ORDER

6700.20A

NON-FEDERAL NAVIGATIONAL AIDS AND AIR TRAFFIC CONTROL FACILITIES

December 11, 1992

DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

Distribution: A-W(AF/AT)-1; A-W(SM/NS/OS/SU/FE/NN/NW/AS)-3
A-W(PP/GC/VN)-3; A-X(AF/AT/FS/AS/LG)-3;
A-Y-3; A-FAF-0(STD)

Initiated By: ~~ASM-120~~ AOP-1000

RECORD OF CHANGES

DIRECTIVE NO. 6700.20A

CHANGE TO BASIC	SUPPLEMENT			OPTIONAL	CHANGE TO BASIC	SUPPLEMENTS			OPTIONAL

FOREWORD

This order establishes policy, assigns responsibilities, and provides guidance to ensure agency compliance with the provisions of the Federal Aviation Act of 1958 as they apply to non-Federal navigational aids and air traffic control facilities and equipment. In general, it provides direction for establishment, inspection, and the Federal Aviation Administration (FAA) assumption of ownership of non-Federally sponsored facilities. It also provides guidance to ensure standardization among the various regions.

This order is the result of a group effort by headquarters and the regions to standardize and consolidate procedures. It provides guidance for the assumption of ownership of non-Federal facilities which is more in line with the current National Airspace System (NAS) planning efforts. In addition, it reflects regional experience in administering the program.

This order is in constant review and changes are made to it to correspond to changing conditions or policy. Maintenance practices evolve with new facilities as they are added to the system and with the new state-of-the-art technology, as well as other requirements. The non-Federal navigational aid program is large and dynamic. This order recognizes this fact and provides the greatest degree of flexibility coupled with the pressing need for standardization.

Thomas C. Richards
Administrator

TABLE OF CONTENTS

CHAPTER 1. GENERAL 1

Section 1. INTRODUCTION 1

1. Purpose 1
2. Distribution 1
3. Cancellation 1
4. Background 1
5. Explanation of Changes 1
6. Definitions 2
7. Forms. 2
8. Authority to Change This Order. 2
9. Related Documents 2

Section 2. GENERAL 2

10. Policy 2
11. Monitoring Policy 3
12. Responsibilities 3
13. Processing Requests for Establishment of Non-Federal Facilities. 7
14. Resource Requirements 9
15.-20. Reserved 10

CHAPTER 2. ESTABLISHMENT OF NON-FEDERAL FACILITIES 11

21. General 11
22. Applicable Guidelines 11
23. Program Coordination. 12
24. Initial Inquiry 13
25. Procedures 13
26. Initial On-Site Inspection 14
27.-30. Reserved 14

CHAPTER 3. MANAGEMENT OF NON-FEDERAL FACILITY PROGRAM 15

31. Program Management 15
32. Reimbursable Maintenance Agreements 15
33. Facility Inspection 15
34. Unsatisfactory Facility Operation 17
35. Non-Federal Facilities Involved in Aircraft Accidents/Incidents . 17
36.-40. Reserved. 17

CHAPTER 4. ASSUMPTION OF OWNERSHIP OF NON-FEDERAL FACILITIES 19

41. General Policy 19
42. Exceptions 19
43. Facilities Ineligible for Assumption Of Ownership 19

44. General Conditions. 20
45. Funding 21
46. Procedures for FAA Assumption of Ownership 21
47. Acceptance of Real and Personal Property 23
48. Facility Rehabilitation. 24
49. Termination of Facilities or Maintenance Obligation 24

CHAPTER 5. TECHNICAL REQUIREMENTS AND VERIFICATION OF PERSONNEL AND FACILITIES 25

50. General 25
51. Technical Standards and Tolerances 25
52. Configuration Control of Non-Federal Facilities 25
53. Test Equipment 27
54. Remote Maintenance Monitoring 27
55. Personnel Requirements 28
56. Verification of Facilities and Equipment 33

APPENDIX 1. DEFINITIONS (2 Pages) 1
APPENDIX 2. LISTING OF FORMS (13 Pages). 1
Figure 1 - FAA Form 6700-1, ALS Ground Inspection Form 2
Figure 2 - FAA Form 6700-2, ATCT Ground Inspection Form 3
Figure 3 - FAA Form 6700-3, AWOS Ground Inspection Form 5
Figure 4 - FAA Form 6700-4, DME Ground Inspection Form 6
Figure 5 - FAA Form 6700-5, GS Ground Inspection Form 7
Figure 6 - FAA Form 6700-6, LOC/SDF/LOA Ground Inspection Form . . 8
Figure 7 - FAA Form 6700-7, Marker Ground Inspection Form 9
Figure 8 - FAA Form 6700-8, NDB Ground Inspection Form 10
Figure 9 - FAA Form 6700-9, RCO/RCAG/RTR Ground Inspection Form. . 11
Figure 10 - FAA Form 6700-10, RVR Ground Inspection Form 12
Figure 11 - FAA Form 6700-11, VOR Ground Inspection Form 13
APPENDIX 3. RELATED ADVISORY CIRCULARS, ORDERS, REGULATIONS, AND LAWS (5 Pages) 1
APPENDIX 4. LIST OF FAA-APPROVED EQUIPMENT FOR NON-FEDERAL USE (1 Page) 1
APPENDIX 5. LIST OF FAA-RECOMMENDED EQUIPMENT FOR 1
NON-FEDERAL USE (1 Page) 1
APPENDIX 6. APPLICATION FOR A NON-FEDERAL FACILITY (10 Pages). 1
APPENDIX 7. SAMPLE MEMORANDUM OF AGREEMENT (2 Pages) 1
APPENDIX 8. SAMPLE OPERATIONS AND MAINTENANCE MANUAL (21 Pages). 1
APPENDIX 9. NON-FEDERAL FACILITIES REQUIRING GROUND AND FLIGHT INSPECTION (1 Page). 1
APPENDIX 10. SAMPLE TRANSFER AGREEMENT (3 Pages) 1
APPENDIX 11. ACRONYMS (2 Pages). 1

CHAPTER 1. GENERAL

SECTION 1. INTRODUCTION

1. PURPOSE.

a. Prescribes Federal Aviation Administration (FAA) policy with respect to establishment of non-Federal air navigation/air traffic control (ATC) facilities.

b. Provides direction, guidance, and procedures to FAA personnel in managing and administering the non-Federal facility program in the interest of safety of air navigation.

c. Prescribes criteria and procedures regarding FAA assumption of ownership of non-Federal facilities.

2. DISTRIBUTION. This order is distributed to the director level within the Associate Administrator for Airway Facilities and Associate Administrator for Air Traffic; to the branch level in the Systems Maintenance Service, NAS Transition and Implementation Service, Operational Support Service, Office of the Associate Administrator for Contracting and Quality Assurance, Facility System Engineering Service, Program Directors for Navigation and Landing, and Weather and Flight Service Systems, the Offices of Airport Safety and Standards and Airport Planning and Programming, Chief Counsel, and the Office of Aviation System Standards in Washington headquarters; the regional Airway Facilities, Air Traffic, Flight Standards, Airports, and Logistics divisions; to the branch level at the Mike Monroney Aeronautical Center; and to all Airway Facilities field offices with a standard distribution.

3. CANCELLATION. Order 6700.20, Non-Federal Navigational Aids and Air Traffic Control Facilities, dated January 14, 1986, is canceled.

4. BACKGROUND. There are over 1,400 non-Federally owned facilities directly associated with the National Airspace System (NAS) used in support of en route or terminal approach procedures. In addition, there are a substantial number of non-Federal facilities for visual flight rules (VFR) use; e.g., visual approach slope indicators (VASI), VFR control towers, remote communications outlets (RCO), etc. This non-Federal program has been in operation for many years and continues to grow, especially with the influx of Federal airport grant programs, such as the Airport Improvement Program (AIP). These facilities represent a major investment to the NAS in terms of monetary cost and fulfillment of operational requirements. For the most part, they provide a service that would not otherwise be available for hundreds of communities throughout the United States. These facilities are owned by states, companies, municipalities, counties, or individuals.

5. EXPLANATION OF CHANGES. This order is an effort to build on the experience of Washington headquarters and regional offices in administering the non-Federal facility program. The major changes clarify the assumption criteria, expand

ground and flight inspection policies to include certain instrument flight rules (IFR) and VFR facilities not previously included, and provide procedures to better ensure standardization among the regions.

6. DEFINITIONS. Appendix 1, Definitions, contains the definition of numerous terms used in this order.

7. FORMS. Refer to Appendix 2, Listing of Forms, for a list of forms required by this order.

8. AUTHORITY TO CHANGE THIS ORDER. The Director, Systems Maintenance Service, is delegated authority to issue changes to this order. The Administrator reserves the authority to approve changes which establish policy, delegate authority, or assign responsibility.

9. RELATED DOCUMENTS. The nature of this document requires reference to numerous publications regarding applicable law, regulations, advisory circulars, and directives. Appendix 3, Related Advisory Circulars, Orders, Regulations, and Laws, contains a listing of the publications that relate both directly and indirectly to administration of the non-Federal facilities program. If there is a conflict between requirements published in various documents, the following priorities shall apply for all non-Federal facilities, systems, subsystems, and equipment:

a. Federal Aviation Act of 1958. Other statutes may apply.

b. Federal Aviation Regulations/International Civil Aviation Organization (FAR/ICAO) Annex 10.

c. Advisory circulars.

d. FAA orders.

e. Equipment instruction books.

SECTION 2. GENERAL

10. POLICY. It is the policy of the FAA, under the provisions of the Federal Aviation Act of 1958, as amended, to:

a. Incorporate non-Federally owned, operated, and maintained facilities into the NAS whenever they meet criteria outlined in applicable FAR and this order.

b. Perform initial ground and flight inspections in accordance with applicable regulations, agency directives, and current operational procedures and requirements as a prerequisite to approval of any IFR procedure. Perform recurring ground and flight inspections to ensure that the continued performance of the facility will support the procedure and requirements.

c. Provide advice on the minimum equipment and operational performance standards necessary to ensure compatibility with the NAS, assist in technical planning to avoid duplication of the service provided by a Federally owned or planned facility to ensure optimum use of the non-Federal facility, and ensure that the appropriate airspace and frequency engineering procedures have been followed when an airport owner/sponsor or other civil aviation interests have determined that a facility is needed.

d. Ensure that non-Federal navigation facilities meet and are maintained at the same standard as FAA facilities. If there is no like equipment in the FAA inventory, then the facility must meet ICAO standards.

11. MONITORING POLICY. It is the policy of the FAA to require a monitoring system for all electronic navigational facilities used in support of instrument flight procedures. Internal monitoring may be provided through the use of executive monitoring equipment which causes a facility shutdown when performance deteriorates below established tolerances. A remote status indicator may also be provided through the use of a signal sampling receiver, microwave link, or telephone circuits. The monitor, remote indicator, and associated circuitry shall be designed to provide a fail-safe monitoring system. Reference Chapter 5, Technical Requirements and Verification of Personnel and Facilities, paragraph 55e, for monitoring categories and utilization of these categories.

12. RESPONSIBILITIES. The general responsibilities below are in addition to responsibilities outlined in subsequent chapters of this order.

a. Systems Maintenance Service. The Director, Systems Maintenance Service, is responsible for overall management of the non-Federal facilities program as stated in FAR Part 171 and this order. These responsibilities include, but are not limited to:

(1) Coordinating with other agency elements.

(2) Establishing requirements for initial and recurring on-site inspections of navigational aid facilities.

(3) Establishing requirements and conditions for FAA assumption of ownership, operation, and maintenance.

(4) Budgeting as it relates to paragraph 12a(3), including staffing, test equipment, and other operation costs.

(5) Establishing criteria to ensure compliance with performance standards and for certifying as to the accuracy and reliability of standard and/or non-standard electronic navigational aid facilities.

(6) Coordinating with other Government agencies to provide for equipment certification.

(7) Establishing requirements for verification of non-Federal maintenance personnel.

(8) Coordinating with affected organizations in approving waivers concerning deviations from established standards for existing approved non-Federal navigational aid facilities.

(9) Authorizing frequencies for facilities owned and maintained by non-Federal entities. The Federal Communications Commission (FCC) will issue licenses after proper coordination with the Systems Maintenance Service (ASM), Spectrum Engineering Division, ASM-500.

(10) Ensuring that common standards are developed and applied among the regions.

(11) Providing an interference-free electromagnetic environment for non-Federal facilities.

b. Program Director for Navigation and Landing. The Program Director for Navigation and Landing is responsible for:

(1) Ensuring that new equipment types and associated modifications, including ancillary equipment falling under the provisions of FAR Part 171.75 that are proposed for use in the NAS, are acceptable for use in the NAS.

(2) Developing equipment performance specifications and siting standards for visual and electronic navigational aids that must be met in order for such equipment to qualify for purchase/installation utilizing Federal airport grant funds. These standards shall be coordinated with ASM and the Office of Airport Safety and Standards.

(3) Including, as necessary, appropriate special conditions in airport grant agreements applicable to the purchase, installation, and/or operation of non-Federal navigational aids using funds to be acquired under the airport grant.

(4) Providing continuous update of Appendix 4, List of FAA-Approved Equipment for Non-Federal Use, and Appendix 5, List of FAA-Recommended Equipment for Non-Federal Use.

c. Associate Administrator for Air Traffic. The Associate Administrator for Air Traffic is responsible for:

(1) Determining the requirements for ATC communications (air/ground/landlines), location identifiers, and chart names where necessary, which must be satisfied before any IFR procedure using a non-Federal facility is approved.

(2) Determining airspace utilization, conducting airspace utilization studies, and issuing public notices of intent.

(3) Circulating proposals, conducting airspace meetings, and initiating airspace regulatory action.

d. Office of Aviation System Standards. The Director, Office of Aviation System Standards, is responsible for:

(1) Establishing criteria for initial and recurring flight inspections to determine compliance with established standards for signal in-space performance in support of IFR procedures.

(2) Developing, approving, maintaining, and revising terminal instrument flight procedures.

(3) Budgeting as it relates to paragraph 12c(1).

e. Office of Airport Safety and Standards. The Director, Office of Airport Safety and Standards, is responsible for:

(1) Advising airport grant recipients concerning equipment and installation standards and operational criteria for the purchase, installation, and operation of non-Federal navigational aids obtained with Federal funds under an airport grant program.

(2) Coordinating with the Director, Navigation and Landing, in the development of equipment and installation standards for visual and electronic navigational aids that must be met in order for such equipment to qualify for purchase/installation using Federal airport grant funds.

f. Office of Airport Planning and Programming. The Director, Office of Airport Planning and Programming, is responsible for:

(1) Ensuring that the need for navigational aids at airports is identified in the National Plan of Integrated Airport Systems.

(2) Issuing funding criteria for navigational aids to be established under the Federal airport grant program.

(3) Ensuring that any necessary environmental assessment for navigational aids that will be funded under the Federal grant program is accomplished.

g. Associate Administrator for Contracting and Quality Assurance. The Associate Administrator for Contracting and Quality Assurance is responsible for:

(1) Developing policy and criteria for FAA assumption of logistics support and property accountability associated with assumption of ownership projects.

(2) Criteria to ensure the correct capitalization of the assets of a transferred facility on the agency's financial and property records.

h. Regions.

(1) The regional administrator is responsible for:

(a) Serving as the primary representative in the region with industry, the public, and various governmental bodies.

(b) Maintaining oversight and appraising overall mission accomplishment within the region.

(c) Facilitating resolution of local issues that cross program lines and, if unresolvable at the regional level, elevating to the appropriate headquarters organization.

(d) Providing administrative support to regional organizations.

(2) The regional Airway Facilities (AF) division manager is responsible for:

(a) Developing procedures to provide direction and control of the non-Federal facilities program.

(b) Establishing and administering the ground inspection program for the non-Federal facilities program.

(c) Ensuring that facilities proposed for takeover meet the requirements of this order.

(d) Administering the non-Federal technician verification program.

(e) Executing the memorandum of agreement and operations and maintenance manuals with coordination through the Assistant Chief Counsel.

(f) Preparing required agreements for FAA assumption of ownership or reimbursable maintenance with coordination through the Assistant Chief Counsel.

(g) Including, as necessary, appropriate special conditions in airport grant agreements applicable to the purchase, installation, and/or operation of non-Federal navigational aids using funds to be acquired under the airport grant.

(h) Engineering frequency assignments.

(i) Requiring that sponsors of non-Federal facilities be made aware that these facilities must be operated under specific agency criteria developed by the agency and/or under FAR Part 171.

(j) Ensuring that the required space or equipment is available in the FAA-controlled facility before approving a non-Federal facility which will be terminated, controlled, used, or monitored by an FAA facility.

(k) Ensuring that the installation of non-Federal control, monitor, or other such equipment in FAA facilities in no way jeopardizes the reliability of FAA equipment.

(l) Ensuring that all aspects of this program are carried out at the regional level, including appropriate notification of the flight inspection field offices (FIFO) and the FAA Logistics Center of requirements so that approach plates are published in a timely manner, ensuring that flight inspection budgets are updated, and that the FAA Logistics Center is aware of the new systems to be supported so that adequate logistics support requirements can be determined.

(m) Keeping the sponsors advised on the status of their non-Federal equipment proposals on a regular basis.

(n) Ensuring that new proposals meet current FAA siting criteria.

i. Mike Monroney Aeronautical Center. The Associate Administrator, Mike Monroney Aeronautical Center, is responsible for:

(1) Ensuring that facilities taken over by the FAA shall be adequately provisioned and supply supported.

(2) Ensuring FAA Academy support for development, control, and provision of non-Federal technician verification examinations.

13. PROCESSING REQUESTS FOR ESTABLISHMENT OF NON-FEDERAL FACILITIES. Requests received for establishment of non-Federal electronic air navigational aid facilities shall be forwarded to the appropriate regional AF division for initial processing. Requests received for the establishment of lighted approach aids shall be forwarded to the regional Airports (AS) division for initial processing.

a. Airway Facilities. The regional AF divisions shall be the focal point for the non-Federal facilities program and are responsible for the overall regional coordination with the sponsor. The regional AF divisions shall provide advice to sponsors on the minimum equipment and operational performance standards, siting requirements, and the conditions prerequisite to the use of the navigational facility. Additionally, the regional AF divisions shall:

(1) Evaluate proposals received from a sponsor to determine frequency availability, the potential interference effects on existing/planned electronic and visual aids to navigation, and possible electromagnetic interference to radio communication frequencies.

(2) Forward the proposal to the appropriate regional Air Traffic (AT) division for a non-rulemaking study.

(3) Establish a standing non-Federal facilities committee that meets monthly, or as necessary, to ensure that all areas of the program are addressed at the regional level. Membership should include regional AF, AT, AS, and

Flight Standards (FS) divisions. Other regional elements shall be brought in on an ad hoc basis. AF shall provide the chairperson.

(4) Request the necessary flight inspection in coordination with the regional FS division after installation is complete. This request will be made by the regional non-Federal coordinator.

(5) Evaluate the proposal in reference to existing FAA plans outlined in the facilities and equipment (F&E) budget and the plan.

b. Air Traffic. The regional AT division shall review the proposal and, in coordination with the regional AF division, request the sponsor to submit any additional information needed for the study. If the sponsor has requested establishment and approval of an IFR procedure predicated on the proposed facility, the regional AT division shall:

(1) Ensure that the necessary ATC communications have been or will be satisfied.

(2) Request that the appropriate regional AS, AF, and FS divisions study the proposal.

(3) Examine the proposal regarding utilization of the airspace, communications availability, aeronautical operations, and ATC procedures.

(4) Circulate the proposal to all interested persons for comment if the regional AF, AS, and FS divisions' responses are favorable. Any internal FAA objection to the proposal shall be resolved prior to circulation.

(5) Add the proposal to the agenda of an informal airspace meeting when the comments indicate that further discussion is warranted.

(6) Determine, based upon the results of the study, whether or not the agency has any objections to the installation or relocation of the navigational aid and so advise the originating regional AF division. The regional AF division shall then forward the determination approval or disapproval to the sponsor. If this determination is favorable, the regional AT division shall:

(a) Request the regional FS division to complete the necessary processing of the proposed IFR procedure.

(b) Initiate the airspace regulatory action necessary for the IFR procedure.

c. Airports. The regional AS division shall evaluate the proposal in reference to existing airports and planned airport development on file with the agency.

d. Flight Standards. The regional FS division is the focal point for FS studies of the effect of the proposed non-Federal air navigational aid on existing or proposed IFR and VFR flight operations. In developing IFR procedures, regional FS division personnel are responsible for:

(1) Determining whether their respective requirements outlined in FAR Part 171 have been satisfied.

