside of these parameters must be coordinated directly with the controlling facility prior to approval:

1. Operations conducted from 0 to 2 nautical miles (NM) from the Airport Reference Point (ARP) will not be authorized by Headquarters/Service Center without prior coordination with the facility.

2. Operations conducted from beyond 2 NM and up to 3 NM from the ARP will be authorized to operate at or below 100 feet above ground level (AGL).

3. Operations conducted from beyond 3 NM and up to 4 NM from the ARP will be authorized to operate at or below 200 feet AGL.

4. Operations conducted from beyond 4 nautical miles from the ARP will be authorized to operate at or below 400 feet AGL.

5. A weather minimum of a 1000-foot ceiling.

6. All authorization for Class C and D surface areas that revert to Class E surface area designated for an airport will be evaluated utilizing UASFM for the Class "C and D" surface area.

NOTE–

1. *Headquarters/Service Centers are responsible for issuing waivers to the proponent. In instances where the authorization requires a waiver to 14 CFR part 107.31 (Visual line of sight), 14 CFR part 107.35 (Operations of multiple sUAS), 14 CFR part 107.41 (Operation in certain airspace), 14 CFR part 107.37 (Operation near aircraft; right of way rules), or 14 CFR part 107.51(b) (Operating limitations for sUAS – altitude), pending waivers must be included with the authorization request and coordination will take place with the facility.*

2. *The responsible person for the operation and their contact information will be listed in the authorization or waiver.*

3. *With regards to Class E airspace, only airspace within the lateral boundaries of the surface area designated for an airport (Class E2) requires a part 107 authorization or waiver.*

c. An automated message will be forwarded to the facility and the proponent of the approval, which will contain:

1. Waivers if applicable.

2. Description of the operational area.

3. Contact information for communication/recall.

4. Times of operation.

d. If 14 CFR part 107 operations cannot be authorized using the UASFM, ATC facilities will be contacted by Headquarters/Service Centers for coordination.

e. If after coordinating with the ATC facility, the operation cannot be authorized, an automated message will be forwarded notifying the facility and the proponent of the denial.

f. Special Governmental Interest (SGI), part 107 authorizations/waivers will be managed by System Operations Security, AJR–2.

19–6–4. HEADQUARTERS/SERVICE CENTER AIRSPACE WAIVER PROCESS

a. Applications for waivers are submitted to the Headquarters/Service Center through DroneZone.

b. Under Headquarters/Service Center waiver process, ATO approval is required for the following waivers and will coordinate with Flight Standards Service (AFS), if needed:

1. Yielding the right of way (§ 107.37a).

2. Operations in Certain Airspace (§ 107.41).

3. Maximum altitude (§ 107.51b).

c. Under Headquarters/Service Center waiver process, AFS may approve waivers requested for the following items and will coordinate with ATO, if needed:

1. Operations from a moving vehicle or aircraft (§ 107.25).

2. Daylight operation (§ 107.29).

3. Visual line of sight (§ 107.31).

4. Visual observer (§ 107.33).

5. Operations of multiple UASs (§ 107.35).

6. Operation over people (§ 107.39).

7. Maximum ground speed (§ 107.51a).

8. Minimum flight visibility (§ 107.51c).

9. Cloud minimum (§ 107.51d).

d. Headquarters/Service Center will evaluate the waiver(s) for justification, including supporting data and documentation, as necessary, which establishes the proposed operation can be safely conducted under the terms of a certificate of waiver. Headquarters/Service Center will coordinate all waivers to 14 CFR part 107.29, 14 CFR part 107.31, 14 CFR part 107.35, 14 CFR part 107.37, 14 CFR part 107.41, and 14 CFR part 107.51(b) (except those covered below in subparagraph e), with the affected facility to evaluate if the proposed operation can be safely conducted based on the proposed mitigation(s) and, if needed, apply any additional mitigations/limitations.

e. Waivers in Class E surface areas and Class G airspace (excluding those waivers that take the aircraft into all other classes of airspace that are not in compliance with UASFMs) will be approved by Headquarters/Service Center. This approval authority does not preclude the facility from being coordinated with if Headquarters believes additional input from the facility is beneficial to the safety of the operation.

Section 7. Procedural Waivers

19–7–1. PURPOSE

This section prescribes policies and guidelines for the processing of air traffic procedural waiver requests.

19–7–2. POLICY

a. The Director, Mission Support Services Policy (AJV–P) is the authority to grant or deny a waiver to air traffic procedures.

b. Procedural waivers pertaining to separation minima require Air Traffic Safety Oversight Service (AOV) approval.

REFERENCE–
ATO–SG–15–05, Safety and Technical Training Guidance on Separation Minima.

c. The grant of a procedural waiver constitutes relief from a specific requirement in an air traffic directive.

19–7–3. RESPONSIBILITIES

The Air Traffic Manager (ATM) must ensure the facility adheres to the provisions outlined in the approved waiver, and that facility personnel are trained accordingly.

19–7–4. WAIVER REQUESTS

a. The ATM must communicate intent and garner support to pursue a new waiver from their operational chain of command, to include the following, as applicable:

1. District General Manager

2. Service Area Director

3. Director, Strategic Operations, AJT–1

4. Director, AJV–P

b. All required safety studies and safety documentation must be completed and approved prior to the request for a new waiver.

c. New waiver requests must follow the process outlined in the AJV–P Waiver Checklist and must include a memorandum from the appropriate Service Area Director supporting the request. The processing time for a new waiver request package, once received by AJV–P, is normally 240 days. The AJV–P Waiver Checklist is available through the appropriate Service Center or may be obtained from the Standards and Procedures Group (AJV–P3) by submitting a request to: 9–AJV–P–HQ–Correspondence@faa.gov.

19–7–5. DEVELOPMENT OF SAFETY DOCUMENTATION AND OTHER SAFETY STUDIES

a. A new waiver request pertaining to separation minima requires a safety analysis (e.g., Flight Standards [AFS] study, Monte Carlo simulation) in addition to requiring a Safety Risk Management (SRM) document delineated in the ATO Safety Management System (SMS) Manual. The funding for such a study must be coordinated within the operational service unit. For additional assistance, please contact AJT.

REFERENCE–
ATO Safety Management System Manual, Annex A, Para 2.2, Documentation, Review, and Approval Process for Waivers to Separation Minima.

b. The facility may seek assistance with the development of an SRM document, as needed, from the appropriate Service Center Quality Control Group (QCG).

19–7–6. WAIVER RENEWAL PROCESSING

a. The ATM must submit waiver renewals to AJV–P via their operational chain of command, to include the District General Manager, appropriate Service Area Director, and the Director, Strategic Operations (AJT–1). Waiver renewal packages must be received by AJV–P at least 180 days prior to a waiver's expiration date.

b. When submitting a waiver renewal request, review the current SRM document to determine whether any updates are necessary. Specific requirements pertaining to *Post–SRM Monitoring* and *Revising an SRM Document* are outlined in the ATO SMS Manual.

c. Before submitting a waiver renewal request, ensure the following:

1. Monitoring information pertaining to the existing waiver is reflected in the Safety Management Tracking System (SMTS), as outlined in the ATO SMS Manual.

