

ORDER

DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION
SOUTHWEST REGION

SW 6020.4B

6/25/82

SUBJ: FACILITY SHUTDOWN, COMMISSIONING, AND DECOMMISSIONING COMMITTEE

1. PURPOSE. This order assigns responsibilities, outlines procedures, and provides a committee for establishing, coordinating, and approving schedules for:

- a. The shutdown of commissioned air navigation or air traffic control facilities for construction, installation, and maintenance purposes.
- b. The commissioning of new facilities.
- c. The decommissioning of existing facilities.

2. DISTRIBUTION. This order is distributed to the section level in the Airway Facilities, Air Traffic, Flight Standards, Airports, and Logistics Divisions; Public Affairs Officer; Southwest Region military representatives; and to all Airway Facilities, Airports, Flight Standards, and Air Traffic field offices.

3. CANCELLATION. Order SW 6020.4A, Facility Shutdown and Commissioning Committee, dated October 6, 1978, is canceled.

4. BACKGROUND. A requirement exists to provide a forum for the coordination of all actions taken by the operating divisions in response to the directives listed below. The committee established by this order will provide that forum.

a. Order OA 6030.5, Service Availability of Commissioned Facilities of the National Airspace System, requires that each region prepare a fully coordinated and documented analysis of all proposals for the planned interruption of commissioned facility service in excess of 24 hours. The Airway Facilities Division acts as staff to the Director in assuring complete planning and coordination of all actions affecting availability of commissioned facilities.

b. Order 7031.20A, Scheduling of Changes to Components of the National Airspace System, and Order 8260.26A, Establishing and Scheduling Instrument Approach Procedures Effective Dates, require each region to establish a focal point in the Flight Standards Division which will be responsible for

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ensuring that all necessary related actions caused by a change to any component of the NAS are effected simultaneously with the change and are effective on the same charting date as the change.

c. Order 1100.1A, FAA Organization Policies and Standards, and Order 7900.2A, Reporting of Navigation Aids and Facilities Data to the National Flight Data Center, provide guidelines to the regions for submission of data for proposed commissioning and decommissioning of facilities in the National Airspace System (NAS).

d. Order 6000.15A, Maintenance Handbook for Airway Facilities, provides guidelines and assigns responsibilities for actions associated with service interruptions and shutdowns.

e. Order SW 1210.5C, Press and Congressional Information-Pending Commissioning of Facilities/Construction Contract Awards (RIS: SW 1210-2), establishes procedures for providing the Regional Public Affairs Officer with information concerning commissioning of new facilities and returning upgraded existing equipment/facilities to service.

The directives listed above are not needed by, or distributed to all offices.

5. EXPLANATION OF CHANGES.

a. Committee membership has been expanded to include the Airports Division.

b. Order SW 1210.5C has been incorporated which will assure that the Public Affairs Office is provided timely information.

c. Committee member responsibilities have been expanded and clarified.

d. Additional emphasis has been placed on facility decommissioning.

e. Appendix 1 was added which defines the format for the documented analysis of planned facility interruptions in excess of 24 hours.

f. Appendix 2 was added which defines the format for submission of agenda items.

6. DEFINITIONS.

a. Facility as used in this directive includes all agency-owned, Airport Development Aid Program (ADAP) installed and nonfederal installed air navigation and air traffic control facilities within the National Airspace System (NAS).

b. Commissioning is the formal placement of a facility, system, subsystem, equipment or service into the NAS as advertised by issuance of a Notice to Airmen (NOTAM).

7. COMMITTEE CHAIRMAN. The Chief, Maintenance Operations Branch, ASW-460, or his/her appointed representative shall serve as chairman of the Facility Shutdown, Commissioning, and Decommissioning Committee.

8. COMMITTEE MEMBERSHIP. The Facility Shutdown, Commissioning, and Decommissioning Committee shall consist of one or more representatives of the following:

- a. Air Traffic Division, ASW-500
- b. Airway Facilities Division, ASW-400
- c. Flight Standards Division, ASW-200
- d. Airports Division, ASW-600

Each division listed above will, on receipt of this order, assign and forward to the committee chairman (ASW-460) the name of the committee member(s) and alternate(s) who will represent its respective division on this committee. Each representative shall be the focal point for all facility shutdown, commissioning, and decommissioning coordination within his/her respective office consistent with the orders referred to in paragraph 4. To maintain continuity, rotation of personnel through this assignment should be held to a minimum.