(2) Initiating development of required IFR procedures and ensuring that appropriate priorities are established for timely publication.

(3) Advising the regional AT and AF divisions of the results of its study.

e. Logistics. The office of primary interest in conjunction with the regional Logistics (LG) division shall prepare the agreements for assumption of ownership and/or reimbursable maintenance by the FAA. The agreements will be executed by the regional LG division.

14. RESOURCE REQUIREMENTS.

a. Ground and Flight Inspection.

(1) The FAA will bear the cost of the ground and flight inspection of non-Federally owned navigation aids, lighting, and communications facilities which require an FAA inspection EXCEPT for the following:

(a) Initial inspections of new facilities comprised of equipment which:

1 Utilizes unique techniques for providing signals for navigational guidance.

2 Has not been fully developed or proved to provide reliable performance within established criteria.

3 Will not pass inspection due to any problems encountered with siting, installation, or equipment malfunction.

(b) Initial and recurring inspections of facilities at airports which are provided with an equivalent level of service through FAA-installed facilities.

(c) Initial and recurring inspections of facilities and instrument approach procedures not having a public-use IFR requirement.

(d) Inspections of facilities at airports not open to the aviation public.

(e) Inspections of facilities which the Administrator finds not to be in the public interest.

(2) The cost of inspections (including the cost of developing the instrument procedures) of facilities falling under paragraphs 14(a)(1)(a) through 14(a)(1)(e) shall be borne by the owner as provided for in FAR Part 171 and Advisory Circular 170-11, Amendment of Federal Aviation Regulation Part-171 (FAR-171)--Cost of Flight and Ground Inspections.

(3) The FAA will not finance the operation, maintenance, or improvement of non-Federally owned navigational facilities whether for public or private use.

b. Staffing Needs. Recurring ground and flight inspections are a field function; therefore, staffing for these efforts shall be provided through the appropriate staffing standard. For AF, this will be found in the latest edition of Order 1380.40, Airway Facilities Sector Level Staffing Standard System. These standards must be kept current. Initial ground and flight inspections, along with project start-up, management, inter- and intra-office coordination, contact with sponsor, etc., are not included in these standards. Staffing for these functions must be requested and justified through the normal budget process and will depend on the magnitude of the program in each region. Each regional element, such as AF, AT, AS, and FS will budget for their staffing requirements. The regions, along with the FAA Logistics Center, are urged to budget for expected, yet unknown, staffing requirements for the non-Federal program. This budgeting request should be in the form of staffing requirements for anticipated non-Federal takeovers or other requirements that are expected to be required in the budget year, but are not yet known in the current year. The precommissioned facility file (PFF) should reflect precommissioned non-Federal facilities.

15.-20. RESERVED.

CHAPTER 2. ESTABLISHMENT OF NON-FEDERAL FACILITIES

21. GENERAL. The FAA recognizes the need for establishment of non-Federal facilities on airports that do not meet requirements for FAA funding of such facilities under airway planning standards (APS). The FAA will assist in the establishment of both IFR and VFR non-Federal facilities on these airports. Even though an airport or location qualifies under applicable APS's for an FAA-funded facility, provision for such a facility is subject to budgetary approval. An airport owner/sponsor or other civil aviation interest may desire to expedite these services by installation of appropriate facilities and equipment as a non-Federal facility until such time as the FAA installs appropriate FAA-funded equipment or enters into an assumption of ownership agreement. (Reference Chapter 4, Assumption of Ownership of Non-Federal Facilities, paragraph 42.) It is the intent of the FAA that facilities and equipment requiring ground and flight inspection under the terms of this order shall meet the same technical standards and tolerances as like FAA facilities. In addition, it is the intent of the FAA that the technicians maintaining these facilities meet the same requirements as FAA technicians maintaining like FAA facilities. This intent is outlined in Amendment 171-6 of FAR Part 171 for facilities with IFR procedures. In addition, section 606 of the Federal Aviation Act empowers the Secretary of Transportation to inspect, classify, rate, and certify any air navigational facility available for use by civil aircraft as to its suitability for such use. FAR Part 171 also states that "whenever it is required by the FAA, the owner shall incorporate improvement in facility maintenance brought about by progress in the state of the art."

22. APPLICABLE GUIDELINES. The following guidelines apply for the establishment of a non-Federal facility:

a. Non-Federal Navigational Aids Funded Under a Federal Airport Grant Program. A number of advisory circulars in the 150 series provide equipment/ installation standards and approved equipment applicable to facilities funded with an airport grant. In addition, FAA internal directives provide instruction on policies and administrative details for funding non-Federal facilities under an airport grant program (see appendix 3).

b. Privately Funded Facilities. Private interests must procure, install, operate, and maintain only facilities and equipment that are FCC- and FAA-type accepted.

c. IFR Procedures. FAR Part 171 establishes minimum requirements for operation of certain non-Federal facilities and equipment used for any IFR procedure--public or private. It is the intent of the FAA that any facility operating under the provision of FAR Part 171 shall meet and be maintained at the same standard as FAA facilities. This is specifically expressed in Amendments 171-2 and 171-6 to FAR Part 171, dated May 30, 1966, and July 24, 1970, respectively. In addition to any information required elsewhere, in order to adequately and completely develop instrument approach procedures and conduct flight inspections, complete information is required about the facility itself and about its location and layout. The information required is listed in Appendix 6, Application for a Non-Federal Facility.

(1) The FAA and sponsors shall enter into a memorandum of agreement (MOA) stipulating certain agreed-to conditions (see Appendix 7, Sample Memorandum of Agreement). One of these conditions is the preparation by the sponsor and the approval by the FAA of an operations and maintenance manual (OMM). Appendix 8, Sample Operations and Maintenance Manual, contains an example of such a manual. This in no way prevents the FAA from assisting the sponsor with the preparation of the OMM.

(2) As a prerequisite to initial approval and continued operation of an IFR procedure, the facility or equipment involved shall be inspected to ascertain compliance with applicable operations and maintenance manuals, regulations, and current operational requirements to ensure that performance will support the procedure. See the latest edition of Order OA P 8200.1, United States Standard Flight Inspection Manual, for flight inspection requirements, and chapter 3 of this order for ground inspection requirements.

(3) FAR Part 171, subpart E, subparagraph 171.75, states that requests for deviations and modifications are to be submitted to the regional administrators. Final approval authority is at the Washington headquarters level (see appendix 8).

d. Facilities Not Included in FAR Part 171.

(1) Facilities with IFR procedures or which are used as part of an IFR procedure, such as approach lighting systems, must be ground and flight inspected by the FAA. As such, an appropriate MOA and OMM must be developed. These requirements may be incorporated under the provisions of FAR Parts 121/135 or as stand-alone documents. Reference Appendix 9, Non-Federal Facilities Requiring Ground and Flight Inspection, for a list of facilities.

(2) Non-Federal Facilities without IFR Procedures. For the most part, these facilities are limited to airport traffic control towers (ATCT), RCO, remote transmitters/receivers (RTR), automated weather observing systems (AWOS), and automated surface observing systems (ASOS) facilities. These facilities are to be ground and flight inspected (flight inspected only if appropriate). An MOA and an OMM are required. Lighting aids, other than those associated with IFR procedures, are to be ground inspected by regional AS division personnel. Reference appendix 9 for a list of facilities.

e. VFR Facility Types Included in FAR Part 171. Facility types, such as very-high-frequency (VHF) omnidirectional ranges (VOR), instrument landing systems (ILS), nondirectional radio beacons (NDB), etc., included in FAR Part 171, but used for VFR only, do not normally require FAA ground or flight inspection.

23. PROGRAM COORDINATION. Regionally designated program coordinators will coordinate matters related to non-Federal facilities and equipment. Responsibilities include coordination of outside inquiries and proposals, frequency assignments, airspace studies, standard instrument approach procedure (SIAP) development, and FAR Part 171 requirements.

24. INITIAL INQUIRY. Upon initial inquiry concerning the need for a facility or equipment, owners/sponsors should be provided information on the minimum requirements that must be met for an IFR procedure. The regions should prepare a briefing package similar to the example provided in appendix 6 for the purpose of providing this information.

25. PROCEDURES. Whenever a proponent determines that a facility or equipment is needed at a location for which no FAA facility is scheduled for installation, the FAA will:

a. Ensure that the proposed facility siting meets the current FAA published standards.

b. Ensure that a radio frequency assignment(s) can be made for the facility or equipment. Sponsors of all non-Federal facilities that radiate electromagnetic waves must obtain an FCC station license in order to operate each facility. Frequency assignments are made by the FCC after recommendation by ASM-500. In addition, frequency reservations will specifically state that, "should the frequency be needed for a public facility, it will be withdrawn from the private-use facility upon notification in accordance with the procedures noted on the frequency reservation or in the MOA." Advisory Circular 170-10, FAA Recommendations to FCC on Licensing of Non-Federal Radio Navigation Aids, outlines priorities for FCC licenses and provides background data on frequency assignments and licenses. It further advises the public of the necessity for close coordination with the FAA. All electronic equipment must have an FCC-type certification and be approved by the FAA for use in the NAS.

c. Provide advice to the owner/sponsor on the minimum equipment and operational performance standards necessary to ensure compatibility with the NAS and the conditions necessary to use the facility for IFR procedures. Copies of applicable advisory circulars and other documentation concerning the type of facility involved shall be provided to the owner/sponsor.

d. Alert the owner/sponsor if the FAA programming schedule shows the future installation of an FAA facility that would provide the same service as the proposed non-Federal facility.

e. Ensure that appropriate airspace procedures are adhered to in accordance with the latest edition of Order 7400.2, Procedures for Handling Airspace Matters, and location identifiers are obtained (see Order 7350.6, Location Identifiers). The latest edition of Order 7031.20, Scheduling of Changes to Components of the National Airspace System, provides for commissioning, decommissioning, and other scheduling changes in the NAS when information concerning these aids is published or charted.

f. Ensure that the owner/sponsor is fully aware of his/her responsibilities for continued operation of the facility.

g. Advise the owner/sponsor that qualified maintenance personnel must have at least a general class FCC license and meet the requirements of appendix 8.

h. Advise the owner/sponsor that private interests must procure, install, operate, and maintain facilities and equipment that are FCC- and FAA-type accepted.

i. Ensure that the owner/sponsor is fully aware that he/she has a responsibility to the flying public, the FAA, and the FCC for the safe operation of that facility or equipment.

j. Ensure that equipment or space is available or provided, if required, for the termination, control, use, or monitoring of the non-Federal facility in the FAA control tower. All costs are to be borne by the owner/sponsor.

k. Provide copies of the completed non-Federal facility data sheet (see appendix 8) and data required by appendix 6 to the Office of Aviation System Standards, Data Branch, AVN-250.

26. INITIAL ON-SITE INSPECTION. An initial on-site inspection must be performed by the regions as a prerequisite to commissioning of a non-Federal facility. These inspections are to be carried out in such a manner as to ensure the inspector that the facility and associated support requirements (equipment, personnel, FCC license, etc.) are adequate to warrant the facility being commissioned. A non-Federal technician must also be present at the initial on-site inspection (see FAR Part 171). The latest edition of Order 6030.45, Facility Reference Data File, may be used as a guide. The initial ground inspection shall precede the commissioning flight inspection. After the facility has had its initial on-site ground and flight inspections, the inspector shall prepare a written report, with a copy to the sponsor, advising the sponsor of the results, including any discrepancies (see appendix 8).

27.-30. RESERVED.

CHAPTER 3. MANAGEMENT OF NON-FEDERAL FACILITY PROGRAM

31. PROGRAM MANAGEMENT. The administrative and technical management of the non-Federal facility program rests at the regional level. The management of the non-Federal facility program shall not end with commissioning, but must extend through the life of the facility and through the assumption process discussed in chapter 4.

32. REIMBURSABLE MAINTENANCE AGREEMENTS. Non-Federal facility owners may request FAA to maintain facilities while retaining ownership. In these cases, when advantageous to the Government and the public, the FAA can enter into reimbursable agreements in accordance with the latest edition of Order 2500.35, Reimbursable Agreements Covering Services and Material Provided by FAA. When the FAA maintains facilities on a reimbursable basis, FAA maintenance policy and procedures will apply. Prior to entering into such agreements, regions should be capable of maintaining facilities within existing staffing and employment limitations and funding requirements from within existing resources for the initial year of operation and for subsequent years as necessary. Paragraphs 42 and 43 contain guidance as to which facilities should or should not be maintained under reimbursable agreements. It would clearly be advantageous for, but not limited to, the FAA to maintain:

a. An ILS which consists of a localizer (LOC), glide slope (GS), and markers or, in some cases, a distance measuring equipment (DME) instead of markers, an LOC alone, an LOC with a GS, or an LOC with a marker, any of which are located and interlocked on a runway opposite an FAA ILS facility.

b. An ILS located on one or both ends of a runway at an airport with existing facilities that are presently maintained by the FAA.

c. A Category I ILS installed at hub airports.

d. A Category II and/or III ILS at any airport.

NOTE: In the interest of security, safety, and efficiency, split maintenance responsibility should be avoided. Under no circumstances will the FAA provide routine maintenance or supply support to non-Federal facilities without an appropriate reimbursable maintenance and supply support agreement.

33. FACILITY INSPECTION. Section 606 of the Federal Aviation Act of 1958 empowers the Secretary of Transportation to inspect, classify, rate, and certify any air navigation facility available for the use of civil aircraft as to its suitability for such use. Each subpart of FAR Part 171 and this order establishes requirements for initial and recurring inspections for certain facility types. Order OA P 8200.1 shall be used as the criteria to flight inspect air navigation facilities. The following procedures and guidelines cover ground inspection requirements:

a. Responsibilities. Appendix 3 contains procedures and guidelines necessary to carry out the initial and recurring inspection program. The region

may supplement the procedures as appropriate. The actual inspections may be delegated to the AF sectors.

b. General Guidelines. The purpose of inspections is to ensure that:

(1) The facility is meeting the requirements of FAR Part 171, the OMM, and applicable FAA orders and directives.

(2) The owners/sponsors and their representative(s) are fully aware of their responsibilities as outlined in the OMM and/or FAR Part 171.

(3) The OMM is up to date, especially with regard to procedures, contacts, and telephone numbers.

c. Inspection Responsibilities and Schedules. Technical ground inspections of non-Federal facilities shall be performed by AF according to the schedules shown in appendix 9. The sponsor will be informed a reasonable time in advance by telephone or mail when the inspection is to take place so that arrangements can be made to have a technician available. Where feasible, ground and flight inspections should be linked together to reduce impact upon the sponsor.

(1) Non-Federally Maintained Facilities.

(a) Non-Federal navigational aid facilities requiring ground and/or flight inspection under the terms of this order are shown in appendix 9. Initial and subsequent periodic inspections of all navigational aids purchased and installed with private funds are the responsibility of regional AF personnel. Initial inspection of navigational aids installed under a Federal airport grant is the responsibility of regional AS personnel in coordination with the appropriate regional AF division. All subsequent periodic inspections of these facilities are the responsibility of AF.

(b) Inspection of lighted aids, such as approach lights and airport lighting purchased and installed either with private funds or under a Federal airport grant, is the responsibility of regional AS personnel (safety inspectors), except as indicated in paragraph 33c(1)(a), and is normally performed annually. Certain other environmental facilities, such as engine generators needed to support Category II and III operations, also require recurring inspection by regional AF personnel. Reference appendix 9.

(2) FAA-Maintained Facilities. Non-Federal facilities maintained by FAA under reimbursable agreements shall be inspected according to the periodic technical inspection frequencies as established in the latest edition of Order 6040.6, Airway Facilities Technical Inspection Program.

d. Reporting. The FAA inspector shall prepare a written report (see appendix 8) noting deficiencies and action items for the signature of the appropriate AF official as designated by the regional AF division. Copies shall be distributed to the owner/sponsor for his/her records and any follow-up action, the office conducting the inspection and maintaining the facility

records, and the regional office if the inspection was conducted at the sector level. Only FAA technical inspection forms, as described in Order 6040.6, shall be used for inspection of non-Federal facilities maintained by the FAA under a reimbursable agreement. The Maintenance Engineering Division, ASM-100, shall ensure that standard forms are developed and included in appendix 2 for all non-Federal facilities.

34. UNSATISFACTORY FACILITY OPERATION.

a. If it is determined by the FAA that a facility is unsatisfactory for use, as evidenced by variance from requirements, a Notice to Airmen (NOTAM) shall be initiated by the appropriate FAA office identifying the facility as out of service. In addition, the sponsor/owner or designated representative shall be advised by the FAA that the facility should be turned off. The regional administrator, Assistant Chief Counsel, and ASM-500 shall be advised of any situation where a facility remains in service, but is unsatisfactory for use. In this event, steps shall be taken to issue a NOTAM that the IFR procedure is "not applicable" and removed from use.

b. The yellow copies of FAA Form 6030-1, Facilities Maintenance Log, and FAA Form 6000-8, Technical Performance Record, or FAA-approved equivalent, shall be sent to the appropriate FAA sector or regional office within 10 working days after the next facility visit after the end of the quarter. The date for mailing will be stipulated in the OMM.

c. As the FAA has the responsibility for ensuring that non-Federal facilities are working within specifications, these records must be received within 10 days of the agreed-upon mailing date. If they are not received within this time limit, a NOTAM will be issued for the facility that the approach procedures are out of service until the required records are received.

35. NON-FEDERAL FACILITIES INVOLVED IN AIRCRAFT ACCIDENTS/INCIDENTS. When a non-Federal facility operating under the provisions of this order may have been a factor in an aircraft accident/incident, the FAA shall participate in the ensuing facility evaluation and other related activities unless this participation is waived by the AF and AT aircraft accident representative. The OMM's shall contain detailed procedures for notification, facility evaluation, and documentation requirements. The procedures outlined in the latest edition of Order 8020.11, Aircraft Accidents and Incident Notification, Investigation, and Reporting, generally apply. Specific procedures are outlined in appendix 8.

36.-40. RESERVED.

CHAPTER 4. ASSUMPTION OF OWNERSHIP OF NON-FEDERAL FACILITIES

41. GENERAL POLICY. Although section 303c(1) of the Federal Aviation Act of 1958 allows for the FAA to accept gifts, the FAA will not assume ownership of a non-Federal facility as a general policy.

42. EXCEPTIONS.

a. The following may be considered as exceptions to the above policy and must be approved by the Administrator or his/her designee:

(1) ILS's meeting the criteria outlined in the FAA Microwave Landing System (MLS) Transition Policy, dated May 16, 1987.

(2) Facilities needed in support of an ILS IFR procedure where the FAA owns the primary facility or will assume ownership of the primary facility. Systems employed as such facilities include LOC's, GS's, compass locators (COMLO), markers, approach light system (ALS), and runway visual range (RVR) system.

(3) A facility located at an airport where the FAA would now install a facility under existing planning standard criteria.

(4) ILS's funded by AIP as covered by Public Law 101-516, section 324, dated November 5, 1990.

b. Please note the following conditions to be met for existing facilities:

(1) The sponsor, in addition to providing the operating equipment, shall provide on-site test equipment (acceptable to the FAA), working equipment, spare parts/modules/pcb's, instruction manuals and drawings, and the latest edition of Order 4630.2A, Schedule A and B items. Ancillary equipment such as air-conditioning, heating, and ventilation units shall be considered part of and be transferred with the facility. The national airspace integrated logistics support (NAILS) process outlined in the latest edition of Order 4560.1, Policies and Procedures Covering the Provisioning Process During the Acquisition of FAA Material, shall be used.

(2) Systems and equipment shall meet FAA equipment, performance, installation, ground inspection, and flight inspection requirements.

(3) The sponsor shall complete or show an intent to complete all negotiated assigned actions resulting from a comprehensive facility survey conducted as a part of the assumption of ownership process (see paragraph 51).

43. FACILITIES INELIGIBLE FOR ASSUMPTION OF OWNERSHIP. The following types of facilities and equipment are excluded from consideration for FAA maintenance or assumption of ownership (except those covered by Public Law 101-516):

a. Low- and medium-frequency facilities, such as nondirectional beacons, except those used as COMLO's for approach and missed approach fixes in

conjunction with a primary facility such as an ILS, if FAA owns or plans to assume ownership of the primary facility.

b. Airport Lighting Systems.

(1) Touchdown zone, centerline, and taxiway lights.

(2) Runway edge light systems.

c. VFR ALS's.

