

## U.S. DEPARTMENT OF TRANSPORTATION FEDERAL AVIATION ADMINISTRATION

JO 7210.3CC CHG 3

Air Traffic Organization Policy

Effective Date: November 3, 2022

## **SUBJ:** Facility Operation and Administration

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

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

**3.** Where Can I Find This Change? This change is available on the FAA website at http://faa.gov/air\_traffic/publications and https://employees.faa.gov/tools\_resources/orders\_notices/.

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

**5. Distribution**. This change is distributed to selected offices in Washington headquarters, service area offices, regional offices, the William J. Hughes Technical Center, the Mike Monroney Aeronautical Center, all air traffic field facilities, international aviation field offices, and interested aviation public.

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 Retain this transmittal until superseded by a new basic order.

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

Michele Merkle Acting Vice President, Mission Support Services Air Traffic Organization

# Explanation of Changes Change 3

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

#### a. 2–1–18. PROHIBITED/RESTRICTED AREAS AND STATIONARY ALTRVS

This change clarifies the provision to waive separation buffers from active restricted areas and modifies the examples that inform facility air traffic managers when it is allowable to waive the three–mile boundary separation requirement around active special use airspace.

# b. 2–1–42. ACCESS TO FALCON REPLAY SYSTEM

This change adds guidance to FAA Order JO 7210.3, Facility Operation and Administration, Chapter 2, Section 1, establishing who must have access to the Falcon Replay System.

### c. 4-5-2. LETTERS TO AIRMEN

This change provides specific letters to airmen (LTA) manager support guidance for specialists in the Operations Support Groups.

# d. 5–3–4. WEATHER RECONNAISSANCE FLIGHTS

This change adds a note that identifies the originator of any active Weather Reconnaissance Area (WRA) Notice to Air Missions (NOTAM) and whom to contact, should there be any mission–specific questions.

#### e. 6-9-1. GENERAL

This change defines Reduced Vertical Separation Minimum (RVSM) airspace to align with an updated definition being added to FAA Order JO 7110.65. Content identifying non–RVSM exceptions are changed from a note to guidance placed in new paragraphs. The term Transition Airspace, which is not found in FAA Order JO 7110.65, is eliminated and replaced with language describing the handling of non–RVSM aircraft transitioning RVSM airspace.

## f. 10–1–6. SELECTING ACTIVE RUNWAYS

This change clarifies responsibilities associated with selecting active runway(s). The final authority for determining runway(s) in use rests with the Airport

Traffic Control Tower (ATCT) supervisor/controller-in-charge (CIC). This change emphasizes that tailwind and crosswind considerations take precedence over delay/capacity considerations and noise abatement operations/procedures/agreements. This change cancels and incorporates Notice JO 7210.940, which was effective June 10, 2022.

#### g. 10–1–9. FLIGHT PROGRESS STRIP USAGE

This change will eliminate the reference to Center Radar Presentation (CENRAP) in subparagraph 10-1-9(a).

h. 12–8–1. POLICY 12–8–2. DEFINITION 12–8–3. CRITERIA 12–8–4. RESPONSIBILITIES

This change provides the criteria in FAA Order JO 7210.3 for establishing visual flight rules (VFR) waypoints for mountain pass entry points and defines the responsibilities of the organizations involved. Additionally, it requires AFS-420 concurrence prior to charting any waypoints associated with mountain passes.

#### i. 18-10-4. DEFINITIONS

This change adds language to paragraph 18–10–4 to emphasize that use of the Unified Ground Delay Program (UDP) is preferred when implementing a Ground Delay Program (GDP).

#### j. 18–21–2. DEFINITION 18–21–3. RESPONSIBILITIES 18–21–4. PROCEDURES

This change to FAA Order JO 7210.3 adds trajectory-based operations (TBO) language, and updates definitions, responsibilities, and procedures associated with the Operations Plan. This change provides the necessary information on these topics.

# k. 21–3–1. SYSTEM OPERATIONS SECURITY

This change retitles Section 3 from Chapter 21 and paragraph 21-3-1 to align with the intended content

### I. Editorial Changes

Traffic Security Coordinators (ATSC).

Editorial changes include correcting the National Center for Environmental Information website in subparagraph 3-8-2g3(c), correcting the definition of PIREP to pilot weather report in paragraph 1-2-4,

correcting the title of FAA Order 1350.14B in paragraph 4–6–1, and correcting the spelling of "dependent" in Automatic Dependent Surveillance– Addressable in paragraph 1–2–4, Abbreviations.

#### m. Entire Publication

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

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# Section 2. Order Use

### 1-2-1. POLICY

This order prescribes information necessary to effectively operate and administer air traffic service facilities. When a conflict arises between its provisions and those in other agency issuances, supervisors must request clarification from their respective En Route and Oceanic Operations Area, Terminal Operations Area, or Flight Service Safety and Operations Group. In the event a conflict arises between instructions in this order and the terms of a labor union contract, supervisors must abide by the contract.

## 1-2-2. ANNOTATIONS

Revised, new, or reprinted pages will be marked as follows:

**a.** The change number and the effective date are printed on each revised or additional page.

**b.** A reprinted page not requiring a change is reprinted in its original form.

**c.** Bold vertical lines in the margin of the text mark the location of substantive procedural, operational, or policy changes; e.g., when material affecting the performance of duty is added, revised, or deleted.

**d.** Statements of fact of a prefatory or explanatory nature relating to directive material are set forth as notes.

**e.** If a facility has not received the order/changes at least 30 days before the above effective dates, the facility must notify its service area office distribution officer.

### 1-2-3. WORD MEANINGS

As used in this order:

**a.** "Shall" or "must" means a procedure is mandatory.

**b.** "Should" means a procedure is recommended.

**c.** "May" and "need not" mean a procedure is optional.

**d.** "Will" indicates futurity, not a requirement for application of a procedure.

**e.** "Shall not" or "must not" means a procedure is prohibited.

**f.** Singular words include the plural, and plural words include the singular.

#### 1-2-4. ABBREVIATIONS

As used in this order, the following abbreviations have the meanings indicated: (See TBL 1–2–1.)

*TBL 1–2–1* Abbreviations

Abbreviation	Meaning
AAR	Adapted arrival route
AAR	Airport arrival rate
ACDO	Air Carrier District Office
ACE-IDS	ASOS Controller Equipment–Information Display System
ACID	Aircraft identification
ADAR	Adapted departure arrival route
ADC	Aerospace Defense Command
ADIZ	Air defense identification zone
ADL	Aggregate demand list
ADR	Adapted departure route
ADR	Airport departure rate
ADS-A	Automatic Dependent Surveillance-Addressable
ADS-B	Automatic Dependent Surveillance–Broadcast
AFP	Airspace Flow Program
AFRES	Air Force reserve
AFTN	Aeronautical fixed telecommunications network
AIDC	ATS Interfacility Data Communications
AIM	Aeronautical Information Manual
AIRAC	Aeronautical Information Regulation and Control
AIS	Aeronautical Information Services
AIT	Automated information transfer
ALD	Available landing distance
ALS	Approach light system
ALTRV	Altitude reservation
AMASS	Airport Movement Area Safety System
APREQ	Approval request
ARAC	Army Radar Approach Control facility (US Army)
ARFF	Airport rescue and fire fighting
ARINC	Aeronautical Radio, Inc.
ARO	Airport Reservations Office

Abbreviation	Meaning
ARP	Airport reference point
ARSR	Air route surveillance radar
ART	ATO Resource Tool
ARTCC	Air route traffic control center
ASDE	Airport surface detection equipment
ASDE-X	Airport Surface Detection Equipment System - Model X
ASF	Airport stream filters
ASI	Altimeter setting indicator
ASOS	Automated Surface Observing System
ASP	Arrival sequencing program
ASPM	Aviation System Performance Metrics
ASR	Airport surveillance radar
ASSC	Airport Surface Surveillance Capability
ΑΤ	Air Traffic
ATA	Air traffic assistant
ATC	Air traffic control
ATCAA	Air traffic control assigned airspace
ATCRBS	Air traffic control radar beacon system
ATCS	Air traffic control specialist
ATCSCC	David J. Hurley Air Traffic Control System Command Center
ATCT	Airport traffic control tower
ATIS	Automatic terminal information service
ATM	Air Traffic Manager
ATO	Air Traffic Organization
АТОР	Advanced Technologies and Oceanic Procedures
АТРВ	Air Traffic Procedures Bulletin
ATREP	Air Traffic representative
AWC	Aviation Weather Center
AWIS	Automated weather information service
AWOS	Automated Weather Observing System
СА	Conflict alert
САР	Civil Air Patrol
CARF	Central Altitude Reservation Function
CAS	Civil Aviation Security
CCFP	Collaborative Convective Forecast Product
CCSD	Collaborative Constraint Situation Display
CD	Clearance delivery
CDM	Collaborative decision making
CDR	Coded Departure Route(s)
CDR	Continuous Data Recording
CERAP	Combined Center/RAPCON
CFR	Code of Federal Regulations
CIC	Controller-in-charge
CIRNOT	Circuit Notice
СОВ	Close of business