2. A statement of monitoring activities must be included in the facility memorandum request.

REFERENCE–
Safety Management Systems Manual, Para 4.2, Developing the Monitoring Plan.
Safety Management Systems Manual, Para 4.3, Post–SRM Monitoring.
Safety Management Systems Manual, Para 5.7, Revising an SRM Document.

d. Requests for waiver renewals must be processed in accordance with the AJV–P Waiver Checklist.

e. The AJV–P Waiver Checklist is available through the appropriate Service Center or may be obtained from the Standards and Procedures Group (AJV–P3) by submitting a request to: 9–AJV–P–HQ–Correspondence@faa.gov.

19–7–7. PERIODICITY OF WAIVER RENEWALS

Existing waivers to air traffic procedures that, upon review, are deemed necessary for the continued efficiency and safety of the NAS must adhere to the following renewal timelines:

a. Waivers in existence for 1 to 10 years must undergo the renewal process every 2 years.

b. Waivers in existence for 11 to 19 years must undergo the renewal process every 3 years.

c. Waivers 20 years or older must undergo the waiver renewal process every 5 years.

19–7–8. WAIVER APPROVAL PROCESS

The Policy Directorate must coordinate all waiver approvals with appropriate headquarters organizations based on the nature of the waiver request. If there is a need to coordinate with a field facility, the Policy Directorate must do so through the appropriate Service Center.

Chapter 20. Temporary Flight Restrictions (TFRs)

Section 1. General Information

20–1–1. PURPOSE

This section prescribes guidelines and procedures regarding the use and issuance of regulatory temporary flight restrictions (TFR).

20–1–2. AUTHORITY

a. The FAA Administrator has sole and exclusive authority over the navigable airspace of the United States. The Administrator has broad authority under Section 40103 of Title 49 of the United States Code (U.S.C.) to regulate, control, and develop plans and policy for the use of navigable airspace. See also 49 U.S.C. Section 40101(d).

b. Title 14 of the Code of Federal Regulations (14 CFR) part 91 contains regulations addressing temporary flight restrictions.

20–1–3. REASONS FOR ISSUING A TFR

While not all inclusive, a TFR may be issued for the following reasons: toxic gas leaks or spills, fumes from flammable agents which, if fanned by rotor or propeller wash, could endanger persons or property on the surface or in other aircraft; volcanic eruptions that could endanger airborne aircraft and occupants; hijacking incidents that may endanger persons or property on the surface, or airborne aircraft and occupants; aircraft accident/incident sites; aviation or ground resources engaged in wildfire suppression; aircraft relief activities following a disaster; aerial demonstrations or major sporting events.

20–1–4. TYPES OF TFRs

TFRs may be issued under the following regulations:

a. Section 91.137, Temporary Flight Restrictions in the Vicinity of Disaster/Hazard Areas.

b. Section 91.138, Temporary Flight Restrictions in National Disaster Areas in the State of Hawaii.

c. Section 91.139, Emergency Air Traffic Rules.

d. Section 91.141, Flight Restrictions in the Proximity of the Presidential and Other Parties.

e. Section 91.143, Flight Limitation in the Proximity of Space Flight Operations.

f. Section 91.145, Management of Aircraft Operations in the Vicinity of Aerial Demonstrations and Major Sporting Events.

NOTE–
See Chapter 21, Section 6, for information regarding Special Security Instructions issued under 14 CFR 99.7 Special Security Instructions.

20–1–5. TFR NOTAM CONTENT

TFR NOTAMs must comply with procedures detailed in FAA Order 7930.2, Notices to Airmen (NOTAM). ■

20–1–6. TFR INFORMATION

National Airspace System (NAS) users or other interested parties should contact the nearest flight service station, or (in CONUS) the appropriate ARTCC for TFR information. Additionally, you can find TFR information on automated briefings and at any of the following sources:

a. TFR List: https://tfr.faa.gov/tfr3/?page=list

b. TFR Graphical: https://tfr.faa.gov/tfr3/?page=map

c. Domestic Notices: https://www.faa.gov/air_traffic/publications/domesticnotices/

d. International Notices: https://www.faa.gov/air_traffic/publications/internationalnotices/

e. FAA NOTAM Search: https://notams.aim.faa.gov/notamSearch/

f. FCFSS website: https://www.1800wxbrief.com/

20–1–7. TFRs OUTSIDE OF THE UNITED STATES AND ITS TERRITORIES

TFRs are only implemented for sovereign U.S. airspace and its territories. If restrictions are located in an area that extends beyond the 12-mile coastal limit or a U.S border, the NOTAM will contain language limiting the restriction to the airspace of the U.S., and its territories and possessions. The FAA may issue an advisory via the NOTAM System to inform affected users of any hazard or dangerous information outside of the sovereign U.S. airspace and its territories.

20–1–8. TFR QUESTIONS

Direct any questions or concerns regarding TFRs to the ATO Service Area Director (or designee) having jurisdiction over the TFR area. You may also contact Mission Support, Rules and Regulations Group, FAA Headquarters, Washington, D.C., at (202) 267–8783.

Section 7. Management of Aircraft Operations in the Vicinity of Aerial Demonstrations and Major Sporting Events (14 CFR Section 91.145)

20–7–1. PURPOSE

This section prescribes guidelines and procedures in accordance with 14 CFR section 91.145, Management of Aircraft Operations in the Vicinity of Aerial Demonstrations and Major Sporting Events. Additionally, this section provides guidance on the processing of sponsor requests for these types of operations.

20–7–2. DEGREE OF RESTRICTIONS

When a NOTAM has been issued in accordance with this section, no person may operate any aircraft or device, or engage in any activity within the designated airspace area except in accordance with the authorizations, terms, and conditions of the TFR published in the NOTAM, unless otherwise authorized by: (1) Air Traffic Control; or (2) a Certificate of Waiver or Authorization FAA Form 7711–1 issued for the aerial demonstration by Flight Standards.

NOTE–
Process applications for Waiver of Authorization in accordance with Chapter 19 of this order. Coordination with affected ATC facilities and Flight Standards, as applicable, is required.

20–7–3. REQUESTING AUTHORITIES

a. An aerial demonstration/airshow or major sporting event organizer may request a TFR under this section.

b. For an aerial demonstration/airshow, the event organizer must submit the TFR request to the appropriate ATO Service Center Operations Support Group (OSG) Manager at least 45 days prior to the event. In addition, the event organizer must contact the appropriate Flight Standards District Office regarding requirements for a Certificate of Waiver or Authorization.

c. For a major sporting event, the event organizer must submit the TFR request to the appropriate ATO Service Center OSG Manager at least 45 days prior to the event.

20–7–4. AERIAL DEMONSTRATION/AIRSHOW TFRs

a. ATO Service Center Operations Support Groups (OSG) are responsible for aerial demonstration/airshow TFRs within their geographic area. The OSGs are delegated the authority to approve and issue TFRs for aerial demonstrations/airshows listed as Qualifying Events (QE) below:

1. Military aircraft conducting aerobatic demonstrations;

2. Civilian aircraft that operate in excess of 200 knots while conducting aerobatic demonstrations;

3. Military or civilian parachute team performances.

NOTE–
Demonstrations involving only "fly-bys" or air race events are not QEs and should be handled with existing operational procedures. A 14 CFR section 91.145 TFR is not authorized.

b. TFRs may be issued to cover practice sessions for a QE aerial demonstration/airshow. Practice sessions may include the terms aerial survey, arrival show, circling maneuvers, etc. Practice sessions are required to determine aerobatic maneuver timing and visual references for the airshow.

c. Duration of aerial demonstration/airshow TFRs is determined by the following:

1. The TFR time period must terminate when there is a gap of two hours or more between QEs.

2. Should additional QEs occur beyond the two-hour gap, another TFR time period is authorized.

3. If there is only one QE scheduled for an aerial demonstration/airshow, the TFR will be established for that performance only.