(1) Visual approach slope indicator (VASI).

(2) Runway end identification lights (REIL).

(3) ALS's not used in support of an IFR approach procedure.

(4) Precision approach path indicator (PAPI).

d. Facilities having no counterpart to the FAA equipment already operating or scheduled for installation, or deemed obsolete and insupportable due to unavailability of training or equipment component parts; or facilities by design and installation that are not directly compatible with FAA maintenance concepts, plans, or system integration. This includes VOR, VOR/DME, VOR/TACAN (tactical air navigation) facilities that do not conform to Specification FAA-E-2678a, VOR/VORTAC (VOR collocated with TACAN) Equipment Replacement and Facility Modernization, or FAA-E-2678C VOR/DME equipment, simplified direction finder (SDF) facilities, and interim microwave landing system (IMLS).

e. Facilities or equipment at airports where there are no other FAA facilities regularly maintained by FAA technicians except as noted in paragraph 42a.

f. Communications facilities; i.e., ATCT, RTR, RCO, etc.

g. Automated weather reporting facilities in general.

44. GENERAL CONDITIONS.

NOTE: All conditions specified in this section must be met for the FAA to assume ownership of non-Federal facilities unless otherwise directed by Public Law.

a. Ownership of the equipment shall be transferred to FAA at no cost in accordance with Section 303(c)(1) of the Federal Aviation Act of 1958.

b. Operational requirements of the facilities and equipment shall meet appropriate airway planning standards or otherwise serve a demonstrable public operational or safety need.

c. The region assuming ownership should be capable of satisfying resource requirements from within existing staffing and employment limitations and funding requirements (i.e., both F&E costs, such as commissioning flight inspection, ground inspection, and test equipment, etc., and the operation and maintenance (O&M) costs, such as personnel compensations and benefits, utilities, etc.) from within existing fund resources for the initial year of operation and for subsequent years as may be necessary. The acceptance of ownership shall be postponed when it is determined that adequate staffing and funding have not been provided for facilities already established or scheduled to be commissioned.

d. The sponsor agrees to enter into a lease agreement with the FAA for 20 years, with the FAA having the right to renew for additional periods the real property rights at a cost of $1 to the Government. The contract is to be executed within 60 days of the acceptance of the personal property by FAA. The property to be leased will comprise an area large enough to ensure maximum operational capabilities including, but not limited to, rights-of-way for utilities and for ingress and egress. The sponsors shall also provide a legal description of the site, access, utility rights-of-way, building and site plans, and any other pertinent drawings requested by the FAA. The sponsor shall provide an environmental assessment. The FAA will prepare a finding of no significant impact (FONSI) statement or an environmental impact statement (EIS). If an EIS is prepared, the sponsor must fund for it.

45. FUNDING. The FAA region assuming ownership will bear the costs shown below for each category, and such costs shall be funded under the appropriation specified.

a. Existing Facilities. Costs of additional test equipment, working equipment, operation, maintenance, and continued logistic support (operations appropriation). This includes the required FAA Logistics Center provisioning and technical documentation procurement. Funding shall be sufficient for repair and replacement of parts for commercial off-the-shelf (COTS) equipment.

b. New Facilities Under Procurement.

(1) Costs of commissioning flight and ground inspections (F&E appropriations).

(2) Costs of test equipment and initial spare parts provisioning (F&E appropriations only in those instances where the sponsor's responsibility has been waived).

(3) Costs of working equipment, O&M, and continued logistics support (operations appropriation). This includes the required FAA Logistics Center provisioning and technical documentation procurement. Funding shall be sufficient for repair and replacement of parts for COTS equipment.

46. PROCEDURES FOR FAA ASSUMPTION OF OWNERSHIP. Proposals by an airport owner or other civil aviation interest for FAA ownership will be presented to the

regional administrator for consideration. FAA approval of proposals associated with the provisions of this order involving new facilities will be obtained by the sponsor prior to procurement of the facility or equipment concerned. FAA approval for new or existing facilities will be made by the regional administrator or his/her designee and will be based upon the criteria outlined in this order and supported by a regionally developed staff study. Upon approval of the proposal, the region shall submit a request for necessary funds through normal budgetary channels.

a. Initial Phase of the FAA Takeover. The following steps are proposed to determine if a facility is a satisfactory candidate for FAA takeover:

(1) Formal Request from Sponsor for FAA Takeover. Requests for FAA acceptance of ownership, operation, maintenance, and logistic support of non-Federal facilities will be submitted to the regional administrator. Since the time required to complete the entire process, which may include budgetary action, could be rather lengthy, the sponsor should be advised that the request is being reviewed and he/she will be notified of a final determination upon completion of the review.

(2) Initial Survey and Approval. No response indicating approval or disapproval should be made until the following actions have been completed:

(a) Determine if the facility may qualify for FAA takeover per the latest edition of Order 7031.2, Airway Planning Standard Number One, Terminal Air Navigation Facilities and Air Traffic Control Services, and paragraphs 42 and 43 of this order. If the determination is unfavorable, the sponsor will be advised and provided the reason of its non-acceptability.

(b) If the facility may qualify for takeover, a staff study will be prepared and coordinated within the region and forwarded to ASM-100 for review and coordination at the national level. The sector manager concerned should be solicited for his input to this study. ASM-100 will be responsible for obtaining the Washington office approval for the proposal. The staff study must reflect a positive, coordinated regional position based upon criteria contained in this order and information gained from actions outlined in subparagraphs (c), (d), and (e) below.

(c) A mutually agreeable date will be scheduled by the regional office for a preliminary inspection of the facility with the sponsor or his/her designee, AF sector representatives, and/or regional office representatives. During the review, an inventory will be made listing all real and personal property, test equipment, and spare parts. Changes or additions necessary to bring the facility up to FAA standards should be noted (e.g., improve access road, power cable, test equipment needed to maintain the facility, etc.).

(d) Following the preliminary inspection, the sponsor will be advised of his/her required actions prior to takeover. Any FAA action item that requires budgetary approval may cause the takeover date to be delayed.

(e) The region, in coordination with the Mike Monroney Aeronautical Center, shall determine if the facility can be logistically supported. If necessary, the region shall obtain from the sponsor a list of the quantities, make, model, type of equipment, spare parts to be furnished with the facility, and a parts breakdown of each major unit to the lowest replaceable part level. These lists shall be coordinated with the FAA Logistics Center. The FAA Logistics Center shall determine the adequacy for the spare parts listed and advise the region for inclusion in the regional budget submission. The required test equipment list should be coordinated with the FAA Logistics Center for supply support.

(f) If the facility is approved as a candidate for assumption, the sponsor will be advised by letter with a tentative takeover date. The letter should request information on legal descriptions, utility contracts, and reproducible facility and plot drawings.

b. Final Phase of FAA Assumption of Ownership.

(1) A procurement request (PR) will be formulated to facilitate a transfer agreement between the sponsor and FAA. (See Appendix 10, Sample Transfer Agreement.) The PR should list the information received from the sponsor as requested in paragraph 46a(2)(f) and a list of real and personal property, as inventoried during the preliminary review, to bring the facility up to FAA standards. When leased lines are installed, the line number should be included in the PR.

(2) Action should be taken to transfer the frequency assignment(s) to the FAA and advise the sponsor to return the facility license to the FCC for cancellation.

(3) The transfer agreement becomes effective upon execution by both parties (sponsor and regional contracting officer). However, the physical takeover date for operation and maintenance by the FAA shall be mutually agreed upon by the sponsor and the FAA when all provisions of the agreement have been met.

47. ACCEPTANCE OF REAL AND PERSONAL PROPERTY.

a. Acquisition of real property by donation is covered by the latest edition of Order 4660.1, Real Property Handbook, and Order 4420.3, Land Acquisition.

b. Title evidence/clearance requirements for fee purchases are also required for fee donations and are covered in the latest edition of Order 4402.55A, FAA Procurement Manual - Real Property, and Order 4420.3.

c. The transfer and accountability of personal property shall be accomplished in accordance with appropriate GSA Federal Property Management Regulations and the latest edition of Order 4650.21, Management and Control of In-Use Personal Property, and Order 4800.2, Utilization and Disposal of Excess and Surplus Personal Property.

d. Transfer of ownership of real property must be incorporated into the FAA accountability system in accordance with Order 4660.1.

48. FACILITY REHABILITATION. The agency is making the transition to a new maintenance concept and, in conjunction with this transition, will evaluate each facility takeover with regard to maintainability and immediate and long-range benefits. When a determination is made to assume ownership of a facility that does not incorporate the desired features of a standard FAA facility and the sponsor can demonstrate an inability to fund for such features, rehabilitation or modification at FAA expense may be of benefit to the FAA. When such circumstance exists, the provisions of the latest edition of Order 6700.17, Rehabilitation Criteria-Navigational Aids, Facilities Acquired from Non-Federal or Other Federal Sources, apply.

49. TERMINATION OF FACILITIES OR MAINTENANCE OBLIGATION. Ownership of facilities or maintenance responsibilities may be terminated as follows:

a. Facilities Acquired by Assumption of Ownership. If the FAA determines that operational consideration or safety requirements diminish to the point that maintenance, operation, or ownership of an assumed facility becomes economically unfeasible, the FAA may decommission and dispose of the property.

b. Disposal of Discontinued or Obsolete Facilities. The FAA may dispose of the property in accordance with the Federal Aviation Act of 1958, Section 303(c)(3), by offering to transfer ownership to a sponsor, providing the sponsor is willing to continue to keep the facility in service at that location for air navigation purposes. If the facility is not to be kept in service, the FAA declares it excess to its needs and either disposes of it directly as approved by the regional administrator or reports it to the General Services Administration for disposal in accordance with the Federal Property and Administrative Services Act of 1949, as amended.

CHAPTER 5. TECHNICAL REQUIREMENTS AND VERIFICATION OF PERSONNEL AND FACILITIES

50. GENERAL. It is the intent of the FAA that facilities and equipment requiring ground and flight inspection under the terms of this order shall meet the same technical standards and tolerances as FAA facilities. In addition, it is the intent of the FAA that the technicians maintaining these facilities shall meet the same requirements as FAA technicians maintaining like facilities. This intent is outlined in amendment 171-6 of FAR Part 171 for facilities with IFR procedures. In addition, section 606 of the Federal Aviation Act empowers the Secretary of Transportation to inspect, classify, rate, and certify any air navigation facility available for use of civil aircraft as to its suitability for such use. FAR Part 171 also states that "Whenever it is required by the FAA, the owner shall incorporate improvement in ILS maintenance brought about by progress in the state of the art."

51. TECHNICAL STANDARDS AND TOLERANCES.

a. Technical standards and tolerances to be used for maintenance and verification of non-Federal facilities will be as indicated in the appropriate FAA technical handbooks. FAA will provide all required FAA technical handbooks at no charge to the sponsors. If the FAA handbook does not include the specific system concerned, then the manufacturer's handbook shall be used.

b. It is recognized that some facilities have been in a commissioned status for many years and may not meet current FAA standards. In this event, the FAA will grant a temporary waiver and encourage the sponsor to modernize the facility to bring it up to current FAA standards. All new facilities must meet current standards as outlined in paragraph 52a.

52. CONFIGURATION CONTROL OF NON-FEDERAL FACILITIES.

a. Navigation and Landing, ANN-1, will identify navigational aid (NAVAID) facilities that are approved for installation by non-Federal operators/owners. Approved weather equipment will be identified by the Weather and Flight Service Systems Engineering Division, ANW-100. ASM-100 will act as the clearinghouse for the region to verify "system/facility/equipment" approval prior to regional approval of a sponsor's plan for the establishment of a non-Federal facility. This approach will serve as the control of systems being installed in the NAS by non-Federal sponsors. Appendix 4 shows a current list of approved equipment types. In accordance with FAR Part 171, all newly manufactured equipment must be examined to ensure that it meets the minimum requirements of FAR Part 171 and this order if it is to support IFR procedures and be approved for use in the NAS. This means that all new equipment, such as VOR, NDB, ILS, DME, MLS, etc., that has not previously been approved, shall be submitted for review and approval by the FAA. Manufacturers of such equipment must contact ANN-1 and submit appropriate documentation for initial review.

b. Modifications to be installed in non-Federal facilities or equipment will require prior approval by the FAA. The sponsor/owner must submit any

proposed changes to an existing facility in writing to the appropriate regional AF division specified in the operations and maintenance manual as required by FAR Part 171. No modifications are to be made until specific written authorization is received from the regional AF division. Proposed modifications will be coordinated with ASM-100, who will serve as the clearinghouse and coordinate proposed modifications with the appropriate program office at Washington headquarters. ASM-100 will notify the regional AF divisions in writing if the proposal, as submitted, is approved or disapproved. If disapproved, a clear explanation of the reason for disapproval will be supplied and, when possible, what action or revisions would render the proposal acceptable. The regional AF division, in turn, will communicate the approval or disapproval response to the sponsor.

c. Modification Records. The sponsor/owner must maintain a modification record at the facility as part of the operations and maintenance manual. This record must show the title and date of installation for all modifications accomplished since the facility/equipment was originally installed. Attached to this record must be a copy of the modification document and a copy of the FAA letter approving installation. These documents must be on site or available to the FAA for review during inspection.

d. FAA Modifications. The sponsor is not obligated to comply with modifications issued for FAA facilities. However, the sponsor is encouraged to comply and may elect to install such modifications, but shall bear all costs of said modifications.

e. State-of-the-Art Advancements. The FAA may require the owner to incorporate improvements in equipment or maintenance brought about by advancements in the state of the art. In such cases, the Washington program office or ASM-100 will issue specific written guidance to the regional AF divisions. Such guidance will then require written notification and guidance to all non-Federal facility owners regarding the mandatory changes and appropriate timetable and feedback reports.

NOTE: Modifications to MLS that are proposed by the manufacturer and approved by FAA shall be incorporated into the MLS equipment by the sponsor.

f. Waivers. All facilities installed as part of the non-Federal program should meet all applicable FAA siting and performance criteria for the specific facility. Since the FAA approves the installation and operation of all facilities at the time of commissioning, any deviations accepted by the FAA should be documented as a "waiver" and provided to the sponsor for inclusion in the operations and maintenance manual for the facility. A copy of each performance waiver must also be provided to ANN-1. The operations and maintenance manual must document all variations from the "norm" that are accepted by the FAA at the time of facility commissioning. The sponsor must ensure that the facility is maintained in accordance with all agreed-upon conditions existing at the time of commissioning. Any changes must be coordinated in advance with the FAA for guidance or approval as necessary.

g. Obsolete Equipment. It is the intent of the FAA to upgrade the NAS. This intent is clearly identified in the NAS plan. All reinstalled facilities/ equipment must meet the requirements specified in paragraph 52a.

53. TEST EQUIPMENT. Test equipment must be able to measure the appropriate technical standards and tolerances to be used for facility verification. This test equipment must be calibrated in accordance with this order and the appropriate operations and maintenance manual.

54. REMOTE MAINTENANCE MONITORING. The following procedures are to be observed when non-Federal facilities are installed with remote maintenance monitoring (RMM) capabilities.

a. Remote Controlling Manual Log. Each remotely monitored non-Federal facility shall be listed on the cover of the remote controlling manual log ("manual log" refers to FAA Form 6030-1) in the space reserved for subsidiary logs. Each non-Federal facility shall be the subject of a manual log at the actual facility site. All logging events conducted from the remote location will be included in the remote controlling manual log. Log entries at the actual facility shall relate only to events that occur while the site is occupied. These entries need not be repeated in the remote controlling manual log.

b. The facility history covering interruptions (over 60 seconds), verification, or maintenance activities related to system restoration and verification must be captured in the remote controlling manual log. The remote controlling manual log entries may be as brief as desired, but shall include the date, time, location from which action was taken or initiated, the event itself, and a notation as to cause, if known (in facility interruption or restoration activity). The entries may be made by a second party from information telephoned from the originating non-Federal technician.

c. The maintenance activities requiring remote controlling manual log entries are:

(1) All facility interruptions over 60 seconds, scheduled or unscheduled. An entry shall be made for the time the interruption occurred and for the time the facility was verified and returned to service.

(2) Any activity (at the site or at the remote location) conducted in connection with a system restoration and/or verification.

(3) Any activity at the site conducted as a result of the system failure to pass a remote test.

d. Copies of the previous month's remote controlling manual log and site log shall be sent to the appropriate regional AF division/sector office at the beginning of each month.

55. PERSONNEL REQUIREMENTS.

a. Verification of Non-Federal Technicians. Personnel responsible for the maintenance of non-Federal facilities shall show that they have the special knowledge and skills required to perform this task. This will be accomplished through satisfactory completion of an appropriate FAA Academy-conducted course, an FAA-approved, factory-conducted training course, or satisfactory completion of theory of operation and performance examinations administered by FAA employees. Performance examinations shall be administered by FAA employees who are certified on or thoroughly familiar with similar FAA equipment and understand the procedures involved and the results to be achieved. To begin the verification process, the sponsor must submit a written request stating the name and social security number, or employee number, of the technician and the facility type to be maintained.

b. In general, verification requirements for a non-Federal technician are the same as certification requirements for FAA technicians. (See the latest edition of Order 3400.3, Airway Facilities Maintenance Personnel Certification Program.) This order requires that verification of a technician shall be accomplished through the administration of suitable theory and performance examinations. These examinations will be administered by appropriate regional/sector personnel as mentioned in paragraph 55a. The regional AF divisions are responsible for ensuring that these requirements are met.

(1) Availability of Examinations. Where no theory-of-operations or performance examination exists for a given type equipment as listed in Order 3400.3, interim verification authority may be granted upon satisfactory completion of an FAA-approved, factory-conducted training course, and a demonstration of the ability to perform the tasks outlined in the equipment instruction book to an FAA representative.

(2) Retaking Examinations. A retake examination (theory or performance) shall not be administered to non-Federal technicians who have failed the initial examination until a minimum of 30 days has passed. Regional AF divisions may waive this requirement where evidence exists that indicates the examination can be successfully completed. If the examination is failed on the second attempt, a mandatory 90-day waiting period must be observed. No more than three theory or performance examinations shall be administered to a technician on an equipment type during a 12-month period. (See Order 3400.3.)

(3) Issuance of Verification Authority. When the region/sector is satisfied that the non-Federal technician has met all necessary requirements, a letter will be issued to the technician by the region or sector authorizing him/her to verify the facility or facilities in question.

(4) Verification Issued by Another Region or Sector. If verification authority has been issued by another region or sector, verification records should be requested. After review, the region or sector may issue verification authority based upon these records. Copies of these records must stay on file in the region/sector concerned.

(5) Verification Authority Revocation.

(a) Automatic. The non-Federal technician's verification responsibility shall be reviewed annually by the AF sector manager or regional AF division. Verification responsibility will automatically be withdrawn after 2 years in the absence of documentation of maintenance on the specific type of facility.

(b) For Cause. Where maintenance practices are not consistent with the level expected to ensure the proper operation of the facility, the AF sector manager or region shall issue a letter of warning to the sponsor and technician denoting the deficiency causing the unsatisfactory condition. If the deficiency or unsatisfactory condition continues, the regional AF division/ sector manager shall withdraw the technician's verification authority. A copy of this revocation with backup documentation shall be forwarded to the regional AF division manager for review. When notified of an authority revocation, the regional AF division manager shall advise all other regions/sectors of the revocation.

(6) Examination Results and Verification Information.

(a) A copy of all examination results and verification actions shall be sent to:

1 Sponsor

2 Technician

3 Technician's company

4 Regional AF division office

5 Sector files

(b) The regional AF sector/division shall be responsible for maintaining the official verification records.

NOTE: The examination action (see step b.(2) above) in no way relieves the region from getting the most current data from the region/sector concerned.

(7) Development of Verification Examinations. When an equipment type has been approved for non-Federal use, ASM-100 should take action to have suitable verification examinations developed as soon as possible.

(8) Grading. Theory of operations examinations shall be graded exclusively by the Examination Control Center, AAC-941B, at the Mike Monroney Aeronautical Center.