Abbreviation	Meaning
CONUS	Continental/Contiguous/Conterminous United States
СОО	Chief Operating Officer
СОТС	Computer operator terminal console
CPDLC	Controller Pilot Data Link Communications
CTRD	Certified Tower Radar Display
СТА	Controlled times of arrival
CWA	Center weather advisory
CWSU	ARTCC Weather Service Unit
DAS	Delay assignment
DASI	Digital altimeter setting indicator
DCCWU	ATCSCC Weather Unit
DDSO	Deputy Director of System Operations
DEDS	Data entry display system
DLS	Designated Lead Specialist
DME	Distance measuring equipment
DOD	Department of Defense
DOE	Department of Energy
DOT	Department of Transportation
DP	Instrument Departure Procedure
DRT	Diversion Recovery Tool
DSP	Departure sequencing program
DTM	Digital terrain maps
DVA	Diverse vector area
DVRSN	Diversion
DVRSN E-MSAW	Diversion En Route Minimum Safe Altitude Warning
DVRSN            E-MSAW            EASL	Diversion En Route Minimum Safe Altitude Warning Existing automation service level
DVRSN            E-MSAW            EASL            EBUS	Diversion En Route Minimum Safe Altitude Warning Existing automation service level Enhanced Backup Surveillance System
DVRSN            E-MSAW            EASL            EBUS            EDCT	Diversion En Route Minimum Safe Altitude Warning Existing automation service level Enhanced Backup Surveillance System Expect departure clearance time
DVRSN          E-MSAW          EASL          EBUS          EDCT          EDST	Diversion En Route Minimum Safe Altitude Warning Existing automation service level Enhanced Backup Surveillance System Expect departure clearance time En Route Decision Support Tool
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DVRSN          E-MSAW          EASL          EBUS          EDCT          EDST          EI	Diversion En Route Minimum Safe Altitude Warning Existing automation service level Enhanced Backup Surveillance System Expect departure clearance time En Route Decision Support Tool Early Intent Emergency locator transmitter
DVRSN          E-MSAW          EASL          EBUS          EDCT          ELT          EOVM	Diversion En Route Minimum Safe Altitude Warning Existing automation service level Enhanced Backup Surveillance System Expect departure clearance time En Route Decision Support Tool Early Intent Emergency locator transmitter Emergency obstruction video map
DVRSN          E-MSAW          EASL          EBUS          EDCT          EDST          ELT          EOVM	Diversion En Route Minimum Safe Altitude Warning Existing automation service level Enhanced Backup Surveillance System Expect departure clearance time En Route Decision Support Tool Early Intent Emergency locator transmitter Emergency obstruction video map Environmental and Occupational Safety and Health
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Network Expansion
LLWAS-RS Low Level Wind Shear Alert System Relocation/Sustainment
LLWS Low Level Wind Shear
LOA Letter of agreement
LOGT Log/tally print time
LSAS Leased Service A System
MA Monitor alert
MALS/RAIL Medium approach light system and runway alignment indicator lights
MAPPS Management Association for Private Photogrammetric Surveyors
MCI Mode C intruder

Abbreviation	Meaning
MDM	Main display monitor
MEA	Minimum en route IFR altitude
MEARTS	Micro En Route Automated Radar Tracking System
METAR	Aviation Routine Weather Report
MIA	Minimum IFR altitude
MIAWS	Medium Intensity Airport Weather System
MIT	Miles-in-trail
MOA	Military operations area
MOCA	Minimum obstruction clearance altitude
MOR	Mandatory Occurrence Report
MOU	Memorandum of understanding
MSL	Mean sea level
MTI	Moving target indicator
MTR	Military training route
MVA	Minimum vectoring altitude
NAA	National aeronautical association
NADIN	National airspace data interchange network
NAR	National Automation Request
NAR	North American Routes
NAS	National Airspace System
NASA	National Aeronautics and Space Administration
NASE	National Airway Systems Engineering
NAVAID	Navigational aid
NCIC	National crime information center
NFDD	National Flight Data Digest
NHOP	National hurricane operations plan
NM	Nautical mile
NNCC	National Network Control Center
NOAA	Administration
NOM	National Operations Manager
NORAD	North American Aerospace Defense Command
NOS	National Ocean Service
NOTAM	Notice to Air Missions
NRP	North American Route Program
NTML	National Traffic Management Log
NTMO	National Traffic Management Officer
NTSB	National Transportation Safety Board
NWS	National Weather Service
NWSOP	National winter storm operations plan
OASIS	Operational and Supportability Implementation System
ОМ	Operations Manager
OPR	Office of primary responsibility
OS	Operations Supervisor
OSIC	Operations Supervisor-in-Charge

Abbreviation	Meaning
P-ACP	Prearranged coordination procedures
PAR	Precision approach radar
РВ	Pilot briefing
PCS	Power Conditioning System
PDC	Pre-Departure Clearance
PIC	Pilot-in-command
PIREPs	Pilot weather reports
РОС	Point of Contact
PVD	Planned view display
RA	Radar Associate
RAA	Remote Airport Advisory
RADLO	Regional air defense liaison officer
RAIL	Runway alignment indicator lights
RAIS	Remote Airport Information Service
RAPCON	Radar Approach Control facility (USAF, USN and USMC)
RATCF	Radar Air Traffic Control Facility (USN and USMC)
RCAG	Remote communications air ground facility
RCC	Rescue coordination center
RMT	Route Management Tool
ROC	Regional operations center
ROG	Route Options Generation
ROT	Runway occupancy time
RSU	Runway supervisory unit
RVR	Runway visual range
SAA	Special activity airspace
SAMS	Special Use Airspace Management System
SATCOM	Satellite Communication(s)
SAWS	Stand Alone Weather System
SDP	Surveillance Data Processing
SE	Systems engineer
SECM	Safety and Environmental Compliance Manager
SGI	Special Government Interest
SIA	Status information area
SID	Standard Instrument Departure
SIGMET	Significant meteorological information
SMGCS	Surface movement guidance and control system
SMIS	Safety Management Information System
SMO	System Management Office
SMR	Surface Movement Radar
SOP	Standard operating procedure
SP	Support Specialist(s)
SPECI	Nonroutine (Special) Aviation Weather Report
STARS	Standard terminal automation replacement system
STMC	Supervisor Traffic Management Coordinator

Abbreviation	Meaning
STMCIC	Supervisory Traffic Management Coordinator–in–Charge
STMP	Special traffic management program
SUA	Special use airspace
sUAS	Small Unmanned Aircraft System(s)
SVFR	Special visual flight rules
SWAP	Severe weather avoidance plan
SWS	Surface Weather System
T&A	Time and attendance
TAC	Terminal area chart
TACAN	Tactical air navigation aid
TCA	Tactical Customer Advocate
TCAS	Traffic alert collision and avoidance system
TCDD	Tower cab digital display
TCF	Traffic Flow Management Convective Forecast Produce
TDLS	Terminal Data Link System
TDW	Terminal display workstation
TDWR	Terminal Doppler weather radar
TEC	Tower en route control
TELCON	Telephone Conference
TERPS	Terminal instrument procedures
TFMS	Traffic Flow Management System
TFR	Temporary flight restriction
ТМ	Traffic management
ТМС	Traffic management coordinator
TMI	Traffic management initiatives
ТМО	Traffic Management Officer
TMU	Traffic management unit
TRACAB	Terminal radar approach control in tower cab
TRACON	Terminal radar approach control
TRSA	Terminal Radar Service Area
TSD	Traffic situation display
UA	routine PIREPs
UAS	Unmanned Aircraft System(s)
UASFM	Unmanned Aircraft System(s) Facility Map
USS	Unmanned Aircraft System(s) Service Supplier
UFO	Unidentified flying object
UHF	Ultrahigh frequency
UPT	User Preferred Trajectory
USAF	United States Air Force
USN	United States Navy
UTC	Coordinated universal time
UUA	urgent PIREPs
VAR	Volcanic activity report
VASI	Visual approach slope indicator
VCE	VSCS/Console Equipment
VEARS	VSCS Emergency Access Radio System
#### 2-1-13. INTERSECTION TAKEOFFS

Air traffic managers at ATCTs and at FSS facilities that provide LAA will prepare an airport diagram showing intersection takeoff information as follows:

**a.** Indicate the actual remaining runway length from each intersection; round all actual measurements "down" to the nearest 50-feet. Obtain measurements from an authentic source and record them on the diagram.

#### NOTE-

Some airports publish "declared distances" for a particular runway. These are published in the Chart Supplement U.S. or the Aeronautical Information Publication (AIP), and there is no requirement that facility personnel be made aware of them. These distances are a means of satisfying airport design criteria and are intended to be used by pilots and/or operators for preflight performance planning only. There are no special markings, signage, or lighting associated with declared distances, and they do not limit the actual runway available for use by an aircraft. Therefore, they cannot be used for any air traffic control purpose. If pilots inquire about the existence of declared distances, refer them to the Chart Supplement U.S. or the AIP.

**b.** If the airport authority requests that certain intersection takeoffs be denied, so indicate on the diagram.

#### EXAMPLE-

/NO TKOFF/

**c.** Indicate any access points to a runway from which an intersection takeoff may be made.

### 2-1-14. AIRCRAFT IDENTIFICATION PROBLEMS

To alleviate any potential misunderstandings of aircraft identifications caused by duplicate, phonetically similar-sounding, or hard to distinguish registration numbers or call signs operating in the same area, facility managers must ensure that operations supervisors report those occurrences to a facility officer and that the following actions be taken.

**a.** Scheduled air carrier aircraft: When two or more air carriers with duplicate flight numbers or phonetically similar-sounding call signs operate within 30 minutes of each other at the same airport or within the same sector and cause an identification

problem on a recurring basis, request that the flight identification numbers be changed by:

#### NOTE-

Recurrent situations would be aircraft proceeding primarily the same direction through the same sectors three or more times a week, at least two weeks out of four consecutive weeks.

**1.** For carriers listed at the following web address, http://tfms.faa.gov/airlinephones.html, contact the appropriate airline office.

2. For carriers not listed on the website, contact the operator or the chief pilot of the carrier concerned. Changes to the list can be provided to the ATCSCC Facility Automation Office via the Traffic Management Officer (TMO) or the Deputy Director of System Operations (DDSO).

**b.** *Military aircraft*: Contact base operations of the departure airport and request that action be taken to have the flight identifications changed when duplicate, phonetically similar, or hard to distinguish call signs are causing a flight identification problem. If additional assistance is required, immediately advise the military representative assigned to the Service Area office.

c. Civil aircraft other than air carrier: Advise Mission Support Services, Aeronautical Information Services, at Callsigns@faa.gov when two or more designated call signs are found to be phonetically similar or difficult to pronounce and are causing a flight identification problem.

**d.** The designated facility officer must maintain a record of actions taken and provide feedback to operations supervisors. That record should include:

1. Date/time of occurrence.

**2.** Location (e.g., RUS VORTAC, sector 90, Shannon Airport).

- 3. Call signs involved in the occurrence.
- **4.** Date occurrence is reported by facility.
- **5.** Office/person that facility contacted.