4. TFR time periods must fall within the times indicated in the Certificate of Waiver or Authorization (FAA Form 7711−1) issued by the Flight Standards District Office, but the TFR times are not required to cover the entire waiver times or periods when an airport is closed by a Notice to Airmen (NOTAM).

d. The dimensions of the TFR should conform to the following:

1. The TFR area will normally be a 5 nautical mile (NM) radius around the show center for the demonstration.

2. A 7 NM radius may be approved for the Canadian Snowbirds Team if requested and supported by local air traffic operations.

3. When the field elevation at the demonstration site is 5,000 feet or greater, other military jet teams may require a 7 NM radius, subject to ATC approval.

4. TFR altitude should be no greater than the minimum airspace necessary for the aerial demonstration and management of aircraft operations in the vicinity of the airshow.

5. The maximum altitude for an aerial demonstration TFR is 17,999 feet MSL.

6. TFR areas must be defined in published NOTAMs using nautical miles and feet MSL.

e. The following processing procedures apply to TFR requests for aerial demonstrations/airshows that meet the Qualifying Event criteria:

1. The OSG Manager (or designee) reviews the request package to determine if it meets TFR criteria in accordance with FAA regulations, directives, and policies.

2. If the request does not meet the criteria, it must be disapproved by the OSG Manager (or designee).

3. If the request meets the criteria for an aerial demonstration TFR, the OSG Manager (or designee) approves and processes the TFR for publication.

4. The OSG Manager (or designee) should publish a NOTAM via the TFR Builder application at least 7 days prior to the first requested practice or demonstration time period. The NOTAM Entry System (NES) may be used as a backup to publish the TFR.

5. Changes to published 14 CFR section 91.145 TFR NOTAMs should not be made within 48 hours of the event, except in an emergency.

20−7−5. TFR REQUESTS FOR MAJOR SPORTING EVENTS

a. The ATO Mission Support, Rules and Regulations Group Manager is responsible for approving all TFR requests for major sporting events.

b. The following procedures apply:

1. Event organizers must submit requests for TFRs to support major sporting events to the jurisdictional ATO OSG Manager at least 45 days prior to the event.

2. The OSG Manager (or designee) will:

(a) Review the request based on the factors listed in 14 CFR 91.145(b) (1) through (12).

(b) Evaluate the proposed restriction's impact on airspace and ATC operations.

(c) Prepare a recommendation for approval or disapproval.

Section 2. Responsibilities

21–2–1. DESCRIPTION

This section identifies the primary Air Traffic Management (ATM) security responsibilities of System Operations Security, as well as air traffic facilities, pertinent to the implementation of ATM security measures. System Operations Security is responsible for collaboration and coordination with air traffic facilities on the planning and operational execution of ATM security measures and related efforts to protect the nation while mitigating safety and efficiency impacts on the National Airspace System (NAS).

21–2–2. TACTICAL OPERATIONS SECURITY GROUP RESPONSIBILITIES

Tactical Operations Security Group responsibilities are undertaken primarily through four Air Traffic Security Coordinator (ATSC) teams and the System Operations Support Center (SOSC) team. Tactical Operations Security Group, as appropriate and in collaboration with air traffic facilities, must:

a. Cooperate with the North American Aerospace Defense Command (NORAD), the Transportation Security Administration (TSA), Customs and Border Protection (CBP), and other interagency security partners to monitor the NAS and other relevant airspace to detect and tactically respond to potential threats, including suspicious flights.

b. Cooperate with the United States Secret Service (USSS), Federal Bureau of Investigation (FBI), and other interagency partners to operationally implement ATM security measures used to protect security–sensitive locations (e.g., the DC Special Flight Rules Area and Flight Restricted Zone [DC SFRA and FRZ]); events (e.g., National Special Security Events [NSSE]); and activities, including Very Important Persons (VIP) travel.

c. Conduct operational efforts to mitigate the impact of threats and security measures on the safety and efficiency of the NAS.

d. Develop and coordinate the publication of flight advisories, Security Notices (SECNOT), and Notices to Airmen (NOTAM) enabling ATM security and/or other emergency operations efforts. This function includes the publication of Temporary Flight Restrictions (TFR) pursuant to Title 14 Code of Federal Regulations (CFR) parts 99.7, Special security instructions; 91.141, Flight restrictions in the proximity of Presidential and other parties; and 91.137, Temporary flight restrictions in the vicinity of disaster/hazard areas.

e. Serve as the final approving authority for all real-time ATM security determinations regarding aviation operations within the NAS.

f. Coordinate and authorize routings for U.S. Department of State (DOS) designated Special Interest Flights (SIF).

g. Lead execution of ATM aspects of classified and other sensitive security-related air missions.

h. Manage the Special Governmental Interest (SGI) Program for Unmanned Aircraft System (UAS) waivers and authorizations, including emergency addendums to UAS Certificates of Authorization or Waiver (ECOA).

i. Staff ATSC and SOSC positions.

21–2–3. SPECIAL OPERATIONS SECURITY GROUP RESPONSIBILITIES

Special Operations Security Group responsibilities are undertaken primarily through senior FAA representatives, who represent the agency in coordinating ATM security issues with national defense, homeland security, and law enforcement interagency partners. Special Operations Security Group, as appropriate and in collaboration with air traffic facilities must:

a. Cooperate with the USSS, FBI, and other interagency partners to develop and coordinate ATM security measures used to protect security–sensitive locations (e.g., the DC SFRA and FRZ); events (e.g., NSSEs); and activities, including VIP travel (e.g., Presidential travel).

b. Develop and coordinate plans and procedures to mitigate the impact of threats and security measures on the safety and efficiency of the NAS, including coordination with NORAD and other interagency partners to facilitate fighter intercept operations.

c. Develop plans for and coordinate the execution of ATM elements of select national defense, homeland security, and law enforcement exercises. This work includes support of classified and other sensitive security-related exercises.

d. Plan and coordinate ATM related support to classified and other sensitive aviation operations, including UAS flights, and mitigate impact of that activity on the NAS.

e. Coordinate and authorize call signs for special aircraft missions operated by law enforcement agencies (federal, state, and local), national defense entities, and for other special activities.

f. Staff senior FAA representative and liaison officer positions at FAA Headquarters and embedded at key national defense, homeland security, and law enforcement locations.