(9) Storage. Storage of written examinations shall be limited to AAC-941B. Under no circumstances shall theory-of-operations examinations be in

the custody of non-AF personnel. A supply of performance examinations may be maintained in each region. Copies of these performance examinations are to be made available to sponsors so their verification candidates may use them for study purposes.

c. Training for Non-Federal Personnel. The FAA Academy maintains elaborate correspondence, resident, and CBI training programs for FAA personnel. However, these courses may be made available to non-Federal personnel on a reimbursable cost basis. Also, associated training manuals may be purchased. Persons desiring to obtain FAA training courses or manuals may contact the appropriate personnel at the address listed below:

Federal Aviation Administration
Mike Monroney Aeronautical Center, AAC-911A
P.O. Box 25082
Oklahoma City, Oklahoma 73125

d. Maintenance of Non-Federal Facilities by FAA Technicians. FAA policy allows an FAA electronics technician to maintain a non-Federal facility during off-duty hours provided the facility is not within the jurisdiction or responsibility of his/her employing element. To clarify, the "employing element" which has been defined as the lowest unit, such as the sector field office, should not have inspection or other responsibilities over the equipment in question. The FAA technician must clearly understand that all FAA duties, including callback, shall take precedence over contracted services provided to a non-Federal facility. The contract between the FAA technician and the non-Federal sponsor must state the priority of response as indicated above.

e. Federal Communications Commission Licensing. The owner of a non-Federal navigational aid operating in accordance with FAR Part 171 or operating as a VFR facility must meet current FCC licensing requirements. In general, these requirements are as follows:

(1) Station License. The owner must obtain and display the FCC license. This license indicates the location of the station and the authorized frequency and power. The frequency authorization is made by the FCC after recommendation by ASM-500.

(2) Radio Operator License.

(a) All technicians that maintain non-Federal facilities are required to have an FCC general radio telephone operator license. This license is issued based on an examination administered by the FCC and is issued for life.

(b) FAA technicians, acting in their capacity as an FAA inspector or as an FAA technician providing authorized assistance to a non-Federal operator, do not require an FCC license. However, FAA technicians working during their off-duty hours as a maintenance technician for non-Federal facility owners must have a valid FCC license.

(3) Outdated or Incorrect License.

(a) Station License. If an FAA inspector finds that a station license is no longer current or is incorrect, the following actions shall be taken:

1 The FAA inspector shall notify the sponsor immediately and assist, as necessary, him/her in filing for a new or correct license. The sponsor shall be assigned an action item to obtain an FCC station license with a requirement to notify the appropriate FAA office within 30 days. The FCC will not issue a license until a proper application is submitted.

2 The FAA inspector shall notify the regional frequency management office.

3 The regional frequency management office will notify ASM-500 after validating the frequency, power, and site location.

4 ASM-500 will notify the FCC of FAA's recommendation to expedite the process.

5 The FAA inspector should include a record in his/her inspection report regarding the dates and times of action from subparagraphs 1 and 2 above.

6 Since the frequency assignments are recommended by the FAA, a non-Federal facility will not be shut down DUE TO THE EXPIRATION OF THE FCC STATION LICENSE unless directed by the regional frequency management office or ASM-500. This will only occur when FAA no longer recommends the current operating frequency to the FCC.

(b) Unlicensed Maintenance Technicians. During the initial inspection, the FAA inspector must validate that all maintenance technicians have a proper FCC license. Only after verifying the FCC license shall FAA conduct concept and performance examinations as appropriate for the situation and facility.

f. FAA ground inspector's responsibilities include, but are not limited to, the following:

(1) Review facility records and previous inspection reports.

(2) Ensure that the non-Federal facility has the following records:

(a) FAA Form 6030-1.

(b) FAA Form 6000-8, Technical Performance Record (or FAA-approved equivalent).

(c) Facility reference data file (FRDF) forms or equivalent FAA commissioning data forms.

(d) FAA orders and changes for facility equipment types.

(3) Verify that the non-Federal technician has verification authority and a current FCC license.

(4) Ensure that a signed MOA and OMM are onsite.

(5) Report on the ability of the non-Federal technician to maintain the subject facility.

(6) Review the facility FCC license for currency.

(7) Evaluate the facility test equipment for its calibration, physical condition, and adequacy for the purposes actually used.

(8) Inspect the monitoring system and ensure that FAA policy is being followed.

(9) Determine during the technical inspection that the equipment is operating within published standards and tolerances.

(10) Ensure that proper coordination with AT facilities on the issuance of a NOTAM is being adhered to.

(11) Provide advice and guidance to the facility technician on accomplishing the facility documentation and maintenance.

(12) Make no adjustment to the equipment unless asked to assist by the responsible facility technician.

(13) Ensure that a facility condition entry is made in the facility log by the technician prior to departing the site.

(14) Ensure that all key performance parameters have been evaluated. Key performance parameters are identified in FAA maintenance orders.

(15) Complete and submit the inspection forms to the regional AF division/sector office.

(16) Bring to the attention of the regional AF division/sector office any problems noted in the proficiency of the facility maintenance technician to perform the required documentation and maintenance.

(17) Provide an exit briefing to the sponsor and his/her technician in person if possible. If not, it can be accomplished by telephone.

g. It is the sponsor's responsibility to ensure that the non-Federal technician's responsibilities include, but are not limited to:

(1) Having a current FCC general class radio telephone operation license.

(2) Keeping current and adequate records; i.e., FAA Form 6030-1, FAA Form 6000-8 (or FAA approved equivalent), and the FRDF (or FAA-approved equivalent) as required by FAR Part 171 and the OMM.

(3) Keeping employer and the FAA informed of any problems associated with the facility or facilities.

(4) Maintaining contact with the FAA sector and regional offices for any technical assistance required.

(5) Sending in copies of logs and technical performance records (TPR) to the sector office when terminated. Logs shall be terminated monthly or that interval of the shortest maintenance activity, if greater than monthly. The TPR's must be sent to the sector or regional AF division on a semi-annual basis.

h. Non-Federal Technician's Relationship to Sponsor, FAA, and Parent Company. A non-Federal sponsor may obtain maintenance in-house by contracting with an individual or by contracting with a company specializing in furnishing maintenance services. It must be understood at all times that the sponsor is responsible to ensure that facility maintenance and verification are carried out in accordance with this order. Technician competency is ensured by the verification process outlined in paragraph 55b. If the technician does not carry out the functions correctly, the sponsor is responsible for seeing that he/she does so. FAA has the responsibility during recurring ground inspection to ensure that the technician is maintaining the system in an acceptable manner and, if not, reporting to the sponsor for necessary action. If these actions warrant, the FAA is responsible for canceling the technician's verification authority and for issuing a NOTAM placing the facility out of service if appropriate. This action is allowable because the agreement is with the sponsor (see appendix 7) not the technician or parent company. This means that, although the FAA is to be in full cooperation with the technicians and parent companies, ANY FORMAL PROCEDURES, POLICY, STANDARDS, OR CHANGES IN THESE OR ANY OTHER AREAS ARE TO BE HANDLED THROUGH THE SPONSOR OF THE NON-FEDERAL NAVIGATIONAL AID FACILITY.

NOTE: If the sponsor desires that the FAA formally interface with a company or an individual, the sponsor will be required to present a copy of the power of attorney authorizing this action to the FAA for review. If the FAA concurs, they will deal with the named company or individual.

56. VERIFICATION OF FACILITIES AND EQUIPMENT. All non-Federal facilities must be ground and flight inspected, if appropriate, by the FAA.

a. Frequency of Flight Inspection. Flight inspection shall be made in accordance with OA P 8200.1.

b. Frequency of Ground Inspections. Ground inspections shall be made in accordance with this order at the frequencies listed in appendix 9. Forms to be used for ground inspections are shown as figures in appendix 2.

c. Maintenance/Verification Parameters. The maintenance and verification parameters that will be used for non-Federal facilities will be identified in the facility OMM. The parameters to be used will be in concurrence with the ICAO, the FAA, or the manufacturer's standards. For the most part, FAA standards and tolerances will be used as previously outlined.

d. Verification. Verification is the written assurance that the facility is providing the required or advertised service to the user. The maintenance technician will determine whether a facility should continue in use or be removed from service.

(1) A prescribed verification statement shall be entered in the facility maintenance log when returning a facility to service following interruption or repair if a verifiable parameter was affected. Also, the statement shall be entered on a routine basis, not to exceed the maximum interval, as specified by the FAA. Where FAA criteria do not exist, the maintenance technical manual will be used.

(2) Only those persons having verification authority from the appropriate sector manager or region may verify facilities. No other persons shall be permitted to adjust or perform work on the facility. No person shall be permitted to make entries in the facility maintenance log without written permission from the appropriate sector manager or regional AF division.

(3) Verification applies to personnel maintaining non-Federal facilities, the same as the term "certification" in FAA maintenance technical orders and FAA documents applies to FAA personnel.

(4) Examples of the prescribed verification statements to be used in the facility maintenance log are as follows:

(a) DME verified

(b) ILS verified

(c) VOR verified

(5) Verification authority is defined in Order 3400.3.

e. Monitoring Requirements. It is FAA policy that a remote monitoring system be provided for all electronic navigational facilities used in support of instrument flight procedures. Suitable monitoring equipment shall be provided at an appropriate location.

(1) Upon receipt of an alarm indication, the person responsible for monitoring the facility shall notify the AT facility listed in the OMM and the sponsor, or the sponsor's representative, so that a NOTAM and restoration action

can take place. If it is determined by the non-Federal technician that the remote status indicator or transmission medium, such as telephone lines, are at fault and that the facility is operating normally, he/she shall issue a NOTAM reporting the facility as unmonitored. In this event the facility will convert from category 1 to category 2 as outlined under subparagraph (2) below.

(2) Any time the systems are not monitored on a continuous basis, the air traffic control facility shall be notified and a NOTAM shall be issued to the effect that the navigational aid is out of service or unmonitored under the provision of subparagraph (1). This shall not be construed as a release from responsibility for continuous monitoring, but rather as a procedure for public notification upon a system failure. The monitoring categories and utilization of the categories are as follows:

(a) Category 1. Internal monitoring with a status indicator installed at a manned control point. Facilities can be used for instrument flight procedures without limitation. In the absence of a manned control point, the facility reverts to temporary category 3.

(b) Category 2. Internal monitoring with an inoperative status indicator at a control point, but pilot reports indicate that the facility is operating normally. This is a temporary condition and is not considered in procedures development. These facilities are taken out of service by issuing a NOTAM when two pilot reports indicate facility malfunction.

(c) Category 3. Internal monitoring only. If a status indicator is not installed at a control point or if a non-fail-safe condition exists, facilities may be used in accordance with the following limitations:

1 Alternate minima shall not be authorized if the facility provides a final approach course guidance, or is required for procedure entry, or is used to define the final approach fix, or is used to provide missed approach guidance.

2 Alternate minima shall be no lower than the circling minima required without the step-down fix when a facility is used to designate a step-down fix.

3 Dogleg airways or routes shall not be predicated on these facilities.

4 Navigational fixes developed from crossing radials of category 3 facilities shall not be used to break a minimum en route altitude to a higher minimum en route altitude.

(d) Category 4. This category is applicable only to nondirectional beacons. Internal monitoring is not installed, but a remote status indicator is provided at a control point. Failure of the status

indicator will render the facility and the approach procedure unusable during the outage. Facilities may be used in accordance with the following limitations:

1 Alternate minima may be authorized when the remote status indicator is located in an FAA traffic facility and then only during periods when the control point is attended.

2 If the control point is other than an FAA facility, a written agreement shall exist whereby an air traffic facility is notified of indicated changes in facility status.

f. Shutdown (Reporting of Outages) and NOTAM Procedures.

(1) The sponsor or maintenance technician shall shut down the facility when an out-of-tolerance condition exists or upon receiving reports concerning irregular operation or malfunctions of the facility from pilots, monitor stations, or other persons. The facility shall not be published as operating normally if any reasonable doubt of normalcy exists.

(2) Routine maintenance shutdown, equipment failure, and deviations from normal operation of a facility requires coordination with the appropriate ATC facility and the issuance of a NOTAM by contacting the flight service station (FSS). The FSS must also be notified when the facility has been returned to service and normal operation has resumed.

(3) When the facility is to be shut down for routine maintenance, the appropriate ATC facility shall be notified at least 8 hours prior to taking the facility off the air. This advance notification will state the specific time for the interruption to occur, and the facility will not be shut down until that specific time. Maintenance should be performed only when the following conditions exist:

(a) Visibility at least 3 miles.

(b) Ceiling at least 1,000 feet.

(c) Weather is forecast to remain VFR for the duration of the shutdown.

(4) The identification signals must be turned off during any period that the facility is not available for normal use when a NOTAM is issued for a shutdown, or other causes which may affect the accuracy or reliability of the facility.

g. National Airspace Performance Reporting System (NAPRS). Reserved.

h. Record Keeping.

(1) Facility Maintenance Log. FAA Form 6030-1 (called Facility Maintenance Log, Form 406C, in FAR Part 171), is a permanent record of all the

activities required to maintain the facility. The entries must include all malfunctions encountered in maintaining the facility, including information on the kind of work and adjustments made, equipment failures, causes (if determined), and corrective action taken. In addition, the entries must include completion of periodic maintenance required to maintain the facility and NOTAM information. The original white pages of the maintenance logs shall be retained at the facility. The yellow log pages, or a copy, shall be sent to the appropriate AF sector office for review within 10 working days after the next facility visit after the end of the quarter.

(2) Facility Equipment Performance and Adjustment Data.

(a) The following forms, or FAA-approved equivalent forms, shall be filled out by the owner(s) representative at the time of facility commissioning:

1 FAA Form 6030-14, Facility Reference Data File Index/List Sheet.

2 FAA Form 6030-15, Facility General Reference Data Record.

3 FAA Form 6030-16, Technical Reference Data Records Cover/Transmittal Sheet.

4 FAA Form 6030-17, Technical Reference Data Record.

(b) One copy must be kept in the permanent records of the facility, and one copy must be sent to the appropriate FAA/AF office. The sponsor or the sponsor's representative must revise the data after any major repair, modernization, or retuning to reflect an accurate record of facility operation and adjustment. In the event the data is revised, the sponsor or the sponsor's representative must notify the appropriate FAA office of such revisions and forward copies of the revisions to the appropriate FAA offices within 10 working days.

(3) Technical Performance Record, FAA Form 6000-8. This form (called Radio Equipment Operation Records, Form 418, in FAR Part 171) contains a record of system parameters recorded in each scheduled visit to the facility. The sponsor or the sponsor's representatives must keep the original of each record at the facility and send a copy of the form to the appropriate FAA sector or regional office on a semiannual basis.

APPENDIX 1. DEFINITIONS

1. Certificated Airport. A certificated airport is an airport that holds an operating certificate issued by the FAA in accordance with FAR Part 139.

2. Control Point. A control point is an FAA or a non-Federal facility where remote non-Federal equipment is terminated, controlled, used, or monitored. When non-Federal equipment is approved by the FAA for installation or termination at an FAA facility, all costs for the installation and/or termination, as well as ongoing operational costs (leased communications lines, etc.), shall be borne by the sponsor.

3. Instrument Flight Rules. These are rules that govern arrival, departure, and en route navigation under instrument flight conditions. An IFR procedure may be for public or private use, for a company, or for individual interest. Public-use procedures are published in the Federal Register, while private-use procedures are usually charted by commercial charting companies and are not available to the public. See FAR Part 91, the Airman's Information Manual (AIM), and the latest edition of Order 8260.3, United States Standard for Terminal Instrument Procedures (TERPS).

4. Non-Federal Facility. A non-Federal facility is a facility owned by a State or local government, U.S. possession or territory, or private interest. Such a facility may be maintained by the owner or by the FAA under a reimbursable agreement. These facilities may be funded by the owner through a Federal airport grant or other sources. A facility leased and operated by the FAA and maintained by the lessor shall be considered a non-Federal facility. Leased facilities could include any of the facilities listed in appendix 9.

(a) Automated weather reporting systems, AWOS, and ASOS are used to collect, display, and disseminate various meteorological information pertinent to aviation. These systems provide real-time data on local airport weather conditions to be normally broadcast over VOR's, NDB's, or discrete frequencies. The AWOS and ASOS shall be ground and flight inspected under the terms of this order.

(b) Approach lighting facilities include high intensity approach lighting systems (ALSF-1, ALSF-2), medium intensity approach lighting systems with or without sequenced flashers (MALS), medium intensity approach lighting systems with runway alignment indicator lights (MALSR), omnidirectional approach lighting system (ODALS), VASI, PAPI, and REIL. The ALSF-1, ALSF-2, MALS, MALSR, and ODALS may be used in support of IFR approach procedures. The REIL, PAPI, and VASI are generally used to support VFR's. Approach lighting facilities are not regulated by FAR Part 171. However, if such facilities are located on a certificated airport, they must be maintained in an operable condition in accordance with FAR Part 139 and be inspected annually by regional AS division personnel. In addition, if facilities are installed using funds obtained under a Federal airport grant program, they must meet all grant conditions, equipment, and installation standards published in the appropriate advisory circular. All lighting aids associated with IFR procedures shall be ground and flight inspected by regional/sector AF personnel under the terms of this order.

APPENDIX 1. DEFINITIONS (CONTINUED)

(c) Communication facilities include ATCT, RTR, RCO, remote center air/ground communications facility (RCAG), remote communications facility (RCF), and others. These facilities may support either IFR or VFR and shall be inspected in accordance with this order if they are used by an air traffic controller who is certified by the FAA.

(d) Non-Federal IFR electronic navigational facilities may be used as a reporting point for en route procedures or they may have an IFR approach procedure of some type (public or private or both) based on their use. They consist of facilities such as VOR, ILS, NDB, and others. For the most part, these facilities are regulated by FAR Part 171; however, there are other facilities not covered by FAR Part 171 that will fall under this definition. The authority to regulate any facilities available for the use of civil aircraft resides with the FAA Administrator as stated in section 606 of the Federal Aviation Act of 1958. A complete list of facilities now covered is shown in appendix 9.

(e) The VFR electronic navigational aid facilities may include any of the facilities listed in appendix 9, section I, but do not support an IFR procedure of any type. These facilities do not require ground or flight inspection. The FCC regulates and licenses all non-Federal facilities that transmit electromagnetic waves and obtains frequency assignments and location identifiers from the FAA.

5. Other Facilities. Facilities not in the NAS, such as those located in the former trust territories for which the FAA, by agreement, having a maintenance responsibility, reimbursable or otherwise, shall be treated as equivalent to FAA-owned facilities and shall be maintained in accordance with FAA policy and procedures.

6. Public-Use IFR Requirement. A public-use IFR requirement is considered to exist when the airport is open for unrestricted use by the aviation public and IFR approach procedures will be utilized.

7. Visual Flight Rules. These are rules that govern the procedures for conducting flight under visual meteorological conditions. (See FAR Part 91 and AIM.)

APPENDIX 2. FORMS

The forms listed below are available through normal distribution channels. Unit of issue is pad.

FORM NUMBER	TITLE	NSN
FAA Form 6700-1	ALS Ground Inspection Form	0052-00-906-6000
FAA Form 6700-2	ATCT Ground Inspection Form	0052-00-906-7000
FAA Form 6700-3	AWOS Ground Inspection Form	0052-00-906-8000
FAA Form 6700-4	DME Ground Inspection Form	0052-00-906-9000
FAA Form 6700-5	GS Ground Inspection Form	0052-00-907-0000
FAA Form 6700-6	LOC/SDF/LOA Ground Inspection Form	0052-00-907-1000
FAA Form 6700-7	Marker Ground Inspection Form	0052-00-907-2000
FAA Form 6700-8	NDB Ground Inspection Form	0052-00-907-3000
FAA Form 6700-9	RCO/RCAG/RTR Ground Inspection Form	0052-00-907-4000
FAA Form 6700-10	RVR Ground Inspection Form	0052-00-907-5000
FAA Form 6700-11	VOR Ground Inspection Form	0052-00-907-6000

APPENDIX 2. FORMS (CONTINUED)

FIGURE 1. ALS GROUND INSPECTION FORM

ALS GROUND INSPECTION FORM

IDENT	TYPE	CITY	STATE

GENERAL (If Radio Controlled)

FCC LICENSE

Expiration Date	Call	Frequency	Power	Watts

DOCUMENTATION	YES	NO
Maintenance and Operation Manual	☐	☐
198 Data at Site	☐	☐
Facility Log, FAA Form 6030-1 Satisfactorily Maintained	☐	☐
FAA Technical Performance Form 6000-8 Entries Complete	☐	☐
Service Interruptions Properly Coordinated	☐	☐

EQUIPMENT PARAMETERS

TRANSMITTER

Output Power:	Watts Forward	VSWR	

Carrier Frequency	Transmitter Deivation	Transmitter Tuning Satisfactory
MHZ	HZ	☐ Satisfactory ☐ Unsatisfactory

RECEIVER

Receiver Sensitivity	AVC Control	Channel Frequency
uV	DB	MHZ

SYSTEM

Check System Operation	☐ Sat. ☐ Unsat.		Light Alignment	☐ Sat. ☐ Unsat.
Light Illumination	Alt	Number Out	Remote Monitor Satisfactory	☐ Sat. ☐ Unsat.