#### 2-1-15. APPROACH CONTROL AIRSPACE

With the advancement of technologies, the air traffic services provided by en route facilities and terminal facilities are becoming more integrated. Terminal airspace should be adjusted to match the services provided. Although en route services are an ARTCC function, terminal facilities may be expected to provide some en route service. There are some areas in which an ARTCC may not have adequate radar coverage or resources, and in these areas it may be necessary to expand the terminal airspace to provide service. Conversely, at locations with nonradar approach control facilities, en route facilities may have radar coverage, and better service would be provided if some approach control airspace is recalled to the ARTCC. At certain locations, the en route facility may be able to absorb all the airspace of a nonradar approach control. Prior to implementing airspace changes, en route and terminal facility managers must work together to ensure the delegated approach control airspace best meets the needs of the airspace area.

#### 2–1–16. AUTHORIZATION FOR SEPARATION SERVICES BY TOWERS

**a.** Nonapproach control towers, not equipped with a tower radar display, may be authorized to provide appropriate separation between consecutive departures based upon time or diverging courses, and between arrivals and departures, provided:

**1.** A LOA exists with the IFR facility having control jurisdiction which authorizes the separation responsibilities and prescribes the procedures to be used;

**2.** The agreement has been approved by the Area Director of Terminal Operations; and

**3.** There is no delegation of airspace to the tower.

**b.** Towers equipped with certified tower radar displays (CTRD) may be authorized to provide separation services in accordance with paragraph 10–5–3, Functional Use of Certified Tower Radar Displays.

**c.** An authorization for towers to provide separation services other than those prescribed in subparagraphs a and b must be supported by a staff study prepared by the authorizing facility or the Terminal Operations Service Area office which addresses at least:

- **1.** The proposed procedures.
- 2. Operational benefits.
- **3.** Operational impact.

4. Why the IFR facility is unable to provide an equal or superior level of service without the delegation.

**5.** Improved services to users.

**6.** Additional radar training.

7. The measures taken to ensure that the local controller's ability to satisfy the FAA's air traffic responsibilities regarding aircraft operating on the runways or within the surface area is not impaired.

**8.** On–site spares, maintenance support/restoration requirements.

9. Savings and/or additional costs.

**10.** The number of additional people required.

**d.** The staff study must, following the Terminal Operations Service Area review and concurrence, be forwarded to Terminal Services through System Operations Planning, and System Safety and Procedures for approval. System Operations Planning will coordinate with all affected Technical Operations Services Area Service Directors prior to finalizing their comments and recommendations.

#### 2-1-17. BIRD HAZARDS

The air traffic manager of the ATCT must establish procedures to:

**a.** Ensure that any reported bird strikes or trend toward an increase in bird activity on or around the airport served by the ATCT are reported to airport management.

**b.** Ensure that coordination will be accomplished with airport management for the possible issuance of NOTAMs when flocks of birds roost on the runways.

#### NOTE-

It is the responsibility of airport management to issue any such NOTAMs.

**c.** Participate in local bird hazard programs when established by airport management.

#### 2-1-18. PROHIBITED/RESTRICTED AREAS AND STATIONARY ALTRVS

FAA Order JO 7110.65, Air Traffic Control, prescribes separation requirements from special use, ATC-assigned airspace, and stationary ALTRVs. The intent in prescribing this separation requirement is to establish separation minima between nonparticipating aircraft and certain aircraft operations inside that airspace. Some prohibited/restricted areas and stationary ALTRVs are established for security reasons or to contain hazardous activities, and do not require a boundary separation minima. These areas may be exempted from vertical and lateral separation minima when identified by facility management. In making a determination to exempt specific areas, air traffic facility managers must be guided by the following:

**a.** Determine the exact nature of prohibited/ restricted area and stationary ALTRV utilization through direct liaison with the using agency.

**b.** Coordinate with the Service Center during the analysis of area utilization.

**c.** The following types of activity are examples of restricted area utilization which may not require application of boundary separation minima:

1. Explosives detonation.

2. Ground firing of various types.

**3.** VFR aircraft operations associated with the above but only in a safety, observer, or command and control capacity.

**4.** VFR aircraft, not directly engaging in activity for which the airspace is activated, that have been authorized by the using agency.

**d.** If area utilization varies between aircraft operations and other types of activity as described above, do not exempt the area from separation requirements unless a significant operational advantage can be obtained.

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

#### 2–1–19. SPECIAL AIR TRAFFIC RULES (SATR) AND SPECIAL FLIGHT RULES AREA (SFRA)

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

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

REFERENCE-

14 CFR Part 93, Special Air Traffic Rules. P/CG, SPECIAL AIR TRAFFIC RULES (SATR). P/CG, SPECIAL FLIGHT RULES AREA (SFRA).

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

#### 2–1–20. ATC SECURITY SERVICES FOR THE WASHINGTON, DC, SPECIAL FLIGHT RULES AREA (DC SFRA)

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

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

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

**c.** Facility manager must:

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

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

#### NOTE-

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

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

#### NOTE-

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

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

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

e. Adjacent Airport Operations.

1. Aircraft that will enter the designated airspace after departing controlled airports within or adjacent to security areas must be provided security services by the appropriate ATC facility having jurisdiction over the affected airspace. Procedures for handling this situation must be covered in a Letter of Agreement (LOA) or facility directive as appropriate. 2. Aircraft departing uncontrolled airports within security areas must be handled using procedures contained in a NOTAM or rule designating the area where ATC security services are required.

#### 2-1-21. AIRPORT TRAFFIC PATTERNS

**a.** The Service Area Directors of Air Traffic Operations are the focal point to review traffic patterns. Traffic patterns at airports without an operating control tower should be established in accordance with Advisory Circular, AC 90–66, Non–Towered Airport Flight Operations.

**b.** FAA Order JO 7400.2, Procedures for Handling Airspace Matters, will be the source for handling technical matters pertaining to the establishment or the revision of traffic patterns.

#### 2–1–22. OBSTACLE IDENTIFICATION SURFACES, OBSTACLE FREE ZONES, RUNWAY SAFETY AREAS, APPROACH/ DEPARTURE HOLD AREAS, AND CLEARWAYS

**a.** Facility air traffic managers must monitor planned airport construction projects, work with the regional airports office and the airport manager in determining the need to modify any taxi routes normally used, and request notification from the airport manager when adequate signage and marking are completed on the new/different taxi routes, while ensuring that local procedures provide protected airspace from adjacent, nonintersecting runways and taxiways where simultaneous use could create hazards for arriving and departing aircraft. These procedures must be reviewed whenever new runways or taxiways are programmed or whenever new/different aircraft are scheduled to provide service to the airport.

**b.** Ensure that aircraft on the ground do not penetrate marked Obstacle Identification Surfaces, Obstacle Free Zones, Runway Safety Areas, Approach/Departure Hold Areas, Clearways, or other airspace designed to provide protection for departures and arrivals.

**c.** At locations where potential for conflict exists, take action to rectify the situation by developing proposed solutions and establishing local procedures to define conditions when the Approach/Departure Hold Areas and other surfaces must be protected. These procedures must be included in a facility

directive and the signage at the intended hold position must be consistent with the phraseology identified in FAA Order JO 7110.65, paragraph 3–7–2, Taxi and Ground Movement Operations.

**d.** ATMs must consult with the airport authority, Flight Standards, Airports, and the Regional Runway Safety Program Manager (RSPM) when developing proposed solutions and establishing local procedures. The RSPM will assist the ATM, as needed, in initiating contact with Flight Standards and Airports.

**REFERENCE –** P/CG Term – Approach/Departure Hold.

#### 2-1-23. FACILITY IDENTIFICATION

**a.** Service Area Directors are the focal point to review/approve requests for waivers for facility identification changes in FAA Order JO 7110.65, Air Traffic Control, paragraph 2-4-19, Facility Identification, subparagraphs a, b, and c. The Flight Service Safety and Operations Group (AJR-B100) is the focal point to review/approve requests for waivers for facility identification changes in FAA Order JO 7110.10, Flight Services, paragraph 11-1-14, Facility Identification, subparagraph f. If the waiver request is approved, the Service Area Director or the Director of Flight Service, as appropriate, must ensure that all aeronautical publications are changed to reflect the new identification and that a Letter to Airmen is published notifying the users of the change.

**b.** Service Area Directors must forward a copy of the approval to System Operations Services.

### 2-1-24. DISPOSITION OF OBSOLETE CHARTS

**a.** Obsolete charts may only be disposed of by destroying, including recycling, or by giving to flight schools and other training institutions where the charts are to be used only for training in the classroom. Under no circumstances should obsolete charts be given to pilots or the general public, regardless if they are marked obsolete or not.

**b.** There are hundreds of changes that appear on each new edition of a chart. When pilots are given obsolete charts they are not aware of critical changes that have occurred. Further, the use of such a chart could result in a Code of Federal Regulations (CFR)

violation or an accident which would have serious legal implications for the agency.

# 2–1–25. OUTDOOR LASER DEMONSTRATIONS

**a.** The Area Directors of Terminal Operations Services are the focal point for reviewing/approving requests for outdoor laser demonstrations.

**b.** FAA Order JO 7400.2, Procedures for Handling Airspace Matters, is the source for processing outdoor laser demonstration requests.

### 2–1–26. COMBINE/RECOMBINE AN ATCT/TRACON

Prior to consideration for any ATCT/TRACON to combine or recombine, a detailed staff study will be required from the facility explaining the benefit to the agency and the customer. After the Terminal Operations Service Area office review, the staff study must be forwarded to the Director of Terminal Planning. A decision to combine or recombine an ATCT/TRACON will require coordination with the ATO Chief Operating Officer.

#### 2–1–27. SUBMISSION OF AIR TRAFFIC CONTROL ASSIGNED AIRSPACE (ATCAA) DATA

Air Traffic Service Area offices submit data on all ATCAAs used on a continuing/constant basis, and any subsequent changes to the ATCAA database to System Operations Airspace and Aeronautical Information Management for the purpose of updating the Special Use Airspace Management System (SAMS) and Aeronautical Information System. Include the following as applicable:

**a.** Transmittal memorandum containing a brief overview of the ATCAA, and/or changes to, FAA headquarters, and System Operations Airspace and Aeronautical Information Services. Summarize the ATCAAs or any amendments made to ATCAAs including additional changes, etc.