21–2–4. STRATEGIC OPERATIONS SECURITY GROUP RESPONSIBILITIES

Strategic Operations Security Group responsibilities are undertaken primarily through a staff at FAA Headquarters. Strategic Operations Security Group, as appropriate and in collaboration with air traffic facilities, must:

a. Cooperate with the Federal Emergency Management Agency (FEMA), State Emergency Management Agencies (SEMA), U.S. Northern Command (USNORTHCOM), State National Guard (NG) commands, and other federal, state, and local partners to develop and implement air traffic management aspects of disaster response and other emergency operations plans.

b. Manage the development and sustainment of ATM security related FAA ATO procedures, including: FAA Order JO 7610.4, Special Operations; FAA Order JO 7110.67, Air Traffic Management Security Services for Special Operations; FAA Order JO 7110.65, Air Traffic Control; and FAA Order JO 7210.3, Facility Operation and Administration.

c. Coordinate with U.S. Strategic Command (STRATCOM), FAA Spectrum Engineering, and other key stakeholders to support Global Positioning System (GPS) interference and Electronic Attack (EA) testing, and Identification Friend or Foe (IFF) exercises within the NAS. Plan and, as needed, coordinate actions to mitigate impact of this specialized activity on the safety and efficiency of the NAS.

d. Lead the planning and coordination of ATM security related procedures for foreign aircraft overflight, including DOS SIF activity and part 99.7 NOTAMs that describe instructions for entry/exit, transit, and flight operations within U.S. controlled airspace.

e. Lead ATO engagement on ATM security matters with foreign counterparts, including the International Civil Aviation Organization (ICAO) and foreign Air Navigation Service Providers (ANSP).

f. Track, collect, and analyze aviation security data related to ATM security events in the NAS, such as unauthorized laser illuminations, unauthorized UAS, TFR violators, Tracks of Interest (TOI), No Radio (NORDO).

g. Provide the means for identification and protection of all real–time flight data information associated with sensitive flights in the NAS.

h. Develop and implement call sign procedures for the NAS.

i. Coordinate requests from governmental agencies, including law enforcement, for use of ICAO 3-letter designators/telephonies; and coordinate all requests for use of U.S. special call sign designators/telephonies.

j. Serve as ATO lead for the National Hurricane Operations Plan (NHOP).

k. Develop and coordinate ATM security related procedures for specialized NAS threats, including lasers, Man Portable Air Defense Systems (MANPADS), UAS, and diseases of global public health concern.

Instructions for Letter of Agreement Template: Launch and Reentry Site

Letter of Agreement

Effective:

Subject: Operations at [Name and location of Launch and Reentry Site]

1. Purpose:
State the purpose of the Letters of Agreement (LOA), type(s) of anticipated operation (*if launch:* [horizontal/vertical]) [launch/reentry], frequency of proposed operation(s) (if known), and name and location of Launch and Reentry Site.

Sample text:
This LOA establishes a framework for the coordination and planning of procedures for [licensed/permitted] (*if launch:* [horizontal/vertical]) [launch/reentry] operations into the National Airspace System from [name and location of Launch and Reentry Site].

2. Cancellation:
Include any previous LOA canceled by this one [Subject and Effective Date of LOA being cancelled]. State agreement to review LOA annually.

Sample text:
This LOA will remain in effect until cancelled by any signatory entity and will be reviewed annually throughout the life of the license or when modifications are made to the license.

3. Scope:
List the affected ATC facilities; Launch/Reentry Site Operator; and any additional stakeholders, including ATO Space Operations, Federal Ranges, and military facilities, as applicable.
State that this LOA does not guarantee the approval of operations from the Launch and Reentry Site. Once a Vehicle Operator has been identified and its operations approved, responsibilities and procedures will be outlined in a separate letter of agreement with each Vehicle Operator.
State that this LOA does not confer any proprietary, property, or exclusive right in the use of airspace or outer space referenced in Code of Federal Regulation (CFR) 420.41.
State distribution of the LOA. The distribution should include, at a minimum, all signatories.

Sample text:
This LOA is pertinent to [ATC facilities and stakeholders; including ATO Space Operations] and [Launch/Reentry Site Operator]. It does not guarantee the approval of operations from the Launch/Reentry Site. Once a Vehicle Operator has been identified and its operations approved, responsibilities and procedures will be outlined in a separate LOA with each Vehicle Operator.

This LOA does not confer any proprietary, property, or exclusive right in the use of airspace or outer space referenced in Code of Federal Regulation (CFR) 420.41.

This LOA is to be distributed to the signatories, additional stakeholders, and the Office of Commercial Space Transportation (AST).

4. Responsibilities:
State the responsibilities of the Site Operator, Controlling Facility, and as needed, any other stakeholders and/or affected facilities. All parties named within this letter of agreement will work collaboratively to develop the following:

a. Procedures for notification and scheduling of operations, to include procedures for the issuance of Notices to Airmen, Altitude Reservations and Special Activity Airspace access.

b. Plans for communication between the operator and the FAA as necessary, before, during, and after a scheduled operation.

[Name(s) of affected Air Traffic Control Facilities (Controlling Facility listed first)], ATO Space Operations, [Launch and Reentry Site Operator]

c. Plans and procedures for cancellations, contingencies, and emergencies.

d. Plans and procedures for any other measures deemed necessary by the FAA to ensure public health and safety.

Sample text:

a. [Launch/Reentry Site Operator] is responsible for the management, operation, and maintenance of the Launch/Reentry Site. This includes the coordination with users of its facility and the responsibility for ensuring all necessary information regarding operations is provided to the appropriate ATC facilities.

b. The FAA is responsible for the safe, orderly, and expeditious flow of known air traffic under its control. It is also responsible for the dissemination of pertinent information to the aviation community.

c. All parties named in this LOA will work collaboratively to develop procedures and other such measures deemed necessary to protect public health and safety.

5. Attachments

State the responsibilities of the Site Operator, Controlling Facility, and as needed, any other stakeholders and/or affected facilities. All parties named within this letter of agreement will work collaboratively to develop the following:

A. Signatures

B. Points of Contact Table

C. Graphics/Maps

- Physical Site Description/Map
- Airspace Description/Map(s)

BRIEFING GUIDE

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

Initiated By: AJV-0
Vice President, Mission Support Services

Table of Contents

1. PARAGRAPH NUMBER AND TITLE:
1–1–9. REQUESTS FOR INTERPRETATIONS OR CLARIFICATIONS TO THIS ORDER
1–1–10. WAIVERS TO THIS ORDER

2. BACKGROUND: Interpretation or clarification request procedures are inserted to this order to reflect Air Traffic Organization (ATO), non-ATO FAA, Department of Defense (DoD), and external requestors and to align with related procedures in FAA Order JO 7110.65, Air Traffic Control.

3. CHANGE:

OLD	NEW
Add	**1–1–9. REQUESTS FOR INTERPRETATIONS OR CLARIFICATIONS TO THIS ORDER**
Add	**a. Requests from Air Traffic Services (AJT) field personnel must be submitted to the applicable Service Area Director of Air Traffic Operations, as follows:**
Add	**1. The request must be submitted in writing by an Air Traffic Manager to the District General Manager, who will forward the request in writing to the Service Area Director of Air Traffic Operations through the Operations Support Group (OSG).**
Add	**2. The Service Area Director of Air Traffic Operations must review the submission to determine if an interpretation or a clarification is required.**
Add	**(a) If more than one interpretation of the language can be inferred, the request for interpretation must be submitted in writing to the Director, Policy (AJV–P).**
Add	**(b) If it is determined a clarification of the language is required, the request is returned to the OSG. The OSG must provide a written clarification response to the requestor and forward a copy of the response to the Service Area Director of Air Traffic Operations and AJV–P.**
Add	**b. Requests from System Operations Services (AJR) personnel must be submitted in writing through appropriate channels to the applicable Systems Operations Services Director. The receiving Systems Operations Services Director will review and, if deemed valid, submit the request to AJV–P for response.**
Add	**c. Requests from all other FAA ATO service units, Lines of Business, or Staff Offices must be submitted in writing through appropriate leadership channels to AJV–P.**