Remarks

Non-Federal Technician	Date	FAA Inspector	Date

FAA Form 6700-1 (3-91)

APPENDIX 2. FORMS (CONTINUED)

FIGURE 2. ATCT GROUND INSPECTION FORM

ATCT GROUND INSPECTION FORM

IDENT	CITY	STATE
ATCT		

GENERAL

FCC License Expiration Date	Call Sign	Assigned Frequency	Power Output
1.		MHZ	WATTS
2.		MHZ	WATTS
3.		MHZ	WATTS
4.		MHZ	WATTS
5.		MHZ	WATTS
6.		MHZ	WATTS
7.		MHZ	WATTS

DOCUMENTATION	YES	NO
Maintenance and Operation Manual	☐	☐
198 Data at Site	☐	☐
Facility Log, FAA Form 6030-1 Satisfactorily Maintained	☐	☐
Service Interruptions Properly Coordinated	☐	☐

TRANSMITTER EQUIPMENT PARAMETERS				RECEIVER EQUIPMENT PARAMETER				
Power Output (Watts)	VSWR	Modulation (Percent)	Frequency (MHZ)	Sensitivity Noise Figure (uV)	Squelch Threshold (uV)	AVC Action (uV)	Local OSC Freq (MHZ)	Audio Quality
1.	:1			1.				
2.	:1			2.				
3.	:1			3.				
4.	:1			4.				
5.	:1			5.				
6.	:1			6.				
7.	:1			7.				

FAA TECHNICAL PERFORMANCE FORM 6000-8 (Entries Complete)

1	2	3	4	5.	6	7

Remarks

Non-Federal Technician	Date	FAA Inspector	Date

FAA Form 6700-2 (2 91)

APPENDIX 2. FORMS (CONTINUED)

FIGURE 2. ATCT GROUND INSPECTION FORM (CONTINUED)

ATCT GROUND INSPECTION FORM CONTINUED

MISCELLANEOUS CHECKS

Altimeter/Wind Indicators

1. Altimeter	☐ Satisfactory ☐ Unsatisfactory	2. Altimeter	☐ Satisfactory ☐ Unsatisfactory	3. Wind	☐ Satisfactory ☐ Unsatisfactory

Recorder Checks (If Applicable)

1.	2.	3.	4.	5.	6.	7.

VFSS Checks (If Applicable)

1.	2	3.	4	5	6	7

Remarks:

Non-FAA Inspector	Date	Non-Federal Technician	Date

FAA Form 6700-2 (2-91)

APPENDIX 2. FORMS (CONTINUED)

FIGURE 3. AWOS GROUIND INSPECTION FORM

AWOS GROUND INSPECTION FORM

IDENT	CITY	STATE
AWOS		

GENERAL

FCC LICENSE

Expiration Date	Call	Frequency	Power	Modulation %

DOCUMENTATION	YES	NO
Maintenance and Operation Manual	☐	☐
198 Data at Site	☐	☐
Facility Log, FAA Form 6030-1 Satisfactorily Maintained	☐	☐
FAA Technical Performance Form 6000-8 Entries Complete	☐	☐
Service Interruptions Properly Coordinated	☐	☐

EQUIPMENT PARAMETERS

Altimiter Readings ➔	#1	#2
Temperature	Dew Point	Density Altitude
Wind Speed Indication	Wind Direction Indication	Ceiling
Visibility	Cyclometric Reading	Standard Barometric Pressure Reading
AWOS Equipment Annually Calibrated	Remove Wind Sensor Input-Check for Missing Statement	Remove Temperature Sensor Input-Check for Missing Statement
Accuracy of Transmitted Message	Telephone Audio Quality	

Remarks

Non-Federal Technician	Date	FAA Inspector	Date

FAA Form 6700-3 (2 91)

APPENDIX 2. FORMS (CONTINUED)

FIGURE 4. DME GROUND INSPECTION FORM

DME GROUND INSPECTION FORM

IDENT DME	CITY	STATE

GENERAL

FCC LICENSE

Expiration Date	Call	Frequency	Power	

DOCUMENTATION	YES	NO
Maintenance and Operation Manual	☐	☐
198 Data at Site	☐	☐
Facility Log, FAA Form 6030-1 Satisfactorily Maintained	☐	☐
FAA Technical Performance Form 6000-8 Entries Complete	☐	☐
Service Interruptions Properly Coordinated	☐	☐

EQUIPMENT PARAMETERS

Beacon Power Output WATTS	Beacon Frequency MHZ		Beacon Pulse Spacing uS	
Beacon Pulse Width uS	Beacon Reply Delay uS		Beacon Receiver Sensitivity DBM	
Beacon Receiver Selectivity	+150 KHZ DBM	-150 KHZ DBM	+900 KHZ DBM	-900 KHZ DBM
Beacon Receiver Decoder Tolerance	Increased Spacing uS		Decreased Spacing uS	
Beacon Squitter Pulse Count PPS	Beacon Ident Pulse Count PPS			
Monitor Peak Power Alarm Watts	Monitor Ident Alarm Loss SEC		Monitor Ident Alarm Continuous SEC	
Monitor Receiver Sensitivity Alarm DBM	Monitor Reply Delay Alarm Increase uS		Monitor Reply Delay Alarm Decrease uS	
Monitor Pulse Spacing Alarm Increase uS	Monitor Pulse Spacing Alarm Decrease uS		Monitor Squitter Alarm PPS	

REMOTE MONITOR

Location	Hours Monitored	Remote Alarm ☐ Satisfactory ☐ Unsatisfactory

Remarks

Non-Federal Technician	Date	FAA Inspector	Date

FAA Form 6700-4 (2-91)

APPENDIX 2. FORMS (CONTINUED)

FIGURE 5. GS GROUND INSPECTION FORM

GS GROUND INSPECTION FORM

IDENT	CITY	STATE
GS		

GENERAL

FCC LICENSE

Expiration Date	Call	Frequency	Power	

DOCUMENTATION	YES	NO
Maintenance and Operation Manual	☐	☐
198 Data at Site	☐	☐
Facility Log, FAA Form 6030-1 Satisfactorily Maintained	☐	☐
FAA Technical Performance Form 6000-8 Entries Complete	☐	☐
Service Interruptions Properly Coordinated	☐	☐

EQUIPMENT PARAMETERS

Carrier Frequency MHZ	Carrier Power Forward Watts	Carrier Power Reverse Watts
Sideband Power Forward Watts	Sideband Power Reverse Watts	
150 HZ Modulation %	90 HZ Modulation %	Modulation Balance DDM
Path Width — Commissioned DEG	Path Width — Last Flight Check DEG	

MONITOR PARAMETERS

Radiated Power Alarm Watts	Monitor Path Shift Alarms 90 HZ DDM	Monitor Path Shift Alarms 150 HZ DDM

Path Width Alarms — Wide		Path Width Alarms — Narrow	
Wide DDM	Sideband Power MW	Narrow DDM	Sideband Power MW

Modulation Percent Alarm %	Monitor Alarm and Shutdown Time Sec	Recycling (If Applicable) ☐ Satisfactory ☐ Unsatisfactory

REMOTE MONITOR

Location	Hours Monitored	Remote Alarm ☐ Satisfactory ☐ Unsatisfactory

Remarks

Non-Federal Technician	Date	FAA Inspector	Date

FAA Form 6760-5 (2-91)

APPENDIX 2. FORMS (CONTINUED)

FIGURE 6. LOC/SDF/LOA GROUND INSPECTION FORM

LOC/SDF/LOA GROUND INSPECTION FORM

IDENT LOC	CITY	STATE

GENERAL

FCC LICENSE

Expiration Date	Call	Frequency	Power	

DOCUMENTATION	YES	NO
Maintenance and Operation Manual	☐	☐
198 Data at Site	☐	☐
Facility Log, FAA Form 6030-1 Satisfactorily Maintained	☐	☐
FAA Technical Performance Form 6000-8 Entries Complete	☐	☐
Service Interruptions Properly Coordinated	☐	☐

EQUIPMENT PARAMETERS

Carrier Frequency MHZ	Carrier Power Forward Watts	Carrier Power Reverse Watts
Sideband Power Forward Watts	Sideband Power Reverse Watts	

150 HZ Modulation %	90 HZ Modulation %	Modulation Balance DDM	Ident Modulation %

Course Width — Commissioned DEG	Course Width — Last Flight Check DEG	

MONITOR PARAMETERS

Radiated Power Alarm Watts	Monitor Course Shift Alarms Clockwise DDM	Monitor Course Shift Alarms Counterclockwise DDM

Course Width Alarms — Wide		Course Width Alarms — Narrow	
Wide DDM	Sideband Power MW	Narrow DDM	Sideband Power MW

Modulation Percent Alarm %	Failure of Ident Alarm %	Monitor Alarm and Shutdown Time Sec

Recycling (If Applicable) ☐ Satisfactory ☐ Unsatisfactory	Ground Check ☐ Satisfactory ☐ Unsatisfactory	

REMOTE MONITOR

Location	Hours Monitored	Remote Alarm ☐ Satisfactory ☐ Unsatisfactory

Remarks

Non-Federal Technician	Date	FAA Inspector	Date

FAA Form 6700-8 (2-91)

APPENDIX 2. FORMS (CONTINUED)

FIGURE 7. MARKER GROUND INSPECTION FORM

MARKER GROUND INSPECTION FORM

IDENT	CITY	STATE
MARKER		

GENERAL

FCC LICENSE

Expiration Date	Call	Frequency	Power	

DOCUMENTATION	YES	NO
Maintenance and Operation Manual	☐	☐
198 Data at Site	☐	☐
Facility Log, FAA Form 6030-1 Satisfactorily Maintained	☐	☐
FAA Technical Performance Form 6000-8 Entries Complete	☐	☐
Service Interruptions Properly Coordinated	☐	☐

EQUIPMENT PARAMETERS

Output Power ➡	Forward Watts	Reverse Watts	
Carrier Frequency HZ	Identification Frequency HZ	Modulation %	Audio Quality
Transmitter Tuning ☐ Satisfactory ☐ Unsatisfactory	Unregulated Voltage (If Applicable) VDC	Regulated Voltage (If Applicable) VDC	

INTERNAL MONITOR SHUTDOWN

Power Reduction Watts	Loss of Modulation SEC	

REMOTE MONITOR

Location	Hours Monitored	Remote Alarm ☐ Satisfactory ☐ Unsatisfactory

Remarks

Non-Federal Technician	Date	FAA Inspector	Date

FAA Form 6700-7

APPENDIX 2. FORMS (CONTINUED)

FIGURE 8. NDB GROUND INSPECTION FORM

NDB GROUND INSPECTION FORM

IDENT	CITY	STATE
NDB		

GENERAL

FCC LICENSE

Expiration Date	Call	Frequency	Power	Watts

DOCUMENTATION	YES	NO
Maintenance and Operation Manual	☐	☐
198 Data at Site	☐	☐
Facility Log, FAA Form 6030-1 Satisfactorily Maintained	☐	☐
FAA Technical Performance Form 6000-8 Entries Complete	☐	☐
Service Interruptions Properly Coordinated	☐	☐

EQUIPMENT PARAMETERS

Output Power		Antenna Current	
Watts Forward	Watts Reverse	Unmodulated	Modulated
Watts	Watts	A	A
Carrier Frequency HZ	Identification OSC Frequency HZ	Identification Frequency HZ	Modulation Percent %
Audio Quality	Transmitter Tuning ☐ Satisfactory ☐ Unsatisfactory	Unregulated Voltage VDC	

INTERNAL MONITOR SHUTDOWN

Power Reduction	Antenna Current	Loss of Ident	Continuous Ident
Watts	A	SEC	SEC

REMOTE MONITOR

Location	Hours Monitored	Remote Alarm
		☐ Satisfactory ☐ Unsatisfactory

Remarks

Non-Federal Technician	Date	FAA Inspector	Date

FAA Form 6700-8 (2-91)

APPENDIX 2. FORMS (CONTINUED)

FIGURE 9. RCO/RCAG/RTR GROUND INSPECTION FORM

RCO/RCAG/RTR GROUND INSPECTION FORM

IDENT	TYPE	CITY	STATE

GENERAL

FCC License Expiration Date	Call Sign	Assigned Frequency	Power Output
1.		MHZ	WATTS
2.		MHZ	WATTS
3.		MHZ	WATTS
4.		MHZ	WATTS
5.		MHZ	WATTS
6.		MHZ	WATTS
7.		MHZ	WATTS

DOCUMENTATION	YES	NO
Maintenance and Operation Manual	☐	☐
198 Data at Site	☐	☐
Facility Log, FAA Form 6030-1 Satisfactorily Maintained	☐	☐
FAA Technical Performance Form 6000-8 Entries Complete	☐	☐
Service Interruptions Properly Coordinated	☐	☐

TRANSMITTER EQUIPMENT PARAMETERS				RECEIVER EQUIPMENT PARAMETER				
Power Output (Watts)	VSWR	Modulation (Percent)	Frequency (MHZ)	Sensitivity Noise Figure (uV)	Squelch Threshold (uV)	AFC Action (uV)	Local OSC Freq (MHZ)	Audio Quality
1.	:1							
2.	:1							
3.	:1							
4.	:1							
5.	:1							
6.	:1							
7.	:1							

FAA TECHNICAL PERFORMANCE FORM 6000-8 (Entries Complete)

1	2	3	4	5	6	7

Remarks

☐ Continued on Reverse

Non-Federal Technician	Date	FAA Inspector	Date

FAA Form 6700-9 (7-9)

APPENDIX 2. FORMS (CONTINUED)

FIGURE 10. RVR GROUND INSPECTION FORM

RVR GROUND INSPECTION FORM

IDENT	CITY	STATE
RVR		

DOCUMENTATION	YES	NO
Maintenance and Operation Manual	☐	☐
198 Data at Site	☐	☐
Facility Log, FAA Form 6030-1 Satisfactorily Maintained	☐	☐
FAA Technical Performance Form 6560-1 Entries Complete	☐	☐
Service Interruptions Properly Coordinated	☐	☐

EQUIPMENT PARAMETERS
Electrical Zero
Full Scale Calibration
Background Check (If Applicable)
90% Scale Calibration
Verify RVR Reading (If Applicable)
Check Projector
Check Receiver
Atmospheric Calibration Satisfactory
Graphic Recorder Operation
RVV Meter Zero
RVR Correlation to Transmittivity
Projector and Receiver Alignment

Remarks

Non-Federal Technician	Date	FAA Inspector	Date

FAA Form 6700-10

APPENDIX 2. FORMS (CONTINUED)

FIGURE 11. VOR GROUND INSPECTION FORM

VOR GROUND INSPECTION FORM

IDENT VOR CITY STATE

GENERAL

FCC LICENSE

Expiration Date	Call	Frequency	Power	

DOCUMENTATION	YES	NO
Maintenance and Operation Manual	☐	☐
198 Data at Site	☐	☐
Facility Log, FAA Form 6030-1 Satisfactorily Maintained	☐	☐
FAA Technical Performance Form 6000-8 Entries Complete	☐	☐
Service Interruptions Properly Coordinated	☐	☐

EQUIPMENT PARAMETERS

Carrier Frequency	RF Output Power Forward	RF Output Power Reverse
MHZ	Watts	Watts

SB#1 Power Forward	SB#1 Power Reverse	SB#2 Power Forward	SB#2 Power Forward
Watts	Watts	Watts	Watts

Ident Frequency	Reference Modulation	Variable Modulation	Ident Modulation
HZ	%	%	%

FM Modulation	FM Frequency	Phasing	Shutdown After Alarm
☐ Satisfactory ☐ Unsatisfactory	HZ	☐ Satisfactory ☐ Unsatisfactory	SEC

MONITOR PARAMETERS

Reference Level Alarm	Variable Level Alarm
%	%

FM Deviation Level	Course Rotation Alarm		Ground Check
	+	-	☐ Satisfactory ☐ Unsatisfactory

REMOTE MONITOR

Location	Hours Monitored	Remote Alarm
		☐ Satisfactory ☐ Unsatisfactory

Remarks

Non-Federal Technician	Date	FAA Inspector	Date

FAA Form 6700-11 (1-91)

APPENDIX 3. RELATED ADVISORY CIRCULARS, ORDERS, REGULATIONS, AND LAWS

NOTE: All orders are to be the latest edition.

1. Advisory Circular 150/5220-16, Automated Weather Observing System (AWOS) for Non-Federal Application. This circular contains the FAA standards for non-Federal automated weather observing system.

2. Advisory Circular 150/5300-13, Airport Design. This circular contains information regarding electronic and visual navigational aids and ATC facility siting and clearance requirements that influence the physical layout of airports.

3. Advisory Circular 150/5345-1, Approved Airport Lighting Equipment. This circular provides a list of airport equipment and its manufacturers which are approved for funding under a Federal airport grant program.

4. Advisory Circular 170-9, Criteria for Acceptance of Ownership and Servicing of Civil Aviation Interest(s) Navigational and Air Traffic Control Systems and Equipment. This circular contains a revised FAA policy under which the FAA accepts conditional ownership of equipment and systems from civil aviation interests without the use of Federal funds and operates, maintains, and provides the logistic support of such equipment.

5. Advisory Circular 170-11, Amendment of Federal Aviation Regulations Part 171 (FAR-171)--Cost of Flight and Ground Inspections. This circular pertains to the payment of ground and flight inspection charges prior to the issuance of an approved IFR procedure.

6. Order 2500.8, Operations vs. F&E Funding. This order describes purchases and work which could conceivably be funded under either the operations or the F&E appropriation and provides guidance for uniformly determining which appropriation shall be used to finance expenditures of various types.

7. Order 2500.35, Reimbursable Agreements Covering Service and Materiel Provided by FAA. This order establishes policy and procedures for reimbursable agreements covering service and materiel provided by the FAA to other Federal and non-Federal parties.

8. Order 3400.3, Airway Facilities Maintenance Personnel Certification Program. This order prescribes the procedures, delegates authority, and assigns responsibility for administration of that portion of the program that ensures the technical competency of personnel who are assigned responsibility for certifying or verifying the performance of the equipment.

9. Order 4402.55, FAA Procurement Manual - Real Property. This order establishes, in the FAA directives system, Part 2-55 of the FAA Procurement Manual which covers all aspects of the acquisition of real property or interest therein.

10. Order 4420.3, Land Acquisition. This order contains procedures for acquiring land by various methods.

APPENDIX 3. RELATED ADVISORY CIRCULARS, ORDERS, REGULATIONS, AND LAWS (CONTINUED)

11. Order 4560.1, Policies and Procedures Covering the Provisioning Process During the Acquisition of FAA Materiel. This order prescribes policies and procedures applicable to the provisioning process that shall be followed during the acquisition of FAA materiel for which the FAA Logistics Center has supply support responsibilities. This order applies to FAA's assumption of ownership of non-Federal navigational aids and ATC facilities.

12. Order 4650.21, Management and Control of In-Use Personal Property. This order provides standards and related requirements applicable to the accountability and physical control of all in-use personal property of the FAA.

13. Order 4660.1, Real Property Handbook. This order provides for all agency policies and procedures relating to logistics operations in real property areas.

14. Order 4800.2, Utilization and Disposal of Excess and Surplus Personal Property. This order establishes procedures for utilization and disposal of excess and surplus personal property.

15. Order 5100.38, Airport Improvement Program (AIP) Handbook. This order prescribes criteria for use in determining eligibility for electronic navigational aids, approach lights, etc., for Federal assistance under AIP.

16. Order 6000.15, General Maintenance Handbook for Airway Facilities. This order revises and consolidates the general administration management standards and procedures for the operational maintenance program.

17. Order 6030.45, Facility Reference Data File. This order describes various facility reference data requirements. It also establishes requirements and provides for guidelines for formal acceptance inspections of new or improved facilities to ensure that such facilities meet national and regional standards for construction, operation, and maintenance.

18. Order 6040.6, Airway Facilities Technical Inspection Program. This order describes the requirements of the AF technical inspection program.

19. Order 6040.15, National Airspace Performance Reporting System. This order sets forth requirements and procedures for reporting interruptions and services in the NAS.

20. Order 6050.32, Spectrum Management Regulations and Procedures Manual. This order presents spectrum engineering guidance, criteria, and policies necessary to manage the radio spectrum to support the NAS.