9. COMMITTEE AUTHORITY. The committee is authorized to coordinate and publish schedules for the following:

a. The temporary shutdown of commissioned facilities as approved by the Air Traffic member under Orders 6000.15A and OA 6030.5 when the duration of the shutdown will exceed 24 hours.

b. The decommissioning dates of existing facilities after the decommissioning itself is approved by either the Administrator or Director in accordance with Order 1100.1A and after the decommissioning date has been established and provided by the Flight Standards member consistent with Order 8260.26A.

c. The commissioning dates of new air navigation facilities after the commissioning date has been established and approved by the Flight Standards member in accordance with Order 8260.26A.

Any issues on which the committee cannot reach unanimous agreement will be referred to the Regional Facilities Review Board for final review and decision.

10. RESPONSIBILITIES.a. Chairman Responsibilities:

(1) Assure proper coordination and approval of schedules for the following:

(a) Shutdown dates of all commissioned facilities for construction, installation, and maintenance purposes.

(b) Discontinuance dates of facilities to be decommissioned.

(c) The commissioning dates of new facilities.

(2) Establish time and place of all committee meetings.

(3) Maintain an agenda for the committee.

(4) Publish and distribute Facility Shutdown, Commissioning, and Decommissioning Schedule within 5 working days after the regularly scheduled meeting each month.

(5) Provide the Chief, Publishing and Distribution Section, ASW-53B, a current distribution list.

(6) Submit to the Regional Facilities Review Board any issues on which the committee cannot reach agreement, together with a summary of the key issues to be resolved and possible alternative courses of action.

(7) Provide the Regional Public Affairs Officer notification of major facility improvements or new facility commissionings approximately 30 days prior to the effective date, consistent with Order SW 1210.5C.

b. Committee Member General Responsibilities:

(1) Attend all meetings.

(2) Submit agenda items on facility shutdowns, commissionings, and decommissionings planned or desired by the organizations which they represent at least 4 months in advance of the proposed action.

(3) Serve as the principal officer in his/her respective organization for coordination of facility shutdowns, commissionings, and decommissionings, or proposed changes to approved shutdown or commissioning dates.

(4) Initiate, coordinate, and followup on actions within the purview of his/her organization which are necessary prior to, or because of, actions of the Facility Shutdown, Commissioning, and Decommissioning Committee, and provide the chairman of the committee with copies of all related correspondence and messages sent to the National Flight Data Center (NFDC), AAT-430.

(5) Accomplishing necessary coordination of facility shutdowns and commissionings with representatives of the military, industry, and adjacent regions.

c. Committee Member Individual Responsibilities:

(1) The Airway Facilities members will prepare and furnish to the committee the Navigation Aids and Facilities Change Data Report (RIS:AT 7900-4) for facility shutdowns and commissionings as required by Order 7900.2A.

(2) The Airway Facilities members will coordinate with Air Traffic and furnish to the committee joint approval for temporary shutdown of commissioned facilities in accordance with Orders 6000.15A and OA 6030.5.

(3) The Air Traffic member will accomplish decommissioning coordination of Air Traffic facilities and services in accordance with Order 1100.1A, including notification to NFDC, and furnish approvals to the committee.

(4) The Flight Standards member will coordinate with NFDC, establish, and/or approve original, amended or cancelled Instrument Approach Procedure effective dates to coincide with the commissioning, alteration or decommissioning of air navigation facilities in accordance with Order 8260.26A.

(5) The Airports Division member will submit agenda items on airport construction projects which have been determined to affect facility operation or commissionings. This determination will normally have been accomplished through Airport Layout Plan review, review of ADAP proposals, and other coordination channels external to the committee. The Airports Division member will also furnish nonagenda information on airport construction projects which affect facility operation or commissioning and where determination of the effects is pending. This member will furnish proposed commissioning dates and information concerning facilities installed under the ADAP program to NFDC as required by Order 7900.2A.

d. The heads of organizations represented on the committee are responsible for appointing fully qualified members and alternates empowered to accomplish the duties of the committee.

e. Field office chiefs and organizations planning actions requiring a facility shutdown exceeding 24 hours, commissioning or decommissioning are responsible for contacting their regional office counterparts for input to the committee sufficiently in advance to permit appropriate notification to be issued to the public. Chiefs of Airports District Offices are responsible for reporting to the Airports committee member schedules for airport construction which would affect facility operation or commissionings.