**b.** A separate attachment that contains a description of the area to include latitude/longitude points, boundaries, altitudes, times, controlling agency, using agency, and any other relative information.

#### NOTE-

If only part of the description of an existing area is being

amended, the attachment should show just the changed information rather than the full legal description.

**c.** A sectional aeronautical chart depicting the final boundaries of the proposed area, including any subdivisions.

**d.** Any other information that should be considered by FAA headquarters.

#### NOTE-

ATCAA descriptive data will normally be submitted 9 weeks prior to the requested/required airspace effective date.

#### 2-1-28. SUBMISSION OF SUA AND PAJA FREQUENCY INFORMATION

The Aeronautical Information Services maintain a national database of Special Use Airspace (SUA) and Parachute Jump Area (PAJA) controlling sector contact information. The database is used to publish frequencies for pilots to obtain status information for SUAs and PAJAs. Facility managers should ensure that the following information is forwarded to Aeronautical Information Services:

**a.** Contact frequencies for existing SUAs and PAJAs within your area of jurisdiction.

**b.** Any changes to contact frequencies for existing SUAs and PAJAs within your area of jurisdiction.

**c.** Contact frequencies for any new SUAs or PAJAs within your area of jurisdiction.

### 2-1-29. REPORTING UNAUTHORIZED LASER ILLUMINATION OF AIRCRAFT

Consistent with the provisions of Air Traffic Service, Duty and Operational Priorities; all Air Traffic Control facilities, FAA Contract Towers, and Flight Service Stations must report unauthorized laser illumination incidents as follows:

**a.** Contact local law enforcement or the Federal Bureau of Investigation (FBI) as soon as possible providing location, description, and other pertinent information regarding the incident;

**b.** Report the incident to the Domestic Events Network (DEN) Air Traffic Security Coordinator (ATSC);

**c.** Record the incident via the Comprehensive Electronic Data Analysis and Reporting (CEDAR) program or, if CEDAR is not available, via the

appropriate means, in accordance with FAA Order JO 7210.632, Air Traffic Organization Occurrence Reporting;

**d.** Provide the following information when reporting the incident via the DEN and CEDAR:

- **1.** UTC date and time of event.
- 2. Call Sign, or aircraft registration number.
- 3. Type of aircraft.
- 4. Nearest major city.
- 5. Altitude.

**6.** Location of event (e.g., latitude/longitude and/or Fixed Radial Distance (FRD)).

7. Brief description of the event.

- 8. Any other pertinent information.
- 9. Law enforcement contact information.

#### NOTE-

Facilities without direct access to the DEN should forward the information through the Washington Operations Center Complex (WOCC) to the DEN.

REFERENCE-

FAA Order JO 7110.65, Para 2–9–3, Content. FAA Order JO 7110.65, Para 10–2–14, Unauthorized Laser Illumination of Aircraft.

#### 2-1-30. REPORTING SUSPICIOUS AIRCRAFT/PILOT ACTIVITIES

**a.** Facility air traffic managers must ensure that the operational supervisor/controller-in-charge promptly reports any suspicious aircraft/pilot activities to the Domestic Events Network (DEN) Air Traffic Security Coordinator (ATSC).

#### NOTE-

Additional information for ATC on identifying suspicious situations is located in FAA Order JO 7610.4, Special Operations, Chapter 7, Section 3, Suspicious Aircraft/Pilot Activity.

**b.** The DEN ATSC must be notified as soon as possible of any suspicious activity, including the following:

**1.** Radio communications are lost or not established. Consider any IFR aircraft that is NORDO for more than 5 minutes as suspicious. This includes all aircraft (for example, general aviation, law enforcement, military, medevac) regardless of transponder code. ATC actions taken to establish communications with the NORDO aircraft must be reported to the DEN ATSC.

2. An aircraft fails to turn on or changes from its assigned transponder beacon code (other than approved emergency/radio failure beacon code).

**3.** An aircraft deviates from its assigned route of flight/altitude and refuses to return to it when instructed.

**4.** Phantom or inappropriate transmissions such as unusual questions about military activities or sensitive/secure areas.

**5.** Inconsistent or abnormal repetitive aircraft activity such as; flights over/near sites of interest or prohibited/restricted airspace, inappropriate speed or rate of climb/descent, or missed crossing restrictions or reporting points.

**6.** Pilot reports flight difficulties with no eventual explanation or response to ATC.

7. Any air carrier, cargo, or scheduled air taxi that requests to divert from its original destination or route for any reason other than weather or routine route changes should be considered by ATC as suspicious activity.

**8.** Any general aviation arriving from an international departure point that requests to divert from the original U.S. destination airport.

**9.** Other general aviation and non-scheduled air taxi or charter services that request to divert from the original destination or route for any unusual reason (e.g., reasons other than weather, company request, passenger request, mechanical, etc.) should be considered by ATC as suspicious activity.

**10.** Any other situation that may indicate a suspicious aircraft, including any reported or observed unauthorized unmanned aircraft activity or remote controlled model aircraft that deviate from normal practice areas/flight activities would be considered suspicious or a safety hazard.

#### REFERENCE-

FAA Order JO 7110.65, Para 2–1–2, Duty Priority. Advisory Circular 91-57, Model Aircraft Operating Standards.

**11.** Any situation or pilot activity (for example, background noise, change in pilot's voice characteristics, etc.) that may indicate a hijacked aircraft. Due to air to ground communications capabilities (e.g., data links, cellular phones), ATC facilities may learn of a hijack situation from alternate sources (for example, airline air operations center) rather than the aircrew itself.

#### 2–1–31. REPORTING DIVERTED AIRCRAFT ARRIVING FROM INTERNATIONAL LOCATIONS

Any aircraft departing from an international location that diverts to a U.S. Airport, or is diverted and lands at a U.S. airport different from the original U.S. destination airport, must be reported to the Domestic Events Network (DEN) Air Traffic Security Coordinator (ATSC). In addition, any diverted aircraft that ATC identifies as suspicious (in accordance with paragraph 2–1–30) must be promptly reported to the DEN ATSC.

#### NOTE-

Weather, airport/runway conditions, or other unforeseen reasons may necessitate an aircraft to divert or be diverted on short notice. Reporting via the DEN assists U.S. Customs and Border Protection (CBP) with real-time notification of the airport change.

#### 2-1-32. REPORTING INOPERATIVE OR MALFUNCTIONING ADS-B TRANSMITTERS

FAA Flight Standards Service (AFS), Safety Standards Division is responsible for working with aircraft operators to correct ADS–B malfunctions. Reports of inoperative or malfunctioning ADS–B transmitters must be forwarded to adsbfocusteam@faa.gov and must include the following information:

**a.** The aircraft identification used for the flight;

**b.** Location of the occurrence;

c. Date and time of the occurrence (UTC); and

**d.** Any additional information or observations that may be pertinent or helpful to AFS in their investigation.

#### NOTE-

The intent of this paragraph is to capture ADS-B anomalies observed by ATC, such as errors in the data (other than Call Sign Mis-Match events, which are detected and reported to AFS automatically) or instances when civil ADS-B transmissions would normally be expected but are not received (e.g., ADS-B transmissions were observed on a previous flight leg).

#### REFERENCE-

FAA Order JO 7210.3, Para 5–4–2, Requests for Deviation from ADS–B Out Requirements.

FAA Order JO 7210.3, Para 5-4-9, ADS-B Out OFF Operations.

FAA Order JO 7110.65, Para 5–2–22, Inoperative or Malfunctioning ADS–B Transmitter.

FAA Order JO 7110.65, Para 5–2–23, ADS–B Alerts.

FAA Order JO 7110.65, Para 5–2–24, ADS–B Out OFF Operations.

### 2-1-33. REPORTING SUSPICIOUS UAS ACTIVITIES

Consistent with the provisions of Air Traffic Service, Duty, and Operational Priorities, all Air Traffic Control facilities, FAA Contract Towers, and Flight Service Stations must report suspicious UAS. Suspicious UAS operations may include operating without authorization; loitering in the vicinity of sensitive locations (e.g., national security and law enforcement facilities and critical infrastructure); or disrupting normal air traffic operations resulting in runway changes, ground stops, pilot evasive action, etc. Reports of a UAS operation alone do not constitute suspicious activity. Development of a comprehensive list of suspicious activities is not possible due to the vast number of situations that could be considered suspicious. ATC must exercise sound judgment when identifying situations that could constitute or indicate a suspicious activity.

**a.** Notify local authorities (e.g., airport/local law enforcement; airport operations; and/or the responsible Federal Security Director Coordination Center) in accordance with local facility directives, including Letters of Agreement with the airport owner/operator.

**b.** Report the incident to the Domestic Events Network (DEN) Air Traffic Security Coordinator (ATSC).

**c.** Record the incident via the Comprehensive Electronic Data Analysis and Reporting (CEDAR) program or, if CEDAR is not available, via the appropriate means, in accordance with FAA Order JO 7210.632, Air Traffic Organization Occurrence Reporting.

**d.** Notify the air traffic manager.

**e.** Provide the following information when reporting the incident via the DEN and CEDAR:

**1.** UTC date and time of incident.

2. Reporting source(s).

**3.** Position: fixed radial distance, bearing and distance, landmark, altitude, and heading.

**4.** Flight behavior (i.e.,loitering, heading toward the airport).

5. UAS type (e.g., quadcopter, fixed wing), if known.

**6.** Report operational impacts in accordance with paragraph 21–4–1, Domestic Events Network (DEN), of this order.

**f.** Attempt to obtain additional information relevant to the suspicious UAS including:

**1.** Size and color.

2. Number of reported/sighted UAS.

**3.** Location of the person(s) operating the UAS.

**4.** Remote pilot information including name, address, and phone number, if obtained by local law authorities or other verifiable means.

**g.** Facilities must maintain a checklist that provides guidance on reporting suspicious UAS activities. At a minimum, this checklist must be available to Operations Supervisor (OS), Controller-in-Charge (CIC), and Operations Manager (OM) personnel. Facilities must consider the following for inclusion on the checklist:

**1.** Items a through f of this paragraph.

**2.** Contact information necessary for completing the notification requirements of this paragraph.

**3.** Local factors that may be necessary in determining if an operation is suspicious (e.g., location of critical infrastructure).

