APPENDIX 2. DP AND/OR RNAV DP CHECKLIST

Name of Procedure: _____

1. Terminal ATC Facility	**DATE**	**NAME/INITIAL**
a. Evaluate Request	_____	_____
(1) Initiate TARGETS 18-Step Process	_____	_____
(2) If RNAV DP, request reservation slot with ASW-520 RNAV Coordinator (OEP Prioritization List)	_____	_____
(3) Utilize Order 8260.46	_____	_____
(a) Appendix 2	_____	_____
(b) Appendix 3	_____	_____
(4) Identify lead air carrier (if other than proponent)	_____	_____
(a) Assist in procedure design	_____	_____
(b) Check flyability	_____	_____
(5) Coordinate with TMU	_____	_____
b. Environmental Review/Noise Screening	_____	_____
(1) Notify ASW-520	_____	_____
(2) Draw DP and/or RNAV DP on Sectional Chart	_____	_____
(3) Complete electronic version of ATNS	_____	_____
(4) Complete PERC Categorical Exclusion Declaration	_____	_____
c. Check for potential waiver requests (accomplish early in the process)	_____	_____

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(1) Climb gradients, etc. (FPO through ASW-530)	_____	_____
(2) Procedural waivers through ASW-530 if necessary.	_____	_____
d. Coordinate, as required with other facilities that may be affected by the new procedure	_____	_____
(1) Contact controlling en route center ATC facility. En route center ATC facility will initiate their checklistbelow	_____	_____
(2) Form a joint design team to develop implementation strategy	_____	_____
(a) NATCA, other unions as appropriate	_____	_____
(b) Management	_____	_____
(c) Automation, AOS, ATB	_____	_____
(d) Affected facilities	_____	_____
e. Develop/change/modify as required	_____	_____
(1) Procedures	_____	_____
(2) Facility directives	_____	_____
(3) Airspace	_____	_____
(4) Video maps	_____	_____
(5) Automation (ensure ATB and AOS are both notified--accomplish early)	_____	_____
f. Coordinate with local AF and ASW-510 as needed (new equipment, facilities, etc.)	_____	_____

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g. Complete the following forms:		
(1) 8260.46, Appendix 3	_____	_____
(2) TARGETS, 8260-15B and -15C	_____	_____
2. Overlying En Route Center ATC Facility (to be accomplished concurrently with 1 above)	_____	_____
a. Assist with environmental issues	_____	_____
b. Participate in design team	_____	_____
(1) NATCA, other unions as appropriate	_____	_____
(2) Management	_____	_____
(3) Automation (AOS and ATB)	_____	_____
(4) TMU/ATT-8	_____	_____
c. Develop/change/modify as required	_____	_____
(1) Procedures	_____	_____
(2) Facility directives	_____	_____
(3) Airspace	_____	_____
(4) Video maps	_____	_____
(5) Automation (accomplish early)	_____	_____
(a) Ensure AOS is notified	_____	_____
(b) Ensure ATB is notified	_____	_____
d. Coordinate with adjacent ARTCC's as needed	_____	_____

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	DATE	NAME/INITIAL
3. Re-assemble design team, as needed, to review completed DP package and make modifications and/or corrections, as needed	_____	_____
4. Submit package to ASW-530, including:	_____	_____
a. DP checklist	_____	_____
b. Requested chart date	_____	_____
c. Environmental documentation	_____	_____
5. ASW-520/530	_____	_____
a. Review submitted DP Package	_____	_____
b. Return the DP package to originating ATC facility for modifications, if not complete, correct, and/or accurate	_____	_____
c. Submit DP package to FTW-FPO/AVN and/or ATA-100, as appropriate	_____	_____
d. Approve CED and submit to ATC for final approval	_____	_____

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