11. PROCEDURES.

a. A regularly scheduled meeting of the committee shall be held on the second Tuesday of each month.

b. A facility shutdown, commissioning, and decommissioning schedule will be published and distributed following each regularly scheduled meeting.

c. A document analysis of all proposals for the planned interruption of commissioned facilities in excess of 24 hours shall be prepared by the committee. The documentation shall contain the pertinent facts, conclusions, and recommendations, and reflect due consideration of the planning aspects identified in Order OA 6030.5. This documentation shall be retained in the files of the Airway Facilities Division for a period of not less than 2 years and shall be made available for on-site inspections by representatives of offices and services directly concerned. The format for this documentation is indicated in Appendix 1.

d. Offices wishing to schedule the shutdown, commissioning, or decommissioning of a facility shall contact their committee representatives, and the committee representatives shall submit agenda items to the other representatives and the chairman approximately 10 days in advance of a meeting. The format for submission of agenda items is defined in Appendix 2. Representatives of the military service stationed at the regional headquarters should submit their agenda items to the Airway Facilities Division, attention: Chief, Maintenance Operations Branch, ASW-460, approximately 10 days in advance of the scheduled meeting.

e. All facilities to be shut down for 24 hours or more, commissioned, or decommissioned shall normally be placed on the committee's agenda 4 months prior to the anticipated shutdown, commissioning or decommissioning date, except as follows:

(1) Shutdown of facilities of 24 hours or more having low to medium air traffic operational impact should be placed on the committee's agenda not later than 2 months prior to the anticipated date.

(2) Routine scheduled shutdowns of less than 24-hour duration.

(3) Emergency shutdown where facilities are operating out of tolerance or experiencing malfunction of equipment.

(4) Daylight shutdown on successive days to accomplish unanticipated work.

Proposed shutdowns, commissionings, or decommissionings of facilities which cannot be foreseen in time to permit 4-months' advance notice should be submitted with appropriate explanation as to the necessity for waiving the 4-month advance requirement. The chairman shall coordinate the proposal with the committee members and either publicize the action through addition to the next regular edition of the schedule or by special addendum, as deemed advisable.

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f. The effective date for commissioning, decommissioning, inaugurating, canceling, or altering a component of the NAS shall conform to Orders 7031.20A and 8260.26A.

A handwritten signature in black ink, reading "C.R. Melugin, Jr." in a cursive style.

C. R. Melugin, Jr.
Director

APPENDIX 1. FORMAT FOR SUBMISSION OF ANALYSIS OF PLANNED INTERRUPTION

1. INFORMATION REQUIRED WHEN PROPOSING FACILITY SHUTDOWN OR DECOMMISSIONING ACTION.

- a. Facility type
- b. Location identifier
- c. Airway Facilities Sector
- d. City
- e. State
- f. Action (shutdown, commissioning, decommissioning)
- g. Effective date(s) of action
- h. Runway data
- i. Equipment owner
- j. Flight check requirement
- k. Project (ADAP, F&E, SMP, FMP, sector, etc.)
- l. Description of project/reason for shutdown/remarks

2. PLANNING CONSIDERATIONS.

- a. Will there be any significant impact on military requirements or the aviation community in general? If so, explain impact.
- b. Will there be any significant impact on traffic handling capabilities, air traffic control system, or controller workload? If so, explain impact.
- c. Identify and consider any alternatives below that may reduce the duration of outage or mitigate the effects of loss of service with due consideration of cost versus benefit relationships:
 - (1) Are multiple shifts or overtime possible alternatives?
 - (2) Are replacement or substitute facilities available?
 - (3) Is there a possibility of scheduling the shutdown in such a manner that the facility would be shut down only during those periods when work in progress would least affect facility usage?

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- (4) Can the work be scheduled during hours of light traffic?
- (5) Are there alternate routes or procedures available?
- (6) Will a need exist for use of a temporary facility such as TVOR, NDB, portable ATCT, etc.?
- (7) Are there any other feasible alternatives?

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Appendix 2

APPENDIX 2. FORMAT FOR SUBMISSION OF AGENDA ITEMS

DATE: _____

TO: ASW-460
INFO: ASW-500
ASW-600
ASW-200

SUBJECT: Agenda Item for Facility Shutdown, Commissioning, and Decommissioning Committee

1. Facility type
2. Location identifier
3. Airway Facilities Sector
4. City
5. State
6. Action (shutdown, commissioning, decommissioning)
7. Effective date(s) of action
8. Runway data
9. Equipment owner
10. Flight check requirement
11. Project (ADAP, F&E, SMP, sector, etc.)
12. Description of project/reason for shutdown/remarks

Submitted by: _____
Name Routing Symbol