**4.** A requirement to notify the Regional Operations Center (ROC) for security–related events that may generate significant media or congressional interest as required by FAA Order JO 1030.3.

**5.** Any other information as deemed necessary by the air traffic manager.

**REFERENCE–** FAA Order JO 7110.65, Para 2–1–2, Duty Priority. FAA Order JO 7610.4, Para 7–3–1, Application. FAA Order JO 1030.3, Initial Event Response, Chapter 2, Upward Notification. FAA Order JO 7210.632, Air Traffic Organization Occurrence Reporting. Advisory Circular 91–57B, Exception for Limited Recreational Operations of Unmanned Aircraft. P/CG Term – Suspicious UAS.

# 2–1–34. USE OF UAS DETECTION SYSTEMS

Airport owners/operators or local enforcement may contact ATC facilities to coordinate their acquisition, testing, and operational use of UAS detection systems. These systems and how they are used may have implications for FAA regulations for airports; potentially affect ATC and other Air Navigation Services systems (e.g., RF interference with radars); and/or trigger airport responses (e.g., closing runways), which must be coordinated with ATC.

**a.** Requests by airport authorities for ATC facility cooperation/authorization in the acquisition, testing, or use of UAS detection systems will be referred to the appropriate FAA Airports District Office (ADO). The ADO will initiate internal FAA coordination, including reviews by the responsible ATO offices and facilities.

**b.** ATC facilities must not enter into any verbal or written agreement with a commercial vendor or an airport authority regarding UAS detection capabilities without prior coordination and approval from HQ-AJT-0.

#### NOTE-

**1.** UAS detection systems do not include the interdiction components that characterize UAS mitigation technologies, also referred to as Counter Unmanned Aircraft System (C–UAS) technologies. Only select Federal Departments and Agencies have the legal authority to use C–UAS systems in the NAS. The FAA does not support the use of this technology by other entities without this legal authorization.

**2.** The FAA does not advocate the use of UAS detection in the airport environment until appropriate policy and procedures are developed.

#### 2–1–35. USE OF COUNTER UNMANNED AIRCRAFT SYSTEMS (C–UAS)

Select Departments and Agencies, which have been legally authorized to use this technology, are operationally using Counter Unmanned Aircraft System systems (C–UAS) in the NAS to protect certain facilities and assets. C-UAS systems are capable of disabling, disrupting, or seizing control of a suspicious UAS, and may integrate or be linked to UAS detection capabilities. These Departments and Agencies are required to coordinate with the FAA to assess and mitigate risks to the NAS posed by these C-UAS systems. These systems and their deployment may affect ATC and other Air Navigation Services systems (e.g., RF interference with radars); which could impact other air traffic in the vicinity including legitimate, compliant UAS flights. Additionally, the C-UAS may involve the response and deployment of ground/airborne operational security assets, which must be coordinated with ATC.

**a.** The Joint Air Traffic Operations Command (JATOC) Air Traffic Security Coordinator (ATSC) team, which manages the Domestic Events Network (DEN), must notify affected ATC facilities when C–UAS systems are activated.

#### NOTE-

Only select Federal Departments/Agencies have been legally authorized to utilize C–UAS to cover certain facilities and assets, and with coordination with the FAA to address risks to the NAS. Risk mitigation for the NAS typically includes notification to potentially affected ATC facilities.

**b.** The DEN must alert all ATC facilities affected by C–UAS deployment and JATOC National Operations Control Center (NOCC) of any possible operational impacts.

**1.** The alerts will focus on real-time reporting regarding possible operational impacts of C-UAS activities providing the affected facilities with heightened awareness to potential flight and equipment anomalies; and will allow the facilities to take actions needed to sustain safe operations.

2. The alerts must be made via landline communications and must not be broadcast over radios, shout lines, or direct dial lines to air traffic controllers on position.

**3.** The affected ATC facilities must not discuss C–UAS operations with any outside entity.

#### 2–1–36. REPORTING DEATH, ILLNESS, OR OTHER PUBLIC HEALTH RISK ON BOARD AIRCRAFT

**a.** When an air traffic control facility is advised of a death, illness, and/or other public health risk, the following information must be forwarded to the DEN:

**1.** Call sign.

**2.** Number of suspected cases of illness on board.

**3.** Nature of the illness or other public health risk, if known.

4. Number of persons on board.

5. Number of deaths, if applicable.

**6.** Pilot's intent (for example, continue to destination or divert).

7. Any request for assistance (for example, needing emergency medical services to meet the aircraft at arrival).

#### NOTE-

**1.** If the ATC facility is not actively monitoring the DEN or does not have a dedicated line to the DEN, they must call into the DEN directly via 844–432–2962 (toll free).

**2.** Except in extraordinary circumstances, such as a situation requiring ATC intervention, follow-on coordination regarding the incident will not involve ATC frequencies.

**3.** The initial report to a U.S. ATC facility may be passed from a prior ATC facility along the route of flight.

**b.** Once notification of an in-flight death, illness, and/or other public health risk is provided by an ATC facility, the DEN Air Traffic Security Coordinator must ensure the Centers for Disease Control and Prevention (CDC) Emergency Operations Center (EOC) receives the following information:

**1.** Call sign.

2. Number of suspected cases of illness on board.

**3.** Nature of the illness or other public health risk, if known.

4. Number of persons on board.

5. Number of deaths, if applicable.

- 6. Departure airport.
- 7. Arrival airport.
- **8.** Estimated time of arrival.

**9.** Pilot's intent (for example, continue to destination or divert).

**10.** Any request for assistance (for example, a need for emergency medical services to meet aircraft at arrival).

REFERENCE-

FAA Order JO 7110.65, Para 10–2–19, Reporting Death, Illness, or Other Public Health Risk on Board Aircraft.

### 2–1–37. OPPOSITE DIRECTION OPERATIONS

Opposite Direction Operations consists of IFR/VFR Operations conducted to the same or parallel runway where an aircraft is operating in a reciprocal direction of another aircraft arriving, departing, or conducting an approach. REFERENCE-

#### FAA Order JO 7110.65, Para 1-2-2, Course Definitions.

a. Each facility must:

**1.** Determine the operational feasibility of conducting opposite direction operations.

2. At a minimum, develop the opposite direction operations procedures necessary to accommodate aircraft that have an operational need or receiving operational priority.

#### REFERENCE-

FAA Order JO 7110.65, Para 2-1-4, Operational Priority.

**b.** For aircraft receiving IFR services that are conducting opposite direction operations to the same runway, facility directives must:

**1.** Define minimum cutoff points identified by distance or fixes between:

(a) An arrival and a departure.

(b) An arrival and an arrival.

2. Specify that use of Visual Separation is not authorized, except at those unique locations that are operationally impacted by terrain and when issued a Letter of Authorization by the Service Area Director of Operations.

3. Require traffic advisories to both aircraft.

#### EXAMPLE-

OPPOSITE DIRECTION TRAFFIC (distance) MILE FINAL, (type aircraft). OPPOSITE DIRECTION TRAFFIC DEPARTING RUNWAY (number), (type aircraft). OPPOSITE DIRECTION TRAFFIC, (position), (type aircraft).

4. Require the use of a memory aid.

**5.** Prohibit opposite direction same runway operations with opposing traffic inside the applicable cutoff point unless an emergency situation exists.

**6.** Specify the position/facility responsible for ensuring compliance with cutoff points between aircraft conducting opposite direction operations.

7. Contain the following minimum coordination requirements:

(a) Define the facility/position that is responsible for initiating coordination.

(b) All coordination must be on a recorded line and state "Opposite Direction." Initial coordination must include call sign, type, and arrival or departure runway.

**c.** The cutoff points established under subparagraph b1 must ensure that required lateral separation exists:

**1.** When a departing aircraft becomes airborne and has been issued a turn to avoid conflict; or

**2.** When the first aircraft has crossed the runway threshold for opposite direction arrivals.

**3.** If the conditions in subparagraphs c1 and c2 are not met, facility directives must require action be taken to ensure that control instructions are issued to protect the integrity of the cutoff points.

**d.** At a minimum, the following must be considered when developing cutoff points:

- 1. Aircraft performance.
- 2. Type of approach.
- **3.** Operational position configuration.
- 4. Runway configuration.
- 5. Weather conditions.
- **6.** Existing facility waivers.

**e.** For aircraft receiving IFR services that are conducting opposite direction operations to parallel runways regardless of the distance between centerlines, facility directives must:

**1.** Ensure that a turn away from opposing traffic is issued when opposing traffic is inside the cutoff points defined in b1 for the other runway.

**2.** Specify that use of Visual Separation is authorized once a turn away from opposing traffic is issued.

**REFERENCE–** FAA Order JO 7110.65, Para 7-2-1, Visual Separation.

3. Require traffic advisories to both aircraft.

#### EXAMPLE-

OPPOSITE DIRECTION TRAFFIC (distance) MILE FINAL, (type aircraft). OPPOSITE DIRECTION TRAFFIC DEPARTING RUNWAY (number), (type aircraft). OPPOSITE DIRECTION TRAFFIC, (position), (type aircraft).

4. Require the use of a memory aid.

**5.** Contain the following minimum coordination requirements:

(a) Define the facility/position that is responsible for initiating coordination.

(b) All coordination must be on a recorded line and state "Opposite Direction." Initial coordination must include call sign, type, and arrival or departure runway.

(c) At those locations that routinely conduct Opposite Direction Operations due to noise abatement at night and when issued a Letter of Authorization by the Service Area Director of Operations, the provisions of paragraph e5 above are not required.

**f.** For VFR aircraft that are conducting opposite direction operations to same or parallel runways, facility directives must contain procedures requiring the use of the following, including but not limited to:

**1.** Ensuring departing VFR aircraft are issued a turn to avoid conflict with opposing IFR/VFR traffic.

2. Traffic advisories to both aircraft.

**3.** State the phrase "opposite direction" if coordination is required.

4. Memory Aids.

**g.** All facility directives and letters of agreement addressing opposite direction operations must be approved by the Service Area Director of Operations.

#### REFERENCE-

FAA Order JO 7110.65, Para 3-8-4, Simultaneous Opposite Direction Operation.