21. Order 6200.4, Test Equipment Management Handbook. This order describes test equipment program requirements including calibration.

APPENDIX 3. RELATED ADVISORY CIRCULARS, ORDERS, REGULATIONS, AND LAWS (CONTINUED)

22. Order 6700.17, Rehabilitation Criteria - Navigational Aids Facilities Acquired from Non-Federal or Other Federal Services. This order provides general criteria and guidance for rehabilitation and modification of FAA-owned navigational facilities and ATC services.

23. Order 6940.1, Access Roads to FAA-Owned and -Operated Facilities. This order sets forth the requirement for establishing access roads to FAA-owned and -operated facilities.

24. Order 7010.1, Air Traffic Evaluation Procedures. This order provides procedures for evaluating AT facilities.

25. Order 7031.2, Airway Planning Standard Number One - Terminal Air Navigation Facilities and Air Traffic Control Services. This order contains the policy and criteria used in establishing the eligibility of terminal locations for terminal air navigation facilities and ATC services.

26. Order 7031.3, Airway Planning Standard Number Two - Air Route Traffic Control. This order contains the policy and criteria used in establishing en route facilities and air traffic services.

27. Order 7031.20, Scheduling of Changes to Components of the National Airspace System. This order provides policy for the scheduling of effective dates for commissioning, decommissioning, and other changes to components of the NAS when information concerning them is published or charted.

28. Order 7400.2, Procedures for Handling Airspace Matters. This order prescribes policy, criteria, and procedures in rulemaking and non-rulemaking actions associated with airspace allocation and utilization, obstruction evaluation, obstruction marking and lighting, airport airspace analysis, and the establishment of air navigational aids.

29. Order 8020.11, Aircraft Accidents and Incidents - Notification, Investigation, and Reporting. This order prescribes FAA procedures and responsibilities for aircraft accident and incident notification, investigation, and reporting.

30. Order OA P 8200.1, United States Standard Flight Inspection Manual. This interagency manual prescribes standardized procedures for flight inspection of air navigation facilities.

31. Order 8260.3, United States Standard for Terminal Instrument Procedures (TERPS). This order contains criteria to be used to formulate, review, approve, and publish procedures for instrument approach and departure of aircraft to and from civil and military airports.

32. Order 8260.19, Flight Procedures and Airspace. This order defines responsibilities, establishes criteria, and provides standards to ensure effective and orderly processing of all types of procedures actions.

APPENDIX 3. RELATED ADVISORY CIRCULARS, ORDERS, REGULATIONS, AND LAWS (CONTINUED)

33. Federal Aviation Act of 1958. Sections 101, 303, 307, 308, and 606, among others, concern administration of the non-Federal facility program.

34. Federal Aviation Regulations Part 77. This part, among other things, establishes standards for determining obstructions to navigable airspace, sets forth the requirements for notice to the Administrator of certain proposed construction or alteration, and provides for aeronautical studies of obstructions to air navigation to determine their effect on the safe, efficient use of airspace.

35. Federal Aviation Regulations Part 91. This part, with specified exclusion, describes rules governing the operation of aircraft within the United States.

36. Federal Aviation Regulations Part 121. This part contains certification and operations for domestic, flag, and supplemental air carriers and commercial operators of large aircraft.

37. Federal Aviation Regulations Part 135. This part contains requirements for air taxi operators and commercial operators.

38. Federal Aviation Regulations Part 139. This part contains requirements for certification and operation of airports serving any scheduled or unscheduled passenger operation of an air carrier with an aircraft that has a seating capacity of more than 30 passengers.

39. Federal Aviation Regulations Part 151. This part prescribes the policies and procedures for administering the airport aid program for airport development and planning grant projects under the Airport and Airway Development Act to be used in conjunction with Public Law 100-223, Airport and Airway Safety and Capacity Act of 1987.

40. Federal Aviation Regulations Part 152. This part prescribes policies and procedures for administering the airport aid program for airport development and planning grant projects under the Airport and Airway Development Act to be used with Public Law 100-223.

41. Federal Aviation Regulations Part 169. This part describes the requirements for issuing a written recommendation and certification that a proposed project is reasonably necessary for use in air commerce or in the interest of national defense.

42. Federal Aviation Regulations Part 171. This part sets forth the minimum requirements for the installation, operation, and maintenance of non-Federal facilities that are to be involved in the approval of IFR and ATC procedures related to those facilities.

APPENDIX 3. RELATED ADVISORY CIRCULARS, ORDERS, REGULATIONS, AND LAWS (CONTINUED)

43. International Civil Aviation Organization Annex 10. This annex covers international standards and recommended practices for aeronautical telecommunications.

44. Public Law 100-223, Airport and Airway Safety and Capacity Expansion Act of 1987. This law amends the Airport and Airway Improvement Act of 1982 and the Federal Aviation Act of 1958.

45. Public Law 101-516, Department of Transportation and Related Agencies Appropriations Act of 1990. Section 324 of this law covers the transfer of grant-funded ILS's and associated equipment to the FAA by sponsors. The section is as follows:

"Notwithstanding any other provision of law, airports may transfer, without consideration, to the Federal Aviation Administration instrument landing systems (along with associated approach lighting equipment and runway visual range equipment), the purchase of which was assisted by a Federal airport aid program, airport development aid program, or airport improvement program grant. The Federal Aviation Administration shall accept such equipment and it shall thereafter be operated and maintained by the Federal Aviation Administration in accordance with agency criteria."

APPENDIX 4. LIST OF FAA APPROVED EQUIPMENT FOR NON-FEDERAL USE

1. FAR Part 171 approved:

   a. Wilcox Electric
   2001 N.E. 46th St.
   Kansas City, MO 64116

      (1) Mark I (single frequency) Category I

      (2) Mark II (two-frequency GS and LOC) Category II

      (3) Mark III (two-frequency GS and LOC) Category III

      (4) Mark X (two-frequency GS and LOC) Category I

   b. Aviation Systems, Inc.
   11300 W. 89th St.
   Overland Park, KS 66214

      1100 Series ILS equipment (two-frequency GS/single frequency LOC) Category I

2. Equipment meeting FAA specifications:

   Wilcox Electric
   2001 N.E. 46th St.
   Kansas City, MO 64116

   a. Mark IF (single frequency) Category I

   b. Mark IF (two-frequency GS and LOC) Category II/III

NOTE: Information concerning approved equipment is available from ANN-1 at FTS 267-6600 or commercial 202-267-6600.

APPENDIX 5. LIST OF FAA RECOMMENDED EQUIPMENT CURRENTLY AVAILABLE FOR NON-FEDERAL USE

1. Equipment Meeting FAR Part 171.

   a. Wilcox Electric
   2001 N.E. 46th St.
   Kansas City, MO 64116

   (1) Mark I (single frequency GS and LOC) Category I

   (2) Mark II (two frequency GS and LOC) Category II

   (3) Mark III (two frequency GS and LOC) Category III

   (4) Mark 10 (single frequency GS and LOC) Category I

   b. Aviation Systems, Inc.
   11300 W. 89th St.
   Overland Park, KS 66214

   (1) ASI 1100 Series ILS equipment (two frequency GS/single frequency LOC) Category I

   (2) ASI 1100 (single frequency GS/single frequency LOC) Category I

   c. JTP Radiation, Inc.
   810 North 2200 West
   Salt Lake City, UT 84116

   SEL 4000 (two frequency GS and LOC) Category I

2. Equipment Meeting FAA Specification

   Wilcox Electric
   2001 N.E. 46th St.
   Kansas City, MO 64116

   a. Mark IF (single frequency GS and LOC) Category I

   b. Mark IF (two frequency GS and LOC) Category I

   c. Mark II (two frequency GS and LOC) Category II

   d. Mark II (single frequency GS and LOC) Category II

   e. Category III (two frequency GS and LOC)

NOTE: Information concerning approved equipment is available from ANN-1 at FTS 267-6600 or Commercial 202-267-6600.

APPENDIX 6. APPLICATION FOR A NON-FEDERAL FACILITY

1. GENERAL. The following steps are to be followed when making application to the FAA for establishment of non-Federally owned navigational aids.

a. Complete FAA Form 7460-1, Notice of Proposed Construction or Alteration. Retain the yellow work copy for your files and mail the remainder of the forms to the appropriate regional non-Federal coordinator.

b. Along with the above, send five copies of the most recent airport layout plan (engineering drawing) with the FAA Form 7460-1 (reference paragraph a above). The plan should depict the distance from the runway centerline(s) and threshold(s) to the location of the proposed facility. The airport layout plan (engineering drawing) should show, as a minimum, the complete runway and taxiway configuration, apron areas, hangars, and administration building. It must also show runway lengths, widths, elevations at runway ends, runway coordinates, and runway numbers. The coordinates of the navigational aid must also be shown. All coordinates must be relative to the North American Datum 1927. In addition, the information requested in paragraph 2 must be provided in order to develop instrument approach procedures (IAP) and to conduct flight inspections.

c. If you desire VFR only authorization, no further action is required on your part at this time.

d. If you desire an SIAP, submit your justification in accordance with the following qualification requirements:

(1) For airports not presently served by any procedure:

(a) The airport must be open for unrestricted use by the aviation public.

(b) Commercial telephone or other suitable means for filing and closing flight plans must be available.

(c) The SIAP must be used by:

1 A certificated air carrier, air taxi, or commercial operator (please state the certificate number and where based); or,

2 At least two aircraft operators whose aviation activities are DIRECTLY related to the commerce of the community (state the company name, addresses, kinds of business, types of aircraft used, and where based).

(2) The airport landing surface must be adequate to accommodate the types of aircraft that can reasonably be expected to use the instrument procedure.

(3) The airport owner/operator must be aware of the instrument approach proposal and must concur with the establishment of 700 feet above ground-level-controlled airspace for approximately 5 miles around the airport. (A statement shall be submitted.)

APPENDIX 6. APPLICATION FOR A NON-FEDERAL FACILITY (CONTINUED)

(4) Planned hours of operation.

(5) Availability of air-to-ground communications including hours of operation. Local UNICOM are required as a means of transmitting local altimeter readings to arriving aircraft.

(6) Availability of weather reporting service including local barometric readings. Please state the hours of service availability. A copy of Advisory Circular 91-14D, Altimeter Setting Sources, is enclosed.

(7) Identify the location of the 24-hour monitoring point.

(8) Whether the proposed facility will have internal monitoring (automatic shutdown upon reduction of output power or loss of location identifier).

(9) A statement by the sponsor that he/she is familiar with the requirements of FAR Part 171 and will abide by these requirements.

(10) FAR Part 77's imaginary surfaces will change when the visual utility runway is designated as a non-precision or precision instrument runway. Within reason, all obstructions that penetrate the primary, approach, and transitional surfaces should be removed. If removal of an obstruction is not feasible, it will be clearly defined by lighting and/or marking. However, the airport sponsor/owner obligated by a Federal grant agreement must, insofar as it is within his/her power and reasonably possible, have those objects that are obstructions to air navigation, as determined by the criteria contained in FAR Part 77, Subpart C, removed. Negligence in accomplishing necessary obstruction clearing could affect compliance obligations with existing or future Federal grant agreements.

(11) In the event the airport in question is not open to the public, a "special" or private IAP for a specific user(s) can be developed. However, under this arrangement, the airport owner must reimburse the FAA for all expenses incurred with both the initial and recurring flight inspections, ground inspections, and with the development and maintenance of the associated instrument flight procedures.

e. The FAA will perform a feasibility study (including Flight Standards, Air Traffic, and Airports District Office review) to determine if an IAP is feasible. If the results of the study are favorable and the IAP is requested, the normal time required to develop and publish it can be up to 18 months.

f. Before action can be taken to publish the instrument procedures, the following conditions must be met:

(1) The facility must have a satisfactory ground inspection, with an FAA representative in attendance, meeting all FAA requirements.

(2) A verified technician must be available to maintain the facility.

APPENDIX 6. APPLICATION FOR A NON-FEDERAL FACILITY (CONTINUED)

g. At this time, the FAA will assist in the preparation of the required OMM.

h. After the initial ground inspection of the facility has been completed as outlined in paragraph 1f, a flight inspection will be requested. Upon completion of the flight inspection and submission of the signed MOA from the sponsor, action will be initiated to publish the procedure. Normally, the publication cycle is 56 days, but it could take longer if all the information is not available. When a firm publication date has been established, an appropriate NOTAM will be issued commissioning the facility.

2. NAVIGATIONAL FACILITY AND RELATED AIRPORT DATA REQUIREMENTS

a. IFR Procedure Data. The sponsor/owner who requests that an IFR procedure be based on non-Federal navigation facilities that he/she owns shall provide the FAA with all of the required coordinates, distances, and elevations. Please note that this data must be CERTIFIED by a LICENSED surveyor. All NAVAID airport positioning coordinates must be determined in accordance with the North American Datum 1927 for the contiguous United States and Alaskan areas.

b. Airport Information. Provide five copies of a civil engineering airport layout plan or engineering drawing, scale: 1 inch to 200 feet preferably, showing the following elements:

(1) Type of approach requested (NDB, VOR, ILS, MLS, etc.)

(a) Approach _____

(b) Runway _____

(2) Airport identifier _____

(3) Official airport name _____

(4) City and state _____

(5) Name of sponsor/owner

_____

(6) Airport manager's telephone number, including area code

_____

(7) Airport Reference Point (ARP). This is the official airport location and should be depicted on the airport layout plan. Advisory Circular 150/5300-13, Airport Design, explains the correct method for determining the ARP. However, when only one runway is involved, the exact halfway point and middle of the runway should be used as the ARP. The format

APPENDIX 6. APPLICATION FOR A NON-FEDERAL FACILITY (CONTINUED)

for the ARP should be in degrees, minutes, and seconds (to the nearest one-tenth of a second) latitude/longitude, with a horizontal geodetic accuracy of plus or minus 10 feet.

(8) Airport elevation (highest point of any airport landing surface) in mean sea level (MSL): _____

(9) Airport hours of operation; indicate in local time:

Monday-Friday _____

Weekends, Holidays _____

(10) Airport Altimeter Source. Indicate whether altimeter source is available full-time (FT), 24 hours, from the same source on the airport or part-time (PT) on or off the airport.

Source _____ (FT/PT) Hours _____

Source _____ (FT/PT) Hours _____

Source _____ (FT/PT) Hours _____

NOTE: Attach letter of agreement with local fixed base operator (FBO) observer if applicable. If the airport is located within designated mountainous terrain, a local altimeter source must be available.

(11) Airport weather information source:

_____

(12) Control tower _____(Y/N)

Full or part time _____(FT/PT)

If part time, hours of operation _____

If non-Federal, name of operator:

_____

Tower location _____

Rotating beacon location, if different:

_____

APPENDIX 6. APPLICATION FOR A NON-FEDERAL FACILITY (CONTINUED)

(13) Availability of other communication facilities:

List frequencies _____

Direct FSS line _____ (Y/N)

Public telephone _____ (Y/N)

(14) Commercial operators on the airport, such as air carrier or air taxi; list name(s) and certificate number(s):

_____

_____

(15) Is this a public-use airport? _____ (Y/N)

(16) Approximate number of aircraft operations per year: _____

(17) For the purpose of computing instrument approach circling minima, what is the highest category of aircraft expected to use this IAP?

Circle one: A / B / C / D / E.

(18) When off-airport NAVAID's are involved, the sponsor shall supply engineering drawings depicting facility position in addition to the airport layout plans. Off-airport NAVAID facility geodetic positioning accuracy is +/- 10 feet horizontal and +/- 100 feet vertically. Depict elevation values to the nearest foot MSL.

c. Runway Information. Provide the following information for each runway for which an IAP is to be designed. Data is required for both ends of the runway.

(1) Runway (R06, R24, R19L, etc.): _____

(2) Runway threshold coordinates at the runway centerline on the approach side of the runway threshold stripes, to the nearest one-hundredth of a second, within +/- 10 feet horizontal geodetic accuracy:

_____

(3) Runway threshold mean sea level referenced elevation to the nearest one-tenth of a foot:

_____

(4) Runway stop end coordinates as in item subparagraph (2) above:

_____

APPENDIX 6. APPLICATION FOR A NON-FEDERAL FACILITY (CONTINUED)

(5) Runway stop end elevation as in subparagraph (3) above:

_____

(6) Runway width and effective landing length in feet:

_____

(7) Runway true north computed bearing to nearest one-tenth of a degree:

_____

(8) Runway profiles, including elevation of runway ends and displaced thresholds, high and low points, grade changes, and gradients.

(9) Highest elevation within first 3,000 feet of each runway landing surface (MSL) with vertical accuracy of one foot, but computed and submitted to the nearest one-tenth of a foot:

_____

(10) Runway surface type and condition:

_____

(11) Runway markings (non-precision, precision, or standard) and condition of the markings:

_____

d. Runway Lighting. Information about runways and ALS's is essential for proper visibility reduction credits. Show lighting systems on airport layout plans or engineering drawings.

(1) Lights radio controlled..... (Y/N)_____

List: _____

_____

(2) Frequency for radio activation: _____

(3) Runway identifier: _____

(4) Runway light type: _____

(low intensity runway lights (LIRL), medium intensity runway lights (MIRL), etc.) _____

Standard/Non-Standard _____

APPENDIX 6. APPLICATION FOR A NON-FEDERAL FACILITY (CONTINUED)

(5) Runway approach light type: _____

(None, MALSR, MALS, etc.) _____

Standard/non-standard _____

Length of approach light system in feet: _____

VASI/PAPI/pulsating light approach slope indicator (PLASI)

_____

Standard/non-standard _____

Touchdown zone lights..... ____(Y/N)

Standard/non-standard _____

Lead-in lights..... ____(Y/N)

Standard/non-Standard _____

RVR..... ____(Y/N)

Taxiway lights..... ____(Y/N)

Standard/non-standard _____

Centerline lights..... ____(Y/N)

Standard/non-standard _____

Displaced threshold marked and lighted..... ____(Y/N)

e. NAVAID Facility Information:

(1) Facility type (ILS, MLS, NDB, etc.) _____

(2) Facility coordinates to the nearest one-hundredth of a second, horizontal geodetic accuracy of +/- 10 feet, vertical geodetic accuracy of +/- 1 foot, for multiple component systems such as ILS, MLS, etc., list coordinates for each component.

_____

_____

APPENDIX 6. APPLICATION FOR A NON-FEDERAL FACILITY (CONTINUED)

(3) Facility elevation, MSL, accurate to the nearest one-tenth of a foot at the CENTER of antenna arrays for all facilities shall be determined at the BASE of the antenna. Elevation values should be entered on the airport layout plan at all NAVAID component sites.

_____

_____

(4) Monitor category, circle one: (1, 2, 3, 4).

(5) Monitor location (FBO, control tower, fire station, etc.)

_____

(6) Location of helicopter landing area if applicable:

_____

f. Additional Information for ILS, SDF, MLS, Localizer-Type Directional Aid (LDA), or LOC Approaches. This additional information is necessary only if your request is for an ILS, SDF, MLS, LDA, or LOC approach procedure. All required distances should be accurate to the nearest one-tenth of a foot.

(1) Localizer Data:

ILS category, circle one: Cat I, Cat II, Cat III.

Proposed or actual localizer course _____ True

LOC antenna distance from STOP END of runway

_____

LOC distance/direction from runway centerline

_____

LOC offset _____

LOC width at threshold _____

LOC course width _____

LOC backcourse, circle one: (Y / N)

LOC antenna type: (Traveling-Wave, etc.) _____

APPENDIX 6. APPLICATION FOR A NON-FEDERAL FACILITY (CONTINUED)

(2) Marker Data:

Outer marker distance from runway threshold: _____ ft

Middle marker distance from runway threshold: _____ ft

Inner marker distance from runway threshold: _____ ft

(3) GS Data:

ILS category, circle one: Cat I, Cat II, Cat III

GS angle: (normally 3.00 degrees) _____

GS distance perpendicular to runway centerline:

(a) Distance: _____ (b) Direction: _____

GS distance from runway threshold: _____

GS threshold crossing height: (50 to 60 feet)

Threshold crossing height _____

Runway elevation abeam GS MSL: _____

GS antenna height: AGL _____ MSL _____

GS type (capture effect, etc.):

_____

Latitude/Longitude of all facilities involved:

Lat _____ Long _____

Lat _____ Long _____

Lat _____ Long _____

(4) Missed Approach Information: The following information is requested for possible missed approach course and various holding locations. This information is requested so that the procedures specialist will have some insight into various air traffic situations that may be present at certain locations. It is suggested that a primary location and a secondary location be included with a suggested navigational aid for each. This information will be beneficial to the designer of the procedure; however, all aspects of the procedure must be taken into account along with these suggestions.