Add	**d. Requests from DoD personnel must be submitted in writing to the respective Military Service Headquarters, via the appropriate chain of command. The Military Service Headquarters will review and, if deemed valid, submit the request to AJV–P.**
Add	**e. All external (non-FAA) requests may be submitted directly to AJV–P.**
Add	**f. All requests directed to AJV–P in accordance with subparagraphs a through e above must be sent to the AJV–P correspondence mailbox at: 9–AJV–P–HQ–Correspondence@faa.gov.**
Add	**g. Published interpretations for this order may be accessed through the MyFAA employee website via: https://my.faa.gov/org/linebusiness/ato/missionsupport/air–traffic–control–interpretations.**
1–1–9 through **1–1–13**	Renumber **1–1–10** through **1–1–14**

OLD

1–1–10. WAIVERS TO THIS ORDER

Title through **d**

NEW

1–1–11. WAIVERS TO THIS ORDER

No Change

OLD

TBL 1–1–2

Military Headquarters

Branch	Address
U.S. Air Force	HQ AFFSA 5316 S. Douglas Blvd Bldg. 8400, Room 232 Oklahoma City, OK 73150
U.S. Army	Director USAASA (MOAS–AS) 9325 Gunston Road Room N–314 Ft. Belvoir, VA 22060–5582
U.S. Navy	Department of the Navy Chief of Naval Operations (N980A) NAATSEA 2000 Navy Pentagon (5D453) Washington, DC 20350–2000

NEW

TBL 1–1–2

Military Operations Interface Offices

Department	Address
Department of the Navy	Department of the Navy Chief of Naval Operations N980A, NAATSEA 2000 Navy Pentagon (5D453) Washington, D.C. 20350–2000
Department of the Air Force	HQ AFFSA 5316 S. Douglas Blvd Bldg 8400, Room 232 Oklahoma City, OK 73150
Department of the Army	Director USAASA (MOAS–AS) 9325 Gunston Road, Suite N–314 Ft. Belvoir, VA 22060–5582

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1. PARAGRAPH NUMBER AND TITLE:
2–5–1. BASIC WATCH SCHEDULES
2–6–7. BASIC WATCH SCHEDULE

2. BACKGROUND: In December 2023, the FAA Administrator requested that a small group of independent, objective experts evaluate the latest science on human sleep needs and fatigue considerations as applied to the FAA's current air traffic controller workforce, work requirements, and scheduling practices. The purpose of the evaluation was to inform the FAA's ongoing efforts to enhance the safety of the aviation system and the safety and well-being of the agency's controller workforce. The final report entitled, Assessing Fatigue in FAA Air Traffic Operations, from the Scientific Expert Panel on Air Traffic Controller Safety, Work Hours, and Health, urges the FAA to quickly develop and implement a strategy to update the current prescriptive policies to address identified fatigue factors, especially to avoid known schedule practices that induce fatigue.

3. CHANGE:

OLD

2–5–1. BASIC WATCH SCHEDULES

Title through **c2**

3. Have an off–duty period of at least 8 hours between watches.

Add

NEW

2–5–1. BASIC WATCH SCHEDULES

No Change

3. Have an off-duty period of at least **10** hours between watches.

4. Have an off-duty period of at least 12 hours preceding and following the midnight shift.

OLD

2–6–7. BASIC WATCH SCHEDULE

Title through **b3**

4. Have at least an 8–hour break from the time work ends to the start of any shift, except as follows:

NEW

2–6–7. BASIC WATCH SCHEDULE

No Change

4. Have at least **a 10-**hour break from the time work ends to the start of any shift**. This requirement applies to all shift changes, swaps, and overtime to include scheduled, call-in, and holdover assignments.**

(a) Employees are required to have a minimum of 9 consecutive hours off duty preceding the start of a day shift. For purposes of this paragraph only, a day shift is generally defined as a shift where the majority of hours fall between 7:00 a.m. and 4:00 p.m.	Delete
(b) This requirement applies to all shift changes, swaps, and overtime to include scheduled, call–in, and holdover assignments.	Delete
5. Have an off–duty period of at least 12 hours following a midnight shift. (A midnight shift is defined as a shift in which the majority of hours are worked between 10:30 p.m. and 6:30 a.m.)	**5.** Have an off-duty period of at least 12 hours **preceding and** following a midnight shift. (A midnight shift is defined as a shift in which the majority of hours are worked between 10:30 p.m. and 6:30 a.m.)

1. PARAGRAPH NUMBER AND TITLE:
2–6–1. WATCH SUPERVISION
18–26–4. RESPONSIBILITIES

2. BACKGROUND: Title 14 Code of Federal Regulations (14 CFR) § 91.144 authorizes the FAA Administrator to issue special requirements on flight operations, via Notice to Airmen (NOTAM), when barometric pressure is more than 31 inches mercury (31” Hg). These requirements result from standard aircraft pressure altimeters that can’t be set above 31” Hg, preventing the display of accurate altitude information to pilots. Various FAA orders list the FAA Flight Procedures & Airspace Group, Flight Technologies and Procedures Division (AFS–420), as responsible for issuing the high barometric pressure procedures NOTAM and the ability to authorize waivers for associated procedures listed in the Aeronautical Information Manual (AIM) and Aeronautical Information Publication (AIP).

3. CHANGE:

OLD	**NEW**
2–6–1. WATCH SUPERVISION	**2–6–1. WATCH SUPERVISION**
Title through **d3**	No Change
Add	**e. When barometric pressure within an ARTCC area of jurisdiction is greater than, or forecast to be greater than, 31.00 inches mercury (31” Hg), the affected ARTCC must request a “high barometric pressure procedures in effect” NOTAM for the geographical area affected.**
Add	***EXAMPLE–*** ***HIGH BAROMETRIC PRESSURE PROCEDURES ARE IN EFFECT FOR THE MEMPHIS CENTER AREA UP TO 17,999 FEET. SEE AERONAUTICAL INFORMATION MANUAL 7–2–3 AND AERONAUTICAL INFORMATION PUBLICATION ENR 1.7 SUBPARAGRAPH 3.3.1 FOR RESTRICTIONS AND SPECIAL REQUIREMENTS.***

OLD	NEW
18–26–4. RESPONSIBILITIES	**18–26–4. RESPONSIBILITIES**
Title through **b2(h)**	No Change
Add	**(i) Notify Enroute Watch Supervision when barometric pressure within an ARTCC area of jurisdiction is greater than, or forecast to be greater than, 31.00 inches mercury (31" Hg).**

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1. PARAGRAPH NUMBER AND TITLE: 5–2–2. FLIGHT INSPECTION AIRCRAFT

2. BACKGROUND: In response to multiple safety reports, the Safety and Technical Training Safety Investigation and Response Team (AJI–133) and the Flight Program Operations Flight Program Safety and Training Directorate (AJF–3000) conducted an assessment to gather information on the factors that can influence the NAS safety risk associated with flight inspection missions in the operational environment. The 2022 Assessment Report identified risk factors contributing to close proximity events during flight inspection mission operations. In response, Air Traffic Services, Strategic Operations (AJT–1), formerly Operational Policy and Implementation (AJT–2), outlined a facility's responsibility for operational monitoring and coordination regarding flight inspection mission operations and submitted them for inclusion in FAA Order JO 7210.3 and FAA Order JO 7110.65.