#### 2-1-38. SPECIAL INTEREST SITES

**a.** Supervisory/CIC personnel receiving any reports or information regarding unusual aircraft activities in the vicinity of special interest sites such as nuclear power plants, power plants, dams, refineries, etc., must immediately notify local law enforcement authorities of these reports/information and notify the overlying air traffic facility of any of these reports and the action taken. Supervisory/CIC personnel may receive reports/information from the Nuclear Regulatory Commission or other sources.

**b.** Air traffic facilities must promptly advise the Domestic Events Network (DEN) of any actions taken in accordance with this paragraph.

**c.** Individual facilities must determine which special interest sites, if any, should be displayed on maps, charts, and video displays.

#### 2–1–39. TRANSPORTATION SECURITY ADMINISTRATION AND FAA JOINT OPERATING PROCEDURES

The requirements for Air Traffic Managers (ATM) to follow during security events, according to the Transportation Security Administration (TSA) and the FAA Joint Operating Procedures Agreement, are as follows:

**a.** If the TSA Federal Security Director (FSD) informs the ATM of an imminent and potentially life threatening security situation, the ATM, consistent with safety, must comply with the FSD's requested operational response. As soon as possible after action is taken, the ATM must contact the Domestic Events Network (DEN) Air Traffic Security Coordinator (ATSC) and report any action taken.

**b.** The above guidance does not preclude the ATM from taking immediate action in the event the ATM learns of an imminent and potentially life threatening security situation. In such situations, as soon as possible, the ATM must notify the DEN ATSC and the FSD of the situation, along with any action taken.

#### NOTE-

For information concerning reporting of suspicious activities around airports and FAA facilities, see JO 7210.3, paragraph 2–7–6, Suspicious Activities Around Airports or FAA Facilities.

**c.** For any security situation identified by TSA, in addition to those that are "imminent and life threatening," the ATM must contact the DEN ATSC and the FSD to report the situation.

**d.** At airports that have both an FAA and TSA presence, the ATM and FSD must meet at least every 6 months, or within sixty days of a new ATM or FSD entering into their position, to exchange/update contact information and to discuss security-related information and plans of mutual interest.

**e.** The responsibilities outlined in this paragraph may be delegated as necessary.

#### 2–1–40. DISPLAYING SPACE LAUNCH AND REENTRY AREAS ON THE SITUATION DISPLAY

Facility ATMs must develop a means to ensure that volumes of airspace depicted on an operational situation display for space launch and reentry operations are verified to be accurate.

#### 2-1-41. DISPLAYING DEBRIS RESPONSE AREAS ON THE SITUATION DISPLAY

Facility ATMs must develop a means to ensure that, when possible, debris response areas (DRA) are displayable on operational situation displays at the start of a launch or reentry window.

#### NOTE-

The intent of this requirement is to allow controllers to quickly display a DRA if it is activated. If technical limitations prevent the DRA from being drawn on the operational situation display in advance of a space operation, such as if the DRA would cover an entire sector or facility, then an alternative means of providing the needed geographic area of the DRA to the controller must be used. This could be accomplished using the TSD, a paper map, or some other means.

### 2-1-42. ACCESS TO FALCON REPLAY SYSTEM

Air traffic managers (ATM) must assign access to the Falcon Replay System with voice for:

**a.** Facility management and Quality Control personnel.

**b.** Training Team Members.

c. Local Safety Council Members.

**d.** Controllers-in-Charge / National Traffic Management Specialists-in-Charge / Traffic Management Coordinators-in-Charge / NOTAM Specialists-in-Charge.

e. Certified Professional Controllers, Certified Professional Controllers-in-Training, Traffic Management Coordinators, and Traffic Management Coordinators-in-Training.

**f.** Other facility personnel deemed appropriate by the ATM or their designee.

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

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

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

(3) Click on "Quick Links."

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

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

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

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

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

TBL 3-8-1
<b>ROC Reduction/Temperature Table</b>

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

h. Managers requesting to waive criteria contained in FAA Order 8260.3, must submit FAA Form 8260-1, Flight Procedures/Standards Waiver in conjunction with the MVA project. This waiver form will contain the criteria requested to be waived, with the operational need fully explained, and examples of how the facility will achieve an equivalent level of safety, if approved. The package will be sent to the Radar Video Mapping Team through the Service Center OSG. Upon completion of the Radar Video Mapping Team review, the package will be forwarded to the Flight Procedure Implementation and Oversight Branch. For the Flight Standards Waiver process, facility managers do not need to complete a Safety Management System evaluation. An electronic copy of the completed waiver package must be sent to Operations Headquarters Directorate, AJT-2, at 9–AJT–HQ–Correspondence.

i. MVAs must not be below the floor of controlled airspace and should provide a 300-ft buffer above the floor of controlled airspace. In some cases, this application will result in an exceptionally high MVA (for example, in areas where the floor of controlled airspace is 14,500 MSL). When operationally required to vector aircraft in underlying Class G (uncontrolled) airspace, 2 MVAs may be established. The primary MVA must be based on obstruction clearance and the floor of controlled airspace. A second, lower MVA that provides obstruction clearance MVA must be uniquely identified; for example, by an asterisk (\*). Do not consider buffer areas for controlled airspace evaluations.

**j.** If new charts prepared using SDAT create a significant impact on a facility's operation, the impact must be coordinated with Operations Headquarters Directorate, AJT-2, for joint coordination with System Operations.

#### NOTE-

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

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

Sector B, B1, and B2 are to be merged in SDAT shape files for RVM presentation only.

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

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

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

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

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

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

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

### 3–8–3. ALTITUDE ASSIGNMENTS TO S/VFR AND VFR AIRCRAFT

changes affecting MVAs occur.

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

**REFERENCE**-FAA Order JO 7110.65, Para 7–5–4, Altitude Assignment. FAA Order JO 7110.65, Para 7–8–5, Altitude Assignments.

# 3-8-4. EMERGENCY OBSTRUCTION VIDEO MAP (EOVM)

**a.** An EOVM must be established at all terminal radar facilities that have designated mountainous areas as defined in 14 CFR Part 95, Subpart B, within their delegated area of control and an available channel in their video mappers. This map is intended to facilitate advisory service to an aircraft in an emergency situation in the event an appropriate terrain/obstacle clearance minimum altitude cannot be maintained. (See FIG 3–8–1.)

#### NOTE-

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

**b.** Alternatives, such as combining existing maps, eliminating a lower priority map or, as a least desirable alternative, merging the EOVM with the MVA map, must be considered when necessary to accommodate the EOVM.

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

**d.** EOVM Design:

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

6/17/21

### Section 5. Other Correspondence

#### 4-5-1. LETTERS OF PROCEDURES

**a.** Facility air traffic managers must prepare letters of procedure for stating specific terms regarding the release by the using agency of restricted areas as defined in 14 CFR Part 73.

**b.** Prepare and handle letters of procedure as follows:

**1.** Coordinate with the using agency procedures for the joint–use of a restricted area. (See 14 CFR Section 73.15.)

**2.** After coordination, send two copies of the proposed document to the Service Area office.

**3.** The Service Area office must review and approve or delegate the authority for approval to the facility air traffic manager. Forward to Service Area office for approval any joint–use letter that proposes procedures considered a substantial departure from the recommended format.

4. Upon receipt of approval from the Service Area office, the facility air traffic manager must prepare the final letter, incorporating Service Area office guidance, sign (along with the appropriate using agency authority), and establish an effective date allowing at least 30 days for any rulemaking actions necessitated by subparagraph 5 below, and the cartography and the distribution requirements.

**5.** An FAA facility must be designated in 14 CFR Part 73 as the controlling agency of any joint-use restricted area. When an ATC requirement exists in a joint-use restricted area, rulemaking action is also necessary to designate restricted areas as controlled airspace below 14,500 MSL.

6. The document must contain an effective date.

7. Send two copies to each of the participating facilities or agencies; one copy directly to the Service Area office.

#### 4-5-2. LETTERS TO AIRMEN

**a.** Facility air traffic managers may approve letters to airmen to publicize new or revised services, anticipated interruptions of service, procedural changes, and other items of interest to users.

**b.** The Letter To Airmen must adhere to the following:

**1.** The Letter To Airmen must be originated in LTA Manager and disseminated via the AIM NOTAM website.

2. The Letter To Airmen is informational in nature and must not contain words which imply mandatory instructions. The words "must" and "shall" are not to be used in a Letter To Airmen.

**3.** Chart attachments must be used in lieu of narrative descriptions to the extent possible.

**4.** The signed original Letter To Airmen must be maintained by the originating facility.

**5.** Each Letter To Airmen must contain an effective date (UTC) and a cancellation date (UTC) and must not remain in effect beyond the date the information contained in the letter becomes obsolete or more than 24 months, whichever occurs first.

**6.** Issue a new Letter To Airmen for the same subject prior to the end of the 24–month period only if the information contained requires continued publication. (See FIG 4-5-1.)





- **1.** Air traffic facility account management.
- **2.** Publish or reject letters to airmen.

#### 4–5–3. DISPOSITION OF VOLCANIC ACTIVITY REPORTING (VAR) FORMS

Should a controller receive a completed volcanic

activity report (VAR) form during a pilot briefing, the controller is directed to forward the form to the supervisor/CIC on duty. The supervisor/CIC must mail or fax the completed form to the Smithsonian Institute as specified at the bottom of the form within 24 hours of receipt.

### Section 6. Records

### 4–6–1. FACILITY RECORDS MANAGEMENT

Manage facility records in accordance with FAA Order 1350.14, Records Management.

# 4–6–2. COLLECTION OF OPERATIONAL DATA

**a.** Air traffic managers are responsible only for the routine collection and reporting of basic operational information as authorized in this order or by the appropriate service unit. Collection of any data must be considered a secondary function and must not interfere with the accomplishment of operational duties.

**b.** Air traffic managers must not permit their facilities to participate in special studies and surveys nor agree to the use of facility personnel to tabulate, prepare, or forward to outside organizations or parties any special summaries, abstracts, reports, or aeronautical data unless approved in advance by the Service Area office.

#### 4-6-3. FORMS PREPARATION

**a.** Exercise care when preparing forms to ensure neatness and accuracy. The forms are a part of the facility's permanent records and subject to review by authorized personnel or agencies.