APPENDIX 6. APPLICATION FOR A NON-FEDERAL FACILITY (CONTINUED)

Holding NAVAID (CYN VORTAC, etc.): _____

Turning direction, circle one: Right / Left.

Secondary holding NAVAID (CSN VORTAC, etc.):

_____

Suggested turn direction after approach is missed, circle one:

Right / Left

Suggested inbound holding course (095 M., etc.):

_____

If fix is used, give facilities and radials that will makeup the fix:

FAC-1: _____ Radial-1: _____

FAC-2: _____ Radial-2: _____

NOTE: All information requested about the missed approach procedure will be taken into consideration when designing the full procedure. However, it must be understood that certain features such as terrain, buildings, towers, and other obstructions will ultimately dictate the safe and expeditious use of surrounding airspace for the procedure.

3. FINALIZATION OF APPLICATION.

a. If this SIAP request is from someone other than the airport owner, please include documents that indicate that the owner concurs with this request.

b. Your assistance in providing the above requested data and information will greatly assist those persons who must develop and implement your approach procedure.

Signature of Owner/Sponsor: _____

Title: _____

Date: _____

APPENDIX 7. SAMPLE MEMORANDUM OF AGREEMENT

MEMORANDUM OF AGREEMENT

BETWEEN THE

FEDERAL AVIATION ADMINISTRATION

AND

_____
(Owner/Sponsor)

In accordance with the requirements of the applicable provisions of FAR Part 171 and the enclosed Operations and Maintenance Manual (OMM)

dated _____, _____ having installed
(Owner/Sponsor/Operator)

the _____ _____ at
(Identifier) (Facility Type)

_____ hereby accepts the enclosed OMM
(Location/Airport)

as approved by the Federal Aviation Administration (FAA).

The undersigned agree to operate and maintain the above facility in accordance with all applicable FAA requirements, standards, and criteria governing such facility, including those requirements contained in the applicable provisions of FAR Part 171 and the enclosed OMM.

The FAA reserves the right to amend the OMM to reflect changes in FAA operating policies and procedures. Such amendments shall be effective 10 days following the mailing of the written notification to the owner or sponsor and the maintenance technician identified in the OMM.

At any time that the undersigned person(s) identified as the maintenance technician(s) in the OMM no longer performs the functions indicated, the FAA shall be notified within 10 working days.

The undersigned agree that noncompliance with the above requirements will be grounds for the cancellation of FAA-approved instrument flight rule procedures.

With regard to any liability which may arise from the use and/or the operation of this facility, each party expressly agrees that it shall be solely and exclusively liable for the negligence of its own agents or employees, in

APPENDIX 7. SAMPLE MEMORANDUM OF AGREEMENT (CONTINUED)

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 or employees.

Signature: _____ Date: _____
(Owner or Designated Representative)

Signature: _____ Date: _____
(FAA Contracting Officer)

Enclosure: Operations and Maintenance Manual

APPENDIX 8. SAMPLE OPERATIONS AND MAINTENANCE MANUAL

OPERATIONS AND MAINTENANCE MANUAL

FOR

_____
(FACILITY/IDENTIFIER)

_____
(FACILITY TYPE)

AT

_____
(LOCATION)

(This manual is prepared to fulfill the requirements of Federal Aviation Regulations Part 171 and Section 606 of the Federal Aviation Act of 1958. Facility equipment performance standards and tolerances for facility maintenance are incorporated herein as Attachment 1, Facility Equipment Performance Standards and Tolerances, to this manual.)

Operations and Maintenance Manual Approved:

_____ Date:_____
(Airway Facilities Division Manager or
his/her designee)

APPENDIX 8. SAMPLE OPERATIONS AND MAINTENANCE MANUAL (CONTINUED)

TABLE OF CONTENTS

		Page No.
Part I.	Operational Requirements	3
Part II.	Maintenance Requirements	6
Part III.	Aircraft Accident/Incident Procedure	9
Part IV.	Non-Federal Facility Data	19
Attachment 1.	Facility Equipment Performance Standards and Tolerances	21

APPENDIX 8. SAMPLE OPERATIONS AND MAINTENANCE MANUAL (CONTINUED)

Part I. OPERATIONAL REQUIREMENTS

The following requirements must be met to operate a facility in the National Airspace System (NAS). Failure to comply with these requirements will result in withdrawal of approval for use of the facility.

1. LICENSING.

a. Facility. The Federal Communications Commission (FCC) license is to be conspicuously posted at the facility. The normal period of the station license is 5 years, after which time it must be renewed. FCC Form 406 may be obtained from the FCC office. Each application must contain a statement indicating that the FAA has been notified and the date of notification. Renewal applications must be made at least 180 days prior to expiration. Copies of the application and the new license when received must be provided to the Airway Facilities (AF) sector office.

b. Maintenance Technician. The equipment shall be operated and maintained only by persons duly licensed by the FCC and approved by the FAA respectively.

(1) A general class radio telephone operator license satisfies the FCC requirement. A copy of this license must be provided to the FAA sector/regional office.

(2) FAA approval will be granted following the successful completion of both of the following:

(a) FAA or FAA-approved manufacturer's school or satisfactory completion of a concept examination to be administered by a representative of the FAA. It is to be understood that the satisfactory completion of the concept examination precludes the necessity of the resident training.

(b) A performance examination to be given by a representative of the FAA.

(3) A letter of technical verification will be provided by the FAA stating that these requirements have been met.

2. NOTICE TO AIRMEN. A Notice to Airmen (NOTAM) contains the establishment, condition, or change in any aeronautical facility, service, procedure, or hazard, the timely knowledge of which is essential to personnel concerned with flight operations. Deviation from normal operation or failure of this facility is to be promptly and accurately publicized by a NOTAM. The sponsor and the technician responsible for the equipment maintenance shall be notified immediately of reports concerning irregular operation of this facility by pilots or other persons detecting the irregularity. The sponsor or the authorized representative shall ensure that a NOTAM has been filed through the associated flight service station (FSS). The sponsor or the authorized representative shall also ensure notification of the applicable AF office by telephone during

APPENDIX 8. SAMPLE OPERATIONS AND MAINTENANCE MANUAL (CONTINUED)

normal office hours as listed in Part IV, Non-Federal Facility Data, to report any such failure or deviation exceeding or expected to exceed 24 hours.

3. MONITORING.

a. It is FAA policy that a remote monitoring system be provided for all electronics navigational facilities used in support of instrument flight procedures. Continuous monitoring requires that a responsible observer check the remote status indicator at least once each half hour. Suitable monitoring equipment shall be provided at an appropriate location to enable detection of any of the following conditions.

(1) A malfunction or failure of the transmitter equipment.

(2) A malfunction or failure of the monitor equipment itself.

b. Navigational facilities are classified in accordance with the manner in which they are monitored. No change of monitoring status of the navigational aids shall be effected without prior FAA approval. The monitoring categories are as listed below:

(1) Category 1. Internal monitoring with a status indicator installed at a manned control point. Facilities can be used for instrument flight procedures without limitation. In the absence of a manned control point, the facility reverts temporarily to category 3.

(2) Category 2. Internal monitoring with an inoperative status indicator at a control point, but pilot reports indicate that the facility is operating normally. This is a temporary condition and is not considered in procedures development. These facilities are taken out of service by issuing a NOTAM when two pilot reports indicate facility malfunction.

(3) Category 3. Internal monitoring only. A status indicator not installed at a control point or if a non-fail-safe condition exists. Facilities may be used in accordance with the following limitations:

(a) Alternate minima shall not be authorized if the facility provides a final approach course guidance, is required for procedure entry, is used to define the final approach fix, or is used to provide missed approach guidance.

(b) When the facility is used to designate a step-down fix, alternate minima shall be no lower than the circling minima required without the step-down fix.

(c) Dogleg airways or routes shall not be predicated on these facilities.

APPENDIX 8. SAMPLE OPERATIONS AND MAINTENANCE MANUAL (CONTINUED)

(d) Navigational fixes developed from crossing radials of category 3 facilities shall not be used to break a minimum en route altitude to a higher minimum en route altitude.

(4) Category 4. This category is applicable only to nondirectional beacons. Internal monitoring is not installed, but a remote status indicator is provided at a control point. Failure of the status indicator will render the facility and the approach procedure unusable during the outage. Facilities may be used in accordance with the following limitations:

(a) Alternate minima may be authorized when the remote status indicator is located in an FAA traffic facility and then only during periods that the control point is attended.

(b) If the control point is other than an FAA facility, a written agreement shall exist whereby an air traffic facility is notified of indicated changes in facility status.

c. To issue a NOTAM for an unmonitored facility, the following conditions must be met:

(1) The facility is equipped with a properly operating automatic shutdown feature.

(2) No reports of abnormal facility operation are received.

(3) Failure of the remote status indicator.

NOTE: If all of these conditions are not met, a NOTAM to place the facility out of service shall be issued.

4. Shutdown for Routine Maintenance. Maintenance should be performed only when the following conditions exist:

a. Interruption should be confined to visual flight rules (VFR) conditions, daylight hours, and periods of light traffic when possible.

b. The interruption of service shall be coordinated with the appropriate air traffic control (ATC) facility (FSS, airport traffic control tower (ATCT), etc.). Notification should be made so that the notice of shutdown or interruption will be published in advance of the proposed interruption. Facilities shall not be shut down without Air Traffic (AT) approval.

c. A NOTAM shall be in effect announcing the scheduled interruption and the facility will not be shutdown until that specified time has arrived. The advance notification of the interruption will state a specific period of time for the interruption to occur.

d. The facility identification signal shall be disabled while maintenance is being performed.

APPENDIX 8. SAMPLE OPERATIONS AND MAINTENANCE MANUAL (CONTINUED)

5. Pilot Report. The sponsor shall remove the facility from service immediately upon receipt of two successive pilot reports (PIREPS) of malfunctioning. The facility will remain out of service until the proper operation can be confirmed by the facility technician and/or flight inspection aircraft if necessary.

6. Required Support Items.

a. The sponsor shall provide FAA-approved test equipment needed for maintenance of the facility. Test equipment used to measure key performance parameters shall be calibrated at least annually. All test equipment calibration shall be accomplished with standards traceable to the National Institute of Standards and Technology.

b. There shall be a stock of spare parts sufficient to make possible prompt replacement of components which fail or deteriorate in service.

7. Emergencies.

a. Military. In a case of a national defense alert, the facility shall be shutdown in the shortest possible time after the alert is received from the air traffic facility and shall remain off the air until official notice is received that the alert is over.

b. Aircraft Accident. Part III of this manual provides guidance in case of an aircraft accident.

8. Adjustment of Equipment through Remote Maintenance Monitoring (RMM). Any non-Federal facility having RMM uplink adjustment capability shall have an associated printer which documents all maintenance activities. This printer shall make a record for the review of visiting FAA personnel of all logons and equipment adjustment which may be initiated from a remote terminal. Printouts will be maintained a minimum of 2 years before being discarded.

PART II. MAINTENANCE REQUIREMENTS

9. General.

a. The facility shall be maintained in accordance with the applicable subparts of FAR Part 171 and manufacturer's instruction books, maintenance technical handbooks, and/or other FAA-approved requirements. FAA standards and tolerances will be used. If they do not exist, then the manufacturer's handbook will be used.

NOTE: The maintenance schedules and requirements contained in these publications are to be considered the minimum level of maintenance in accordance with FAR Part 171 and this document.

APPENDIX 8. SAMPLE OPERATIONS AND MAINTENANCE MANUAL (CONTINUED)

b. The FAA shall be responsible for providing FAA forms and appropriate FAA publications required for maintenance of the facility. These forms will be made available by the FAA office having inspection responsibility at no charge.

c. If a verified maintenance technician is not assigned or if the maintenance schedules as set forth in FAA-approved maintenance procedures are not adhered to, the equipment shall be removed from service unless the sponsor or his/her designated representative has coordinated the exact circumstances with the FAA.

d. Facility reference data file (facility requirements performance and adjustment data forms, called Record of Meter Readings and Adjustments, Form FAA 198, in FAR Part 171) shall be completed by the owner or the owner's representative at the time of the facility commissioning. One copy must be kept in the permanent records of the facility and one copy must be sent to the appropriate FAA office. The sponsor or the sponsor's representative must revise the data after any major repair, modernization, or retuning to reflect an accurate record of facility operation and adjustment. In the event the data is revised, the owner or the owner's representative must notify the appropriate FAA office of such revisions and forward copies of the revisions to the appropriate FAA office within 10 working days.

e. Facility Maintenance Log, FAA Form 6030-1.

(1) This log (called Facility Maintenance Log, Form FAA 406c, in FAR Part 171) is a permanent record of all of the activities required to maintain the facility. Log entries shall be clear, complete, concise, and recorded in universal time code (UTC). The entries must include all malfunctions encountered in maintaining the facility, including information on the kind of work and adjustments made, equipment failures, causes (if determined), and corrective action taken. In addition, the entries must include statements describing periodic maintenance activities required to maintain the facility, facility verification statements, and NOTAM information. The original white pages of the maintenance logs shall be retained at the facility for a period of 3 years. A copy of the log pages shall be sent to the appropriate AF office for review within 10 working days after the next facility visit after the end of the month/quarter/semiannually as appropriate.

(2) Among the most important entries in the facility maintenance log are those indicating the verification status of a system, subsystem, or equipment. For the purpose of this OMM, the word "certification" used in FAA directives shall be synonymous with "verification." Verification statements shall be entered in the facility maintenance log (FAA Form 6030-1) in accordance with appropriate FAA directives and orders. A verification statement shall be made before returning a system, subsystem, or equipment to service after the system has been out of service due to hardware or software failure and whenever maintenance work that has been performed may have affected verification parameters.

APPENDIX 8. SAMPLE OPERATIONS AND MAINTENANCE MANUAL (CONTINUED)

f. Technical Performance Record, FAA Form 6000 Series (called Radio Equipment Operation Record, Form FAA 418, in FAR Part 171), contains a record of system parameters recorded during each scheduled visit to the facility. The sponsor or the sponsor's representative shall keep the original page of the technical performance record at the facility and send a copy to the appropriate FAA office for review within 10 working days after the next facility visit after the end of the quarter.

g. Improvement in maintenance procedures or equipment modifications shall be funded and incorporated by the sponsor following approval by the FAA. An addendum to the OMM, approved by the FAA, shall be completed if necessary.

h. The sponsor shall submit any proposed modifications to the facility to the FAA for approval and shall not permit any modifications to be performed without specific FAA approval.

i. Neither the equipment nor antenna will be replaced or relocated without prior FAA approval. No construction is to be planned in the vicinity that may alter or affect the facility without first coordinating with the FAA. Status monitor receivers shall not be removed or relocated without FAA approval.

j. Vegetation, snow depth, and other potential obstructions to accuracy of the facility operations shall be controlled in accordance with applicable FAA handbooks.

10. PHYSICAL SECURITY. The facility shall be kept locked at all times. Normal protection shall be provided to ensure that unauthorized personnel do not have access to the equipment.

11. FLIGHT INSPECTIONS. Flight inspections will be performed as stipulated in FAA Handbook OA P 8200.1, United States Standard Flight Inspection Manual. The sponsor shall provide ground-to-air communications on 135.85 or 135.95 megahertz for flight inspection when required. The maintenance technician shall participate in this inspection if required by the FAA. Those activities requiring flight inspection are outlined in the FAA maintenance technical handbooks and orders.

12. GROUND INSPECTIONS.

a. FAA ground inspection will be accomplished on a periodic basis. Prior notification of ground inspection will be given to the facility technician after coordination with the sponsor. Failure to meet the technical standards for equipment maintenance may be grounds for cancellation of the facility's instrument approach procedures.

b. The FAA may conduct a follow-up inspection when a facility may have been a factor in an aircraft accident/incident (see Part III).

APPENDIX 8. SAMPLE OPERATIONS AND MAINTENANCE MANUAL (CONTINUED)

13. SAFETY. Occupational Safety and Health Administration requirements should be followed to ensure personnel safety. Vegetation shall be controlled to allow access to the facility.

14. NAPRS DATA. (To be provided.)

PART III. AIRCRAFT ACCIDENT PROCEDURES

15. GENERAL. This part has been provided to help expedite the certification/verification of facilities in the event of an aircraft accident and to help ensure that all required actions are accomplished. It contains the following:

a. General information checklist.

b. Facility evaluation checklist (completed for each facility evaluated by the certifying/verifying technician).

NOTE: The non-Federal technician completes original checklists. The original accident checklists shall be retained in owner/sponsor office with a copy to the regional AF division, ATTN: AF Aircraft Accident Representative (AFAAR), through the appropriate FAA office.

Technician who completed the facility evaluation checklist:

_____

(Signature) (Date)

The non-Federal technician who completed the general information checklist and reviewed the facility evaluation checklist for completeness and accuracy:

_____

(Signature) (Date)

16. INFORMATION AND INSTRUCTIONS.

a. There are a series of steps to be performed following an aircraft accident. These steps need to be performed in a very precise manner so that a true and accurate status of a facility is documented. The latest edition of FAA Order 8020.11, Aircraft Accident Incident Notification, Investigation, and Reporting, is the controlling directive and will take precedence over other instructions where there are conflicts. In general, the steps to be performed are outlined below and will be performed in the following sequence:

(1) Initial determination of facility status.

(2) Notification of AF/AT of facility status.

APPENDIX 8. SAMPLE OPERATIONS AND MAINTENANCE MANUAL (CONTINUED)

(3) Technical evaluation of facility.

(4) Documentation of the condition of the facility.

(5) Notification to the AFAAR of "as-found" condition.

(6) Flight check if applicable.

b. When a facility has been identified as possibly being used by an aircraft involved in an accident, a technician will be notified by one of several different people such as systems engineer at the air route traffic control center (ARTCC), AT supervisor, or sector manager. If notification comes from anyone other than sector management, then the non-Federal technician should contact sector management for instructions. Generally, the sector manager will be the AFAAR and will provide the guidance to the non-Federal technicians as to who will do what and when.

17. INITIAL DETERMINATION OF FACILITY STATUS. This is important because it provides both AT and AF with information that is needed to make other decisions vital to public safety. Unless instructed to the contrary, a non-Federal technician should not do this step alone. Another person should accompany the non-Federal technician to ensure that there is no question in the future as to what took place at the facility. The non-Federal technician making the initial determination of the facility status must have current certification/ verification authority on the facility. The person accompanying the technician should be an FAA technician but, if necessary, can be someone else in order to save time. Log entries need to be made indicating the purpose of the visit and the results of the initial determination. The type of information to be obtained during an initial determination visit to a facility are only those items that can visually be learned to ascertain whether a facility was or was not operating normally immediately preceding or at the time of the accident. No adjustments or control functions are to be performed; only that information which can be learned by looking at equipment indicators, meters, etc., shall be used.

Note: Complete paragraphs 2a(1) through 2a(5) of the facility evaluation checklist.

18. NOTIFICATION TO AT/AF OF FACILITY STATUS. The information obtained on the facility status must be given to the AFAAR as soon as possible. A log entry stating who was given this information must be made at the facility.

NOTE: Complete paragraphs 2a(6) and 2b of the facility evaluation checklist.

19. TECHNICAL EVALUATION OF FACILITY. When a non-Federal technician has been notified by the AFAAR or AF field office manager that a complete technical evaluation of a facility is to take place, two people will be involved in the evaluation process. One person will be the non-Federal technician responsible

APPENDIX 8. SAMPLE OPERATIONS AND MAINTENANCE MANUAL (CONTINUED)

for performing the evaluation and is required to possess current certification/verification authority on the facility involved. The other person (FAA technician) will act as an observer and will normally possess current certification/verification authority. The requirement for an observer can only be waived by the AFAAR and if no waiver has been granted, the technical evaluation is NOT to take place. If the observer requirement has been waived, then the person doing the evaluation shall not be the last person who certified/verified the facility.

NOTE: Complete paragraphs 3 and 4 of the facility evaluation checklist.

20. DOCUMENTATION OF THE CONDITION OF THE FACILITY. This step is just as important as any other and needs to be done with attention to detail. This includes entries in technical performance records, facility maintenance logs, RMM screens, and ground check forms. The statements shown in the facility evaluation checklist have been established to provide a standard description that can be uniformly interpreted by everybody concerned with the accident. It is extremely important that all entries are accurate and complete.