3. CHANGE:

OLD	NEW
5–2–2. FLIGHT INSPECTION AIRCRAFT	**5–2–2. FLIGHT INSPECTION AIRCRAFT**
a. FAA aircraft engaged in flight inspection of navigation aids must be provided special handling by ATC facilities to the maximum extent possible. FICOs/flight inspectors are expected to coordinate with the facility's air traffic supervisor on duty, or a designated representative, prior to conducting flight inspections. Occasionally, due to unplanned/special flight inspection requirements, flight inspectors may attempt to conserve flight hours and accomplish additional opportune flight checks with minimal advance coordination.	**a.** FAA aircraft engaged in flight inspection of navigation aids must be provided **priority** handling by ATC facilities **in accordance with FAA Order JO 7110.65, paragraph 2–1–4, Operational Priority**. **Flight Program Operations (AJF)**/flight inspectors are expected to coordinate with the facility prior to conducting flight inspections. Occasionally, due to unplanned/special flight inspection requirements, flight inspectors may attempt to conserve flight hours and accomplish additional opportune flight checks with minimal advance coordination.
Add	***NOTE–*** ***Many flight inspection missions can be conducted without being afforded priority handling. Do not cancel flight inspection missions solely based on not being able to provide priority handling.***
Add	***REFERENCE–*** ***FAA Order JO 7110.65, Para 2–1–4, Operational Priority, Subpara l Note.***
b. Unless otherwise agreed to, direct contact must be maintained between the flight inspection pilot and the ATC facility to provide for an exchange of information regarding the intention of the pilot and the known traffic in the facility's area of responsibility.	No Change

c. Many terminal and en route flight inspections are accomplished using automatic recording equipment, and an uninterrupted flight is necessary for the successful accomplishment of the flight. Maximum cooperation will help the FICOs accomplish their job within their limited aircraft resources. FAA Order 8240.41, Flight Inspection/Air Traffic On-site Coordination Requirements, provides additional details as does FAA Order JO 7110.65, Air Traffic Control.	**c.** Many flight inspection **missions** are accomplished using automatic recording equipment, and an uninterrupted flight is necessary for the successful accomplishment of the flight. Maximum cooperation will help **AJF** accomplish **its mission** within their limited aircraft resources. **Facilities must immediately notify the pilot-in-command (PIC), or the AJF Operations Control Center (OCC) located at the Joint Air Traffic Operations Command (JATOC) if they are unable to accommodate flight inspection missions.**
Add	***NOTE–*** **1.** ***Flight Check (FLC) aircraft stating "recorded run" indicates automated flight inspections are in progress. Such inspections necessitate the full length of the runway (including protection of any critical areas) and require the entire procedure to be flown, up to and including the missed approach as needed. Any interruption of a recorded run will require the entire procedure to be reinitiated.***
Add	**2.** ***Not every flight inspection mission requires prior coordination. The PIC may contact the facility for final coordination, but due to unforeseen variables, subtle differences may occur. It is also possible that flight checks that are not listed will transit your airspace. Additionally, weather, aircraft maintenance, and other unplanned issues may alter the schedule.***
Add	***REFERENCE–*** ***FAA Order JO 7110.65, Chapter 9, Special Flights.***
d. Facility procedures must provide a means of passing impending flight inspection information on to subsequent shifts and/or immediately notifying FICOs/PICs when facility air traffic activities make it impossible to handle flight inspections expeditiously.	**d. Air Traffic Districts must distribute information regarding flight inspection mission operations to affected facilities in a timely manner.**
Add	**e. Facilities must review published schedules and maneuvers to be performed utilizing the Flight Inspection Activity Map (https://fiog.faa.gov/foms/itinerary/scheduledWorkMap), when available.**
Add	**1. The ATM must ensure the Operations Supervisor (OS), or Controller-in-Charge (CIC) reviews the requested FLC operation. Airport flight inspection/certification of navigational aids and flight procedures are the only category required to be briefed.**

Add	**2. The OS/CIC must brief controllers prior to assuming a control position affected by the flight inspection aircraft. The briefing must include the associated flight procedures/maneuvers depicted on the Flight Inspection Activity Map, when available.**
Add	**3. Completed briefings of airport flight inspection/certification of navigational aids and flight procedures must be documented on FAA Form 7230–4, Daily Record of Facility Operation.**
Add	**4. The ATM must make it a priority to monitor and be periodically present for any FLC operations during their duty hours.**
Add	**f. FLC aircraft that request to perform an unplanned procedure should be approved to proceed if:**
Add	**1. The requested operation would not adversely affect air traffic operations.**
Add	**2. The FLC aircraft would not/does not request priority handling.**
Add	***NOTE–*** ***The utilization of the Flight Inspection Activity Map and monitoring requirements for unplanned FLC operations should be performed to the extent possible.***

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1. PARAGRAPH NUMBER AND TITLE:
6–4–4. PRACTICE INSTRUMENT APPROACHES
10–4–5. PRACTICE INSTRUMENT APPROACHES

2. BACKGROUND: A review of Mission Support's Interpretation, FAA Order 7210.3Y, Paragraph 10–4–5b, VFR Practice Approaches, dated March 23, 2015, revealed its content could be incorporated into FAA Order JO 7110.65, Air Traffic Control, and FAA Order JO 7210.3, Facility Operation and Administration. The interpretation states that, within the limits and capabilities of the facility, instrument flight rules (IFR) separation must be provided to all visual flight rules (VFR) aircraft conducting practice instrument approaches at secondary airports listed in the facility's Letter to Airmen. The language in FAA Order JO 7210.3, paragraph 6–4–4, Practice Instrument Approaches, and 10–4–5 Practice Instrument Approaches, has been revised to ensure where IFR separation for VFR aircraft is required, the direction for facilities to provide this service is clear and unambiguous. The reference to "secondary airports" has been removed from the terminal section and replaced with new language that provides facility managers with guidance on determining where this additional service will be provided to VFR aircraft, and examples of temporary conditions that may require suspension of this service. Letter of Agreement (LOA) provisions for nonapproach control towers and Flight Service Station airports are consolidated to a single subparagraph. Instructions for VFR aircraft to maintain VFR and controller responsibility to provide traffic advisories are removed from this order, as they are contained in FAA Order JO 7110.65, paragraph 4–8–11, Practice Instrument Approaches.

3. CHANGE:

OLD	NEW
6–4–4. PRACTICE INSTRUMENT APPROACHES	**6–4–4. PRACTICE INSTRUMENT APPROACHES**
To the extent practicable, each ARTCC should provide IFR separation to aircraft not on IFR flight plans conducting practice instrument approaches to airports where that ARTCC provides approach control service.	Delete
a. At locations where IFR separation is applied to VFR aircraft conducting practice instrument approaches and that airport has a non-approach control tower or a FSS, provisions for handling such aircraft must be included in a letter of agreement.	**a. Where ARTCCs provide approach control service, ATMs must evaluate those airports where basic radar service is available for determining where IFR separation to VFR aircraft conducting practice instrument approaches will be provided. The ATM must consider the impact on operations and service requirements when determining the airports that will receive this additional service.**
b. ARTCCs must issue a letter to airmen advising users of airports where IFR separation is provided for VFR aircraft conducting practice instrument approaches. The letter should include appropriate frequencies for the airport concerned.	**b. ATMs must issue a Letter to Airmen (LTA) advising the users of airports where IFR separation is provided for VFR aircraft conducting practice instrument approaches. The LTA must specify which facility will handle the aircraft practicing instrument approaches and include the appropriate frequencies. Airport(s) where this service is provided must be specified in a facility directive.**
Add	***REFERENCE–*** ***FAA Order JO 7210.3, Para 4–1–3, Service Area Review.*** ***FAA Order JO 7210.3, Para 4–5–2, Letters to Airmen.***
Add	**c. Where a facility directive requires the application of IFR separation to VFR aircraft practicing instrument approaches, IFR separation must be provided in accordance with FAA Order JO 7110.65, Chapter 4, Section 8.**
Add	**d. Temporary conditions (e.g., available staffing, equipment operating status, VIP movement, TFRs, or unusual operations) may impact a facility's ability to provide practice instrument approach services. Facilities may elect to suspend practice instrument approaches when a temporary condition exists.**
Add	**e. At airports with a nonapproach control tower, or an airport with a Flight Service Station (FSS) that provides Local Airport Advisory (LAA), procedures for handling VFR aircraft conducting practice instrument approaches must be included in an LOA, if applicable.**