**b.** Except as in subparagraph c, do not erase, strikeover, or make superfluous marks or notations. When it is necessary to correct an entry, type or draw a single horizontal line through the incorrect data, initial that part of the entry, and then enter the correct data.

c. When using an automated Form 7230–4, grammatical and spelling errors may be corrected by use of delete or type–over functions. Substantive changes in contents of remarks should be accomplished by a subsequent or delayed entry. If the computer software used contains a strikeout feature, this feature may be used.

**d.** Authorized FAA abbreviations and phrase contractions should be used.

**e.** New daily forms must be put into use at the start of each day's business.

#### 4–6–4. FAA FORM 7230–4, DAILY RECORD OF FACILITY OPERATION

**a.** Completion of FAA Form 7230–4, Daily Record of Operation. Using agency–approved automation methods to complete FAA Form 7230–4 is preferred to using manual methods.

1. Each air traffic facility, where FAA telecommunications network capability exists (excluding flight service stations), must use the Comprehensive Electronic Data Analysis and Reporting (CEDAR) program to complete an automated version of FAA Form 7230–4. Any Mandatory Occurrence Report (MOR), documented in CEDAR will automatically generate an FAA Form 7230–4 entry; however, some Form 7230–4 entries do not require an MOR as addressed in paragraph 4–6–5h.

**2.** Where currently in use, facilities and/or TMUs may continue to use the NTML to complete an automated version of the FAA Form 7230–4.

**3.** If an automated method is not available to complete FAA form 7230–4, the facility and or traffic management unit must manually complete the form. An example of the Daily Record of Facility Operation follows this section. (See FIG 4-6-1.)

**b.** The use of FAA Form 7230–4 for individual position assignments is authorized only for the STMCIC, OSIC, OMIC, TMC, TMCIC, and CIC positions, and positions at the ATCSCC.

### 4–6–5. PREPARATION OF FAA FORM 7230–4

Personnel responsible for preparation of the Daily Record of Facility Operation, FAA Form 7230–4, must ensure that entries are concise, yet adequately describe the operation of the facility, including any abnormal occurrences. Prepare FAA Form 7230–4 as follows:

**a.** Except as provided in paragraph 4–6–4, use of a computer printout or ink is mandatory. Signatures or handwritten initials must be in either blue or black ink. Handwritten entries must be printed, rather than

in script. Remarks section entries must be single-spaced.

**b.** Make all time entries in UTC, except that in the section titled "Personnel Log," local time must be used for time and attendance purposes.

**c.** Complete the information required at the top of each form.

**d.** Make an appropriate notation under "Operating Position" to indicate the extent of the operation described on each form; e.g., "AM," "All," "Sector D3," etc.

e. The first entry in the REMARKS section of each day's form must indicate the employee responsible for the watch and must be used to show carry-over items. Items to be carried over from the preceding "Daily Record of Facility Operation" are those which will affect the current day's Daily Record (e.g., equipment outages, runway or airspace status, or coordinated routes/procedures). The last entry on each day's form must indicate the close of business (COB), consider midnight local time or facility closing time, if earlier, as the close of the day's business.

**f.** Employees must sign on/off as follows:

1. When a typed or handwritten FAA Form 7230–4 is used, the employee assuming responsibility for the watch must sign on using their operating initials and must sign the certification statement at the bottom of the form.

2. When an automated FAA Form 7230–4 is used, in lieu of actually signing the form, the employee assuming responsibility for the watch must sign on using their name, for example, "1430 J. SMITH ON." Entering the name of the employee assuming responsibility for the watch, in lieu of entering operating initials, serves the same purpose as signing the certification statement at the bottom of the actual form. Additionally, the employee responsible for the watch at the time that the form is printed out must sign the certification statement at the bottom of the form, as when the actual FAA Form 7230–4 is used.

**3.** When FAA Form 7230–4 is used to indicate position responsibility, record employees initials and exact minute on/off the position.

**g.** Establish and post a list of equipment checks required during each watch; e.g., recorder checks, siren check, etc. Make an entry ("WCLC") on FAA Form 7230–4 when the watch checklist has been completed. Notify the organization responsible for corrective action on equipment malfunctions. Record equipment malfunctions, equipment released for service, notification information and/or course of action taken to correct problem, and return of equipment to service. Facilities may establish local forms and procedures for recording and disseminating equipment malfunction and restoration information. Local forms used for recording this information are considered to be supplements to FAA Form 7230–4 and must be filed with it.

#### NOTE-

At facilities which are closed prior to the beginning of the new business day, changes in status can occur during nonoperational hours. If the status of equipment or other facility operations has changed from status reported on previous days' FAA Form 7230–4, changes must be noted in Watch Checklist entry, as well as time of status change, if known (e.g., WCLC – ABC VOR RTS 0700). If necessary, place an "E" in the left margin as prescribed in paragraph 4–6–5, Preparation of FAA Form 7230–4.

**h.** FAA Order 7210.632, Air Traffic Organization Occurrence Reporting, defines situations requiring a MOR. When a MOR is required, include enough detail in the MOR to provide an understanding of the circumstances that initiated the occurrence. Events such as tarmac delays, no-notice ground stops/holding, and accidents are documented on FAA Form 7230-4; no MOR is required for these items. Other reporting and notification requirements related to tarmac delays, no-notice ground stops/holding, and accidents may apply.

**1.** En route, terminal and oceanic facilities must use the CEDAR tool to record and disseminate MORs and to document the resolutions of MORs.

2. Flight service stations may use an automated version of FAA Form 7230–4 or establish local forms and procedures for recording, disseminating, and documenting the resolution of MORs. Local forms used for recording this information are considered supplements to FAA Form 7230–4 and must be filed with it.

**i.** Place a large letter "E" in the left hand margin beside entries on equipment malfunctions. The "E" must also be used when equipment is restored to

service. The "E" is not required for facilities using local forms if procedures are established in accordance with subparagraph g.

#### NOTE-

The "E" is to be used on entries related to equipment problems which require Technical Operations involvement. The "E" is not required for routine maintenance items or for carryover entries on previously entered equipment malfunctions.

**j.** Employees other than the person responsible for the watch who make an entry must initial or enter initials for each of their own entries.

**k.** Use additional forms as necessary to complete the reporting of the day's activity.

**I.** Make an entry closing out FAA Form 7230–4 at the close of business.

**m.** The air traffic manager, or his/her designee, must initial the form after reviewing the entries to ensure that the facility operation is adequately and accurately described.

### 4-6-6. FAA FORM 7230-10, POSITION LOG

**a.** Air traffic managers must ensure that FAA Form 7230–10, Position Log, or an automated sign on/off procedure is used for position sign on/off. FAA Form 7230–10 must be prepared daily. All logs, including automated ones, must reflect 24 hours or the facility's official operating hours, if less than 24 hours daily.

**b.** Position logs must be used as the sole–source record for on the job training instructor (OJTI) and evaluator time and premium pay. As a supporting document for time and attendance (T&A) purposes, position logs which document on the job training (OJT) time must be retained for one year prior to destruction.

c. Prepare FAA Form 7230–10 as follows:

**1.** Field 1 must contain the facility three–letter identification code.

**2.** Field 2 must contain a position identifier that is a maximum of five letters and/or numbers, starting in the first space on the left side of the field. Unused spaces must be left blank.

(a) *ARTCCs:* ARTCCs must use sector identifiers which have been approved by the En Route and Oceanic Area Office.

(b) *TERMINALS and FSSs:* When there is more than one position of a particular type, establish and use individual identifiers for each position. When only one position of a particular type exists, this field may be left blank.

**3.** Field 3 must contain a maximum of two letters to show the position type, as follows:

(a) *ARTCCs:* Starting on the left side of the field, use position codes as follows:

*TBL 4–6–1* Field 3 – ARTCC

Designator	Position
А	Assistant Controller
D	Non-Radar Control
F	Flight Data
H or RA	Handoff, Tracker or Radar Associate
R	Radar Control
ТМ	Traffic Management
0	Other Positions

(**b**) *Terminals:* Use two–letter position codes as follows:

*TBL 4–6–2* Field 3 – Terminal

Designator	Position
Tower	
AC	Approach Control Cab
CC	Coordinator Cab
CD	Clearance Delivery
FD	Flight Data
GA	Ground Control Assistant
GC	Ground Control
GH	Gate Hold
LA	Local Control Assistant
LC	Local Control
SC	Supervision Cab
TRACON	·
AP	Approach Control TRACON
AR	Arrival Radar
CI	Coordinator TRACON
DI	Data TRACON
DR	Departure Radar
FM	Final Monitor Radar
FR	Final Radar
НО	Handoff TRACON
NR	Non-Radar Approach Con- trol
PR	Precision Approach Radar
SI	Supervision TRACON
SR	Satellite Radar
Tower/TRACON	
ТМ	Traffic Management

(c) *FSSs:* Use two-letter codes, as follows:

*TBL 4–6–3* Field 3 – FSS

Designator	Position
BC	Broadcast
FD	Flight Data
IF	Inflight
NO	NOTAM
OT	Other
PF	Preflight
WO	Weather Observer

**4.** Field 4 must contain the date in digit format. All spaces must be used.

**5.** Field 5 must contain the UTC time that the employee assumes responsibility for the position or the UTC time that the position is combined with another. For employees receiving OJT instruction or evaluation, field 5 must contain the UTC time that the OJT instruction or evaluation begins.

**6.** Field 6 must contain the operating initials of the employee working the position.

7. Field 7 must contain the UTC time that the employee is relieved of responsibility for the position or the UTC time that the position is decombined. For employees receiving OJT instruction or evaluation, field 7 must contain the UTC time that the OJT instruction or evaluation ends.

**8.** Field 8 must contain the appropriate code identified at the bottom of page 1 of the form.

**9.** Field 9 must contain the identifier of the position being combined with (per field 2). Field 9 may be left blank if the same entry is appropriate and entered in field 10.

**10.** Field 10 must contain the type of position being combined with (per field 3).

**11.** If the second page (back–side) of FAA Form 7230–10 is used, then fields 1, 2, 3 and 4 on that page must also be completed.