21. NOTIFICATION TO THE AFAAR OF "AS-FOUND" CONDITION. This step needs to be completed as soon as possible so that decisions can be made regarding further actions, such as whether or not to call for a flight check.

APPENDIX 8. SAMPLE OPERATIONS AND MAINTENANCE MANUAL (CONTINUED)

GENERAL INFORMATION CHECKLIST

NOTE: The non-Federal technician completes original which is retained in owner/sponsor office and provides a copy to the regional AF division, ATTN: AFAAR, through the sector office.

1. Non-Federal_____/AT_____
(Name of first non-Federal person contacted by AT and name of AT person).

If not notified by AT, indicate who made the initial notification on the above line.

_____ time notified.
(All times in UTC.)

2. The non-Federal person in paragraph 1 shall contact the sector manager and his/her owner/sponsor and others as required by these instructions.

_____ time completed.

3. The sector manager or acting sector manager functioning as the AFAAR will determine with AT's help which facilities may have been or were used by the aircraft, also the aircraft number and type and location of crash, time of crash, and type of flight plan.

Facilities Identified by AFAAR:

Location ID	Facility	Location ID	Facility
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Aircraft Type: _____ Aircraft ID: _____ Date/Time of Accident: _____

Location of crash if known: _____

Aircraft on: ____IFR ____VFR ____No flight plan

APPENDIX 8. SAMPLE OPERATIONS AND MAINTENANCE MANUAL (CONTINUED)

FACILITY EVALUATION CHECKLIST

NOTE: Complete a separate checklist for each facility listed in the general information checklist.

Certifying/verifying non-Federal technician completes original which is retained in owner/sponsor office and provides a copy to regional AF division, ATTN: AFAAR, through the sector office.

1. If the facility is remotely monitored, contact AT or the facility responsible for monitoring and ask if there were any monitoring alarms or pilot reported problems.

a. Remote monitor alarms prior to accident? Yes____ No____ N/A____

b. Pilot reported facility malfunction of non-Federal equipment prior to accident? Yes____ No____ Unknown____

NOTE: Either AT control or RMM position or systems engineer at ARTCC's may provide this information.

2. The AFAAR normally will direct the owner/sponsor to designate his non-Federal technician and FAA observer to complete an initial determination of facility status. This may be done by the AFAAR if the owner/sponsor/technician cannot be contacted.

a. Initial determination of facility status. If the facility has no remote monitoring or RMM, it will be necessary to get two pilot reports to confirm proper operation or go to the facility. If you go to the facility, enter required data in the facility log upon arrival at the facility. An observer will normally be required; however, under certain conditions, the observer requirement may be waived by the AFAAR.

(1) Observer requirement waived by the AFAAR? Yes____ No____

(2) If yes, record name of technician last certifying/verifying the facility or equipment:

_____ _____
Facility Technician

(3) Log the following in the facility log; check off when completed:

(a) Arrival time at facility: _____

(b) Weather conditions at facility: _____

APPENDIX 8. SAMPLE OPERATIONS AND MAINTENANCE MANUAL (CONTINUED)

(c) Initial determination of facility operational status. Determine and log: _____

(d) Main or standby (#1 or #2) in service, commercial, or standby power in operation, monitor alarms, transfers, etc. _____

(e) AT facility/AFAAR notified of initial determination: _____

	Normal	Abnormal or Out of Service
b. Initial determination of facility:	_____	_____

_____
(Facility/time verification completed)

3. If instructed by the AFAAR, the certifying/verifying non-Federal technician shall proceed with the technical evaluation and measurement of the facility performance and make appropriate entries in the facility logs and technical performance records. The technical performance of facilities, systems, or equipment shall be determined by checking all certification/verification parameters required by the applicable technical maintenance orders. The certification or verification parameters are listed in the appendix of the maintenance directive for the facility being evaluated. Arrange for an observer with AFAAR or supervisor and measure all required parameters or observe at the RMM positions as applicable.

a. Observer requirement waived by the AFAAR? Yes____ No____

If yes, record below the name of the technician(s) who last certified/verified the facility/facilities:

Facility	Technician
_____	_____

NOTE: NO EQUIPMENT ADJUSTMENTS ARE TO BE MADE UNTIL THE "AS-FOUND" READINGS ARE RECORDED AND/OR AFTER THE FLIGHT CHECK (IF REQUIRED) IS ACCOMPLISHED.

Check Off

b. If a transfer has occurred since the last facility visit, take the following action:

(1) If a facility is remotely monitored, contact the monitoring point and ask if there have been any short duration alarms or facility transfers indicated. _____

APPENDIX 8. SAMPLE OPERATIONS AND MAINTENANCE MANUAL (CONTINUED)

(2) If no transfers or intermittent alarms have occurred within a period beginning 1 hour prior and ending 30 minutes after the accident, take the necessary action to certify/verify only equipment found in operation upon arrival. If there is any question about whether the standby equipment was in operation at the time of the accident, certify/verify it also. When in doubt, certify/verify. _____

(3) If unable to determine if there were any transfers of alarms within the times specified in subparagraph (2) above or if there has been a transfer within the timeframe described in subparagraph (2) above, proceed to certify/verify the equipment (main and standby). _____

c. If the facility is not operational upon arrival, proceed as follows:

(1) Note the status of the monitor and transfer unit if such a unit is installed. Record the facility status in the log. (Verify monitor indications at the remote monitoring facility if practical.) _____

(2) Dial or push the reset button; do not make any adjustments. _____

(3) If the facility returns to normal, make required meter readings and log entries, then notify the control point and the AFAAR.

(4) If the facility fails to restore to normal after resetting it, notify the AFAAR (sector manager) immediately for further instructions. _____

d. Facilities with published ground-check procedures shall have the ground-check performed. _____

4. Any certification/verification parameter out of tolerance? Yes ___ No ___

a. If no, proceed to checklist paragraph 5.

b. If yes, list the facility and the name of the verification parameter:

Facility	Verification Parameter
_____	_____
_____	_____
_____	_____

APPENDIX 8. SAMPLE OPERATIONS AND MAINTENANCE MANUAL (CONTINUED)

c. Take appropriate action to remove the facility from service and advise the AFAAR of the out-of-tolerance condition. Measure and record all key performance parameters.

d. Was any key performance parameter (listed in the maintenance handbook) determined to be "not germane" to the evaluation and thus not measured? Yes ____ No ____

NOTE: This must be coordinated with the AFAAR.

If yes, were details of the omission logged in the facility log? Yes ____ No ____

5. Is a flight check required? Yes ____ No ____

NOTE: Coordinate with AFAAR for this determination.

6. Specific Documentation of Data and Adjustments.

a. Meter readings shall be recorded accurately on the appropriate FAA Form 6000 series, Technical Performance Record(s), or on FAA Form 6030-1, Facility Maintenance Log(s). For RMM facilities, all required certification or verification screens shall be taken and a hard copy retained if remotely certified or verified. Each screen must be certified or verified. If the equipment involved is operational, a set of as-found readings or screens shall be recorded prior to any preventive or corrective maintenance. Normally, no such maintenance will be accomplished at a facility subject to flight check until after the flight check crew has determined the as-found condition of the facility. However, if weather or other circumstances cause the flight check to be unduly delayed and there is an urgent need to restore a failed facility to normal operation prior to flight inspection in order to make it available to other users, the decision to do so shall rest jointly with the regional AT, Flight Standards (FS), and AF division managers.

(1) This decision should be based upon the recommendations of the responsible AF sector manager and the AT facility manager. If a facility subject to flight check is restored to operation preceding the start of the flight check, a set of as-left readings or screens shall be recorded and so identified following any maintenance action(s). A statement that the system, subsystem, equipment, or facility is not certified/verified for user use shall be entered following the as-left statement on the facility maintenance log.

(2) If the system, subsystem, equipment, or facility cannot be restored or is considered unreliable (in the judgment of the non-Federal technician), the certification/verification will be removed.

APPENDIX 8. SAMPLE OPERATIONS AND MAINTENANCE MANUAL (CONTINUED)

(3) A statement shall be entered immediately below each set of readings or each screen identifying whether they are "as found" or "as left" following. . . (specify exactly what preventive or corrective action was taken). If no adjustments or other maintenance were accomplished, a single statement will suffice, followed by a certification or verification statement if the entries were made on facility maintenance log. The statement to be used on the technical performance record is shown below:

FAA FORM 6000 SERIES AND RMM SCREENS

"I certify/verify that the above is a true record of the

_____ meter readings
(Enter facility location identifier and facility type)

_____
(Enter "as found" or "as left" or "as found and left" or "screens" at the date and time indicated.)

Check Off

TECHNICIAN: _____ YES ____
(Signature)

_____
(Title)

OBSERVER: _____ YES ____
(Signature)

b. Facility maintenance log entries shall describe conditions as found in clear, concise language. A typical entry covering an instrument landing system (ILS) glide slope post-accident evaluation visit wherein no out-of-tolerance conditions were found might be as follows:

"08 1030 - The operation of the ILS glide slope on runway was checked at 0930 this date and found to be normal. Certification/verification performance parameters or screens were within established standards and tolerances and certified."

For RMM facilities, all facility maintenance log certification/verification entries shall be entered in the appropriate prime log.

APPENDIX 8. SAMPLE OPERATIONS AND MAINTENANCE MANUAL (CONTINUED)

c. Each log entry covering checks made as a result of an aircraft accident shall be certified/verified. The statements to be used for facility log entries are shown below:

FAA Form 6030-( ) Log

"I certify/verify that this is a true and complete statement of my findings with regard to the _____ for the date
(identify facility/equipment)
and time indicated."

NOTE: "Certify/verify" refers to the statement in paragraph 6c above, not facility certification/verification.

"The following corrective action(s) were accomplished (if applicable):"

_____

_____

"The following key performance parameters were not germane to this evaluation and are omitted (if applicable)."

_____

"The _____ is
(system, subsystem, equipment, or facility)
_____."
(certified/verified, out-of-service, unreliable, and certification/verification is removed in accordance with Order 6000.15).

		Check Off
TECHNICIAN:	_____ (signature)	YES ____
	_____ (title)	
OBSERVER:	_____ (signature)	YES ____
	_____ (title)	WAIVED ____
Ground Check Performed:		YES ____ NOT APPLICABLE ____

APPENDIX 8. SAMPLE OPERATIONS AND MAINTENANCE MANUAL (CONTINUED)

d. In the event that a facility flight inspection is to be performed as a result of an accident, non-Federal personnel shall record on the FAA Form 6000 series screens and the FAA Form 6030-1 as indicated above:

(1) Conditions "as found" before the flight check.

(2) Concise description of all adjustments or other maintenance performed subsequent to the accident and the reason therefore.

(3) Concise description of all adjustments made during the flight inspection.

(4) Conditions "as left" following the flight inspection.

PART IV. NON-FEDERAL FACILITY DATA

1. Facility.

a. Type _____

b. Identifier _____

c. Facility Name _____

d. Airport Name _____

e. Location (City & State) _____

f. Directions to Facility _____

g. Site Elevation (MSL) _____

h. Antenna Elevation (AGL) _____

i. Latitude _____

j. Longitude _____

k. Frequency _____

l. FCC Licensed Power _____ Modulation Class _____

m. License Number _____

n. License Expiration Date _____

APPENDIX 8. SAMPLE OPERATIONS AND MAINTENANCE MANUAL (CONTINUED)

2. Equipment.

a. Transmitter Manufacturer _____

b. Transmitter Model _____

c. Internal Monitor/Shutdown: Yes ____ No ____

d. External Monitor/Status: Yes ____ No ____

e. Receiver Manufacturer _____

f. Receiver Model _____

g. Transmitter Antenna Type/Model _____

h. Standby Power (Type) _____

3. Contacts.

a. Sponsor _____

b. Sponsor's Representative:

(1) Name/Title _____

(2) Telephone Work/Home _____

(3) Address _____

_____

c. Verified Maintenance Technician:

(1) Name _____

(2) Telephone Work/Home _____

(3) Address _____

_____

(4) FCC License Number _____

d. Person in charge of monitoring location:

(1) Name _____

(2) Telephone _____

APPENDIX 8. SAMPLE OPERATIONS AND MAINTENANCE MANUAL (CONTINUED)

(3) Location Address _____

_____

(4) Monitoring Hours _____

e. Federal Aviation Administration:

(1) Associated ARTCC/Telephone _____

(2) Associated AFSS/FSS Telephone _____

f. Submit required forms to appropriate Airway Facilities Office:

(1) Name _____

(2) Address _____

_____

g. FAA telephone number contacts for aircraft accidents:

(a) _____

(b) _____

(c) _____

ATTACHMENT 1. FACILITY EQUIPMENT PERFORMANCE STANDARDS AND TOLERANCES.

FACILITY TYPE: _____

(NOTE: List standards and tolerances for the concerned facility type. Insert Blue Pages or FAA Handbook.)

APPENDIX 9. NON-FEDERAL FACILITIES REQUIRING GROUND AND FLIGHT INSPECTION

SECTION 1. FACILITIES COVERED BY PART 171.

Facility Type	Frequency of Ground Inspection
VOR	Semiannually
ILS	Semiannually
ILS (Category II, III including engine generators)	Quarterly
DME, Tube-type	Semiannually
DME, Solid-state	Semiannually
NDB	Annually
SDF	Semiannually
ISMLS	Semiannually
MLS	Semiannually
Marker Facilities	Annually

SECTION 2. FACILITIES NOT COVERED BY PART 171.

TALAR	Semiannually
RVR	Annually
Comm. (RCO, RTR, RCAG, RCF, ATCT)	Annually
AWOS	Annually
Radar	Semiannually
Loran	Annually
Lighting Aids (Includes ALSF-1, ALSF-2, MALS, MALSR, ODALS)	Annually

NOTE: (1) Additions to this list shall be coordinated with ASM-100.
(2) The intervals shown between ground inspections are the maximum. The region may do inspections more frequently if appropriate.

APPENDIX 10. SAMPLE TRANSFER AGREEMENT

TRANSFER AGREEMENT
BETWEEN THE
FEDERAL AVIATION ADMINISTRATION
AND

_____
(Owner/Sponsor)

WHEREAS, the Federal Aviation Administration, hereinafter referred to as the FAA, will accept the transfer of ownership of

_____ (Equipment) from

_____ (Owner) hereinafter referred to as

the Owner; and

WHEREAS, Section 303(c)(1) of the Federal Aviation Act of 1958, as amended, authorizes FAA acceptance of non-Federal navigational and air traffic control facilities and equipment; and

WHEREAS, the Owner desires to donate _____ (equipment)

installed at _____ to the FAA; and

WHEREAS, the FAA has determined that the _____ (equipment) serves a public safety need;

NOW, THEREFORE, in consideration of the premises and covenants and agreements contained herein, the FAA and the Owner mutually agree as follows:

ARTICLE I - PROPERTY TO BE TRANSFERRED

A. The Owner agrees to transfer ownership, without cost to the FAA, of the following real and personal property:

_____

_____

_____

B. The Owner also agrees to enter into a lease with the FAA for the land rights required for the _____ (facility) at no cost to the FAA for 20 years, with the further right for FAA to renew for an additional _____ year period. Said lease is to be executed within 60 days of the acceptance of the real and personal property by the FAA. The land rights to be leased will comprise an area large enough to ensure maximum operational capabilities, including, but not limited to, rights of way for

APPENDIX 10. SAMPLE TRANSFER AGREEMENT (CONTINUED)

utilities and ingress and egress. The legal description of the site, restrictive easements, access, utility rights of way, building and site plans, and any other pertinent drawings shall be provided by the sponsor when requested by the FAA.

C. The owner further agrees that the facility is being transferred without any encumbrances, liens, or legal liabilities associated with this facility. Any outstanding encumbrances, liens, or legal liabilities incurred prior to the transfer shall remain the responsibility of the owner.

D. Any problems concerning radio frequency interference (RFI) resulting from the operations of this facility shall be resolved by the Owner before the date of takeover.

ARTICLE II - OWNERSHIP EVIDENCE

Evidence of ownership of the property donated will be delivered to the FAA within 30 days of the date on this donation.

ARTICLE III - SPECIAL CONDITIONS

If operational requirements diminish to the point that maintenance, ownership, and operation of the subject _____ (equipment) become economically unfeasible, as determined by the FAA, the FAA may decommission and dispose of the property in accordance with the Federal Aviation Act of 1958, Section 303(c), by offering to transfer ownership of it to the previous owner.

If the previous owner declines the return of the facility, the FAA will declare it excess to its needs and either dispose of it directly, as approved by the Administrator, or report it to GSA for disposal in accordance with the Federal Property and Administrative Services Act of 1949, as amended. (Note paragraph 22b.) The FAA reserves the right to relocate the facility to another site.

ARTICLE IV - CORRESPONDENCE

All correspondence relating to this agreement will be submitted to the following respective offices of the Owner and the FAA:

A. Owner
(Address)

B. Federal Aviation Administration
Regional Logistics Division
(Address)

APPENDIX 10. SAMPLE TRANSFER AGREEMENT (CONTINUED)

ARTICLE V - EFFECTIVE DATE

This agreement supersedes any previous agreements between the parties on the subject matter set forth and is effective upon the date of the execution of the agreement by the party last subscribing hereto.

FEDERAL AVIATION ADMINISTRATION	OWNER
By: _____	By: _____
Title: _____	Title: _____
Date: _____	Date: _____

APPENDIX 11. ACRONYMS USED IN THIS ORDER

AF	Airway Facilities
AFAAR	Airway Facilities Aircraft Accident Representative
AIM	Airman's Information Manual
AIP	Airport Improvement Program
ALS	Approach Light System
ALSF	Approach Light System with Sequenced Flashing Lights
APS	Airway Planning Standard
ARP	Airport Reference Point
ARTCC	Air Route Traffic Control Center
AS	Airports Division
ASOS	Automated Surface Observing System
AT	Air Traffic
ATC	Air Traffic Control
ATCT	Airport Traffic Control Tower
AVC	Automatic Volume Control
AVN	Aviation Standards National Field Office
AWOS	Automated Weather Observing System
COMLO	Compass Locator
COTS	Commercial Off the Shelf
DME	Distance Measuring Equipment
EIS	Environmental Impact Statement
FAR	Federal Aviation Regulations
FBO	Fixed Base Operator
FCC	Federal Communications Commission
F&E	Facilities & Equipment
FIFO	Flight Inspection Field Office
FONSI	Finding of No Significant Impact
FRDF	Facility Reference Data File
FS	Flight Standards
FSS	Flight Service Station
GS	Glide Slope
IAP	Instrument Approach Procedure
ICAO	International Civil Aviation Organization
IFR	Instrument Flight Rules
ILS	Instrument Landing System
IMLS	Interim Microwave Landing System
LDA	Localizer-Type Directional Aid
LIRL	Low Intensity Runway Light
LOC	Localizer
MALS	Medium Intensity Approach Lighting System with/without Sequenced Flashers
MALSR	Medium Intensity Approach Lighting System with Runway Alignment Indicator Lights
MHz	Megahertz
MIRL	Medium Intensity Runway Light
MLS	Microwave Landing System
MOA	Memorandum of Agreement
MSL	Mean Sea Level
NAILS	National Airspace Integrated Logistics Support

APPENDIX 11. ACRONYMS USED IN THIS ORDER (CONTINUED)

NAPRS	National Airspace Performance Reporting System
NAS	National Airspace System
NAVAID	Navigational Aid
NDB	Nondirectional Beacon
NOTAM	Notice to Airmen
ODALS	Omnidirectional Airport Lighting System
O&M	Operations & Maintenance
OMM	Operations and Maintenance Manual
PAPI	Precision Approach Path Indicator
PFF	Precommissioned Facility File
PIREP	Pilot Report
PLASI	Pulsating Light Approach Slope Indicator
PR	Procurement Request
RCAG	Remote Center Air/Ground Communication Facility
RCF	Remote Communications Facility
RCO	Remote Communications Outlet
REIL	Runway End Identification Lights
RMM	Remote Maintenance Monitoring
RTR	Remote Transmitters/Receivers
RVR	Runway Visual Range
RVV	Runway Visual Value
SDF	Simplified Direction Finder
SIAP	Standard Instrument Approach Procedure
TACAN	Tactical Air Navigation Equipment
TERPS	Terminal Instrument Procedures
TPR	Technical Performance Record
UNICOM	Single Frequency Communication
UTC	Universal Time Code
VASI	Visual Approach Slope Indicator
VFR	Visual Flight Rules
VOR	Very High Frequency Omnidirectional Range
VORTAC	Combination VOR and TACAN