OLD	NEW
10–4–5. PRACTICE INSTRUMENT APPROACHES	**10–4–5. PRACTICE INSTRUMENT APPROACHES**
a. VFR aircraft practicing instrument approaches at the approach control's primary airport must be provided IFR separation in accordance with FAA Order JO 7110.65, Air Traffic Control, Chapter 4, Section 8, Approach Clearance Procedures.	**a.** VFR aircraft practicing instrument approaches at the approach control's primary airport**(s)** must be provided IFR separation in accordance with FAA Order JO 7110.65, Air Traffic Control, Chapter 4, Section 8. **The primary airport is the airport from which approach control service is provided, except for remoted facilities where the ATM will designate the primary airport(s). The primary airport(s) must be specified in a facility directive.**
NOTE– *The primary airport is the airport from which approach control service is provided, except for remoted facilities where the facility air traffic manager will designate the primary airport.*	Delete
Add	**b. ATMs must evaluate those airports where basic radar service is available for determining where IFR separation to VFR aircraft conducting practice instrument approaches will be provided. The ATM must consider the impact on operations and service requirements when determining the airports that will receive this additional service.**
Add	**c. The ATM must issue a Letter to Airmen (LTA) advising the users of airports where IFR separation is provided for VFR aircraft conducting practice instrument approaches. The LTA must specify which facility will handle the aircraft practicing instrument approaches and include the appropriate frequencies. Airport(s) where this service is provided must be specified in a facility directive.**
Add	***REFERENCE–*** ***FAA Order JO 7210.3, Para 4–1–3, Service Area Review.*** ***FAA Order JO 7210.3, Para 4–5–2, Letters to Airmen.***
b. IFR separation to VFR aircraft in accordance with FAA Order JO 7110.65, Chapter 4, Section 8, Approach Clearance Procedures, must be provided to all secondary airports under the approach control's jurisdiction to the extent possible within existing resources. Where separation service is provided to an airport with a FSS that provides LAA, or a nonapproach control tower, provisions for handling such aircraft must be included in a LOA.	**d. Where a facility directive requires the application of** IFR separation to VFR aircraft **practicing instrument approaches, IFR separation must be provided** in accordance with FAA Order JO 7110.65, Chapter 4, Section 8.

c. Where IFR separation is not provided to VFR aircraft conducting practice approaches, instruct the aircraft to maintain VFR and provide traffic information.	Delete
d. At airports where the tower does not provide approach control service, handle practice instrument approaches in accordance with a LOA between the tower and the facility providing approach control service.	Delete
e. Facilities must issue a letter to airmen advising the users of those airports where IFR separation is provided for VFR aircraft conducting practice instrument approaches. The letter should specify which facility will handle the aircraft practicing instrument approaches and include the appropriate frequencies. ***REFERENCE–*** *FAA Order JO 7210.3, Para 4–5–2, Letters to Airmen.*	**e. Temporary conditions (e.g., available staffing, equipment operating status, VIP movement, TFRs, or unusual operations) may impact a facility's ability to provide practice instrument approach services. Facilities may elect to suspend practice instrument approaches when a temporary condition exists.**
Add	Delete
	f. At airports with a nonapproach control tower, or an airport with a Flight Service Station (FSS) that provides Local Airport Advisory (LAA), procedures for handling VFR aircraft conducting practice instrument approaches must be included in an LOA, if applicable.

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1. PARAGRAPH NUMBER AND TITLE:
6–7–1. GENERAL
6–7–4. FACILITY MANAGER RESPONSIBILITIES

2. BACKGROUND: A deficiency was discovered in the Advanced Technologies Oceanic Procedures (ATOP) system when issuing weather deviation clearances to aircraft that had intersecting courses or routes with turns and when required navigation performance (RNP) distance–based longitudinal separation was being applied. As a result of this deficiency, a change was made to ATOP that prohibited the issuance of weather deviation clearances when using RNP distance-based longitudinal separation. The weather deviation tool developed for ATOP will once again provide controllers with the ability to issue weather deviation clearances to aircraft that are separated using RNP distance-based longitudinal separation in United States-delegated oceanic airspace.

3. CHANGE:

OLD	**NEW**
6–7–1. GENERAL	**6–7–1. GENERAL**
Title through **b6**	No Change
Add	**7. Weather Deviation Tool.**
b7 through **b8**	Renumber b**8** through b**9**

OLD	NEW
6–7–4. FACILITY MANAGER RESPONSIBILITIES	**6–7–4. FACILITY MANAGER RESPONSIBILITIES**
Title through **b5**	No Change
6. Conflict Probe/Decision Support Tools use, limitations, and exceptions.	**6.** Conflict Probe**/Weather Deviation Tool**/Decision Support Tools use, limitations, and exceptions.

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1. PARAGRAPH NUMBER AND TITLE:
10–3–7. LAND AND HOLD SHORT OPERATIONS (LAHSO)

2. BACKGROUND: A review of paragraph 10–3–7, Land and Hold Short Operations (LAHSO), revealed the opportunity to provide updates, in view of planned publication of FAA Order JO 7110.118, Land and Hold Short Operations (LAHSO), which will incorporate much of the language originally found only in FAA Order JO 7210.3.

3. CHANGE:

OLD	NEW
10–3–7. LAND AND HOLD SHORT OPERATIONS (LAHSO)	**10–3–7. LAND AND HOLD SHORT OPERATIONS (LAHSO)**
a. The air traffic manager must determine a valid operational need exists before conducting simultaneous takeoff and landing or simultaneous landing operations. This need may be considered evident if:	**a.** The air traffic manager must **refer to FAA Order JO 7110.118, Land and Hold Short Operations (LAHSO).**
1. Present airport capacity/arrival rate will be increased; and	Delete
2. Arrival/departure delays will be reduced; and	Delete
3. A reasonable savings in fuel consumption will result.	Delete
b. Before authorizing simultaneous takeoff and landing or simultaneous landing operations as specified in the current LAHSO directive.	**b. Technical questions concerning LAHSO may be addressed to the Operations Support Group; or, in turn, to Mission Support, Policy, AJV–P, via 9–AJV–P–HQ–Correspondence@faa.gov.**
1. Coordinate with each of the appropriate Flight Standards field offices having jurisdiction at the airport according to the type of aircraft operations involved and with user groups as required by paragraph 4–2–4, Coordination of ATC Procedures, including the appropriate military authority where units are based at the airport.	Delete
NOTE– *Appropriate Flight Standards offices are: the ACDO for air carrier operations or the FSDO or both/either.*	Delete

2. Prepare a facility directive using the information as specified in the current LAHSO directive prescribing procedures for conducting these operations. The directive must contain a diagram that depicts the airport runway configuration, identifies the configuration to be used, and specifies the Available Landing Distance (ALD) from the landing threshold to the Hold–Short Point.	Delete
NOTE– *Any aircraft that is not listed in the current LAHSO directive must not be considered for LAHSO.*	Delete
REFERENCE– *FAA Order JO 7110.65, Para 3–10–4, Intersecting Runway Separations.*	Delete
3. Ensure the directive identifies the eligible aircraft which may operate on each runway, based on the ALD, current LAHSO directive, and/or FAA Order JO 7360.1, Aircraft Type Designators.	Delete
4. Provide a list of runways authorized for LAHSO, along with the appropriate ALD to System Operations Airspace and Aeronautical Information Management, for publication in the Chart Supplement and appropriate U.S. Terminal Procedures Publications.	Delete
5. Conduct user briefings at least 45 days before implementation.	Delete
c. Air traffic managers must obtain concurrence from the appropriate Flight Standards field offices and conduct a preliminary environmental review before conducting LAHSO.	Delete
REFERENCE– *FAA Order 1050.1, Policies and Procedures for Considering Environmental Impacts.*	Delete
NOTE– *This is only applicable to those facilities not currently conducting LAHSO operations.*	Delete

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1. PARAGRAPH NUMBER AND TITLE:
10–3–14. TEMPORARY AUTHORIZATION AND USE OF A TAXIWAY AS A RUNWAY

2. BACKGROUND: FAA Order 7110.19B, Designating Taxiways as Temporary Runways, dated March 2, 1981, predates the Air Traffic Organization. The order will be canceled upon publication of this change to FAA Order JO 7210.3, Facility Operation and Administration, concerning temporary authorization and use of a taxiway as a runway.

3. CHANGE:

OLD	NEW
	10–3–14. TEMPORARY AUTHORIZATION AND USE OF A TAXIWAY AS A RUNWAY
Add	**The airport owner/operator has principal authority to determine the use of the airport surface in accordance with applicable laws, regulations, and FAA policies. Accordingly, the airport traffic control tower does not have authority to use a taxiway as a runway unless otherwise authorized in writing by the airport owner/operator and the Service Area Director of Operations. In limited circumstances, such as airport construction or special events, an ATM may recommend temporary use of a taxiway as a runway but must first obtain written authorization from the airport owner/operator and take actions as specified below.**
Add	***REFERENCE–*** ***14 CFR Part 139, Certification of Airports*** ***AC 150/5300–13, Airport Design.*** ***AC 150/5340–1, Standards for Airport Marking*** ***AC 150/5340–18, Standards for Airport Sign Systems*** ***AC 150/5370–2, Operational Safety on Airports During Construction.***
Add	***NOTE–*** ***The airport owner/operator must submit the appropriate airspace case to the FAA in advance of the planned effective date of the change in airport use. The owner/operator will be provided a Determination Letter on the outcome of the airspace case to include any special requirements. The ATM should obtain a copy of the Determination Letter from the airport owner/operator for awareness.***
Add	**a. The airport owner/operator and ATM must plan and coordinate any temporary authorization for the use of a taxiway as a runway. The ATM must notify the General Manager and the OSG once these discussions have started.**
Add	***REFERENCE–*** ***FAA Order JO 7210.3, Para 4–2–1, Local Coordination/Conferences.***
Add	**b. The OSG must assist the General Manager and ATM for use of the planned authorization. This includes but is not limited to OSG coordination with Flight Standards Service.**

Add	**c. Authorization for an operating airport traffic control tower to use a taxiway as a runway is limited to VFR weather conditions, sunrise to sunset, for same runway separation (SRS) Category I and II aircraft only, per FAA Order JO 7360.1, Aircraft Type Designators. Any proposal for an authorization outside of these limitations requires additional coordination with Airports Division, Flight Standards Service, and/or the OSG, as well as submission of a waiver request per Chapter 1 of this order.**
Add	***REFERENCE–*** ***FAA Order JO 7110.65, Para 3–9–6, Same Runway Separation.***
Add	**d. Upon receipt of written authorization from the airport owner/operator to temporarily use a taxiway as a runway, and any supporting documentation to include the OE/AAA determination letter (if any), the ATM must notify the General Manager and the OSG.**
Add	**e. The General Manager must review the written authorization and determine if it should be forwarded, with documentation, to the Service Area Director of Air Traffic Operations.**
Add	**f. The ATM must ensure actions necessary for operational safety, both before and during the temporary use period, are taken (e.g., safety risk management, Letter to Airmen, and/or NOTAM). The length of time necessary for the parties to take these actions will vary based on operational complexity and airport considerations.**
Add	**g. Authorization from the Service Area Director of Air Traffic Operations must not exceed one year from the effective date. An extension may be granted for an additional period up to one year to complete arrangements to return to normal operations.**
Add	**h. The ATM must timely notify the General Manager of any need for an extension, but no later than 30 days prior to expiration of the authorization. If at the end of a 24-month period from the initial authorization the taxiway is still needed as a runway, additional justification and a new request for authorization must be initiated by the ATM.**
10–3–14 through **10–3–16**	Renumber **10–3–15** to **10–3–17**

1. PARAGRAPH NUMBER AND TITLE:
19–6–3. MANUAL AIRSPACE AUTHORIZATION PROCEDURES (VIA DRONEZONE)

2. BACKGROUND: The Federal Aviation Administration (FAA) identified a need for the standardization of small unmanned aircraft system (sUAS) operations for the purpose of vertical structure inspections in the National Airspace System (NAS). Two companies entered into a Partnership for Safety Plan (PSP) Memorandum of Understanding (MOU) with the FAA to conduct vertical structure inspections. The proponents operated under a single national authorization without the requirement of additional authorization from local air traffic control (ATC) facilities. Data collected from these operations were evaluated and assessed to help implement future national policy for the use of sUAS to perform specified inspections of certain vertical structures.

3. CHANGE:

OLD	NEW
19–6–3. MANUAL AIRSPACE AUTHORIZATION PROCEDURES (VIA DRONEZONE)	**19–6–3. MANUAL AIRSPACE AUTHORIZATION PROCEDURES (VIA FAA DRONEZONE)**
a. Headquarters/Service Centers will use the facility approved UASFM to evaluate part 107 requests.	No Change
1. No facility coordination is required, if the requests can be authorized using the UASFM.	**1. ATC** facility coordination is **not** required, if the request**:**
Add	**(a) Complies with the UASFM altitudes.**
Add	**(b) Does not incorporate a 14 CFR part 107 operational waiver under § 107.37(a), Right-of-way rules, or § 107.51(b), Operating limitations for small unmanned aircraft.**
Add	**(c) Does not include operations at a public-use airport.**
Add	**(d) Does not comply with the UASFM altitudes but involves an sUAS visual line of sight operation conducting inspections of vertical structures, while meeting the criteria listed below:**
Add	**(1) Remains within a 100-foot radius of the structure and no more than 100 feet above the upper-most portion of the vertical structure.**
Add	**(2) Does not operate within 2 NM of any landing surface of an aerodrome, heliport, seaplane base, or vertiport except as otherwise authorized under a separate COA.**
Add	**(3) The minimum flight visibility, as observed from the control station must be no less than 3 SM.**

Add	**(4) Remains no less than 500 feet below the clouds and 2,000 feet horizontally from the clouds.**
2. If the processor is unable to authorize the request using the UASFM, they must coordinate with the facility.	**2**. If the processor is unable to authorize the request **in accordance with the above**, they must coordinate with the facility.