12. When a mistake is made in filling out fields 5, 6, 7, 8, 9, or 10 - if the portion of the line that is incorrect can be legibly corrected, then line out that portion only and write the correct information. If the incorrect portion cannot be legibly corrected, then line out the entire line and write the correct information on the next line.

Mission Coordination Sheet when a mission is scheduled to be flown. The FEA naming convention is the aircraft call sign. Modify the FEA when requested by the affected facilities.

(d) Coordinate with the impacted ARTCCs as required, and designate a primary ARTCC when the reconnaissance/research flights are expected to operate through airspace managed by multiple ATC facilities.

(e) Assist ATC facilities with traffic flow priorities if the hurricane reconnaissance/ research flight will impact terminal traffic.

4. The ARTCC(s) must:

(a) Review the Mission Coordination Sheet.

(b) Coordinate with all impacted ATC facilities within their area(s) of responsibility;

(c) Coordinate with SUA Using Agencies in accordance with WRA Letters of Agreement (LOA), unless other coordination procedures are established by an agreement.

#### NOTE-

An example of an agreement containing other coordination procedures for SUA is the LOA between Washington Center, New York Center, Boston Center, Jacksonville Center, Air Traffic Control System Command Center and Fleet Area Control and Surveillance Facility, Virginia Capes that defines coordination and control procedures governing the use of SUA operated by FACSFAC VACAPES.

(d) Issue the WRA NOTAM, as applicable.

#### NOTE-

Any questions about the WRA NOTAM should be directed to the ARTCC that originated the NOTAM, not CARF.

(e) Relay any operational concerns to the ATCSCC for further evaluation and coordination.

(f) When designated by ATCSCC as the Primary ATC Facility, ARTCC responsibilities include:

(1) When necessary, coordinate with the Chief, Aerial Reconnaissance Coordinator, All Hurricanes (CARCAH) and aircrew(s) on flight plan specifics.

(2) If the mission profile changes, coordinate with the ATCSCC for FEA modifications, ensure other affected ATC facilities are aware of the change.

(3) Advise the ATCSCC and other affected ATC facilities of any mission cancellation or delay information received from the flying unit.

(g) Should it become necessary for ATC to contact a TEAL or NOAA flight and all other methods of communication are not possible (e.g., direct radio, New York Radio, San Francisco Radio, aircraft relay), CARCAH may be requested to relay messages to/from the aircraft. CARCAH may phone the appropriate ATC facility to authenticate the request.

**5.** Requests to change any portion of the NHOP or MOA must be coordinated with ATO System Operations Security.

### 5–3–5. OPEN SKIES TREATY AIRCRAFT PRIORITY FLIGHTS (F and D)

**a.** The ATCSCC CARF must be the FAA coordination unit between the Defense Threat Reduction Agency (DTRA) and field facilities for all OPEN SKIES operational information. This includes initial notification and follow-up information on each mission that requires priority handling.

#### NOTE-

OPEN SKIES flights that require priority handling are located in FAA Order JO 7110.65, paragraph 9-2-23.

**b.** ARTCCs/CERAPs/HCF must designate and advise the CARF of a focal point within that facility for OPEN SKIES information.

**c.** Advance scheduled movement information of OPEN SKIES aircraft received from the DTRA will be forwarded by the CARF.

**d.** Upon initial notification of a priority OPEN SKIES flight, the affected ARTCCs/CERAPs/HCF must inform all SUA-using/scheduling agencies along the route of flight and any other facility/agency it deems necessary within their area of responsibility of the flight path and possible deviation path of the aircraft. A letter of agreement is required between the using agency and the controlling agency for Open Skies (F and D) aircraft to transit active SUA. When Open Skies (F and D) aircraft transit SUA, an ATC facility must provide approved separation services at all times.

#### NOTE-

OPEN SKIES flights will not deviate from approved route of flight without ATC clearance.

REFERENCE-

FAA Order JO 7110.65, Para 9-2-23c1(a)(1), Open Skies Treaty Aircraft.

e. The air traffic manager of each facility through which the priority OPEN SKIES aircraft transits must ensure that a supervisory specialist(s)/CIC monitors the aircraft while in the facility's airspace. The supervisory specialist(s)/CIC must monitor the movement of the priority OPEN SKIES aircraft from the flight's entry into the facility's airspace until the flight exits the facility's airspace to ensure that priority handling, separation, control, and coordination are accomplished.

#### NOTE-

Procedures that address GPS Radio Frequency Interference (RFI) when transiting an active GPS interference mission area are described in FAA Order JO 7610.4, paragraph 2–7–7, Stop Buzzer Procedures for GPS Interference Missions.

#### REFERENCE-

FAA Order JO 7110.65, Subpara 2–1–4n, Operational Priority. FAA Order JO 7110.65, Para 9–2–22, Open Skies Treaty Aircraft. TREATY ON OPEN SKIES, TREATY DOC. 102–37.

f. Air traffic facilities must notify the CARF

(540-422-4212/4213) and DTRA Operations (703-767-2003) immediately in the event of any incidents or problems generated by OPEN SKIES aircraft.

**g.** The CARF must immediately notify System Operations Security/Strategic Operations Security for resolution of problems or incidents, if necessary.

# 5–3–6. FOREIGN STATE DIPLOMATIC FLIGHTS

Diplomatic clearances that authorize foreign state aircraft (military or non-military) to operate in U.S. territorial airspace for a specific time and purpose are approved by the U.S. State Department. Except for Open Skies Treaty priority flights, foreign state diplomatic flights are non-priority. Contact the FAA System Operations Support Center (SOSC) (202-267-8276 or email 9-ATOR-HQ-RT-REQ@faa.gov) with questions or issues concerning foreign state diplomatic flights.

# Section 9. Reduced Vertical Separation Minimum (RVSM)

#### 6-9-1. GENERAL

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

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

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

1. DoD aircraft.

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

**3.** MEDEVAC aircraft.

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

5. Foreign State aircraft.

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

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

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

**3.** Aircraft being utilized for mercy or humanitarian purposes;

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

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

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

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

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

g. Facilities with RVSM airspace must:

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

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

#### 6-9-2. FACILITY MANAGER RESPONSIBILITIES

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

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

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

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

#### 6-9-3. OPERATIONS MANAGER-IN-CHARGE RESPONSIBILITIES

Responsibilities must include but not be limited to the following:

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

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

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

**d.** Ensure the proper RVSM software is turned on.

#### 6-9-4. OPERATIONS SUPERVISOR-IN-CHARGE/CONTROLLER-IN-CHARGE RESPONSIBILITIES

Responsibilities must include but not be limited to the following:

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

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

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

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

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

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

#### 6-9-5. NON-RVSM REQUIREMENTS

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

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

c. Within oceanic airspace or transiting to/from oceanic airspace aircraft being initially delivered to the State of Registry or Operator, an aircraft that was formerly RVSM approved but has experienced an equipment failure and is being flown to a maintenance facility for repair in order to meet RVSM requirements and/or obtain approval; an aircraft being utilized for mercy or humanitarian purposes; and within the Oakland, Anchorage, and Arctic FIRs, an aircraft transporting a spare engine mounted under the wing will be accommodated in RVSM airspace on a workload permitting basis.

**d.** Non-RVSM Exception Flights Inbound to U.S. The TMU at the facility where an aircraft penetrates RVSM airspace designated for U.S. air traffic control, or entry facility, receives the coordination from an international point-of-contact advising of an inbound non-RVSM exception. The TMU must coordinate with the operational supervisor/CIC in a timely manner.

### 6–9–6. EQUIPMENT SUFFIX AND DISPLAY MANAGEMENT

RVSM aircraft will file a "W" in the equipment field of an ICAO flight plan, or a suffix showing RVSM capability in a domestic flight plan (/H, /W, /L, or /Z). NAS automation shows non-RVSM aircraft with a coral box around the fourth character in the altitude segment of the data block. The conflict alert function uses the flight plan indication of RVSM capability to determine the appropriate separation standard to apply.

#### 6-9-7. MOUNTAIN WAVE ACTIVITY (MWA)

In areas of known MWA, aircraft operators have been encouraged to report encountering this weather event and the severity of its impact. Operators may request assistance in the form of reroutes, change of altitude, vectors, or merging target procedures.

### 6–9–8. WAKE TURBULENCE AND WEATHER RELATED TURBULENCE

**a.** *Domestic:* Aircraft experiencing turbulence can be anticipated to advise ATC and request a clearance for mitigation in the form of vectors, altitude change, or to fly an offset.

**b.** *Oceanic:* Aircraft experiencing turbulence can be anticipated to advise ATC and request a revised clearance. In instances where a revised clearance is not possible or practicable, the aircraft may fly a lateral offset not to exceed 2NM from the assigned route or track. Advise ATC as soon as practical and

return to the assigned route when the offset is no longer required.

#### 6-9-9. SUSPENSION OF RVSM

**a.** *Domestic:* RVSM will not be suspended in domestic airspace. Should turbulence or other weather phenomena require, separation can be increased in a defined area and thoroughly coordinated operationally.

**b.** Oceanic: Air Traffic Service providers will consider suspending RVSM procedures within affected areas when pilot reports of greater than moderate turbulence are received. Within airspace where RVSM procedures are suspended, the vertical separation minimum between all aircraft will be 2,000 feet above FL290.

### Part 3. TERMINAL AIR TRAFFIC CONTROL FACILITIES

# Chapter 10. Terminal Operations, Services, and Equipment

### Section 1. General

### 10–1–1. OPERATING POSITION DESIGNATORS

**a.** The following designators may be used to identify operating positions in a terminal. (See TBL 10-1-1.)

	Designator	Position
1.	AD	Arrival Data (Radar)
2.	AP	Approach Control
3.	AR	Arrival Control (Radar)
4.	CC	Coordinator (Tower)
5.	CD	Clearance Delivery
6.	CI	Coordinator (Radar)
7.	DC	Departure Control
8.	DD	Departure Data (Radar)
9.	DR	Departure Control (Radar)
10.	EN	Flight Service
11.	FD	Flight Data
12.	GC	Ground Control
13.	LC	Local Control
14.	ОМ	Operations Manager
15.	OS	Operations Supervisor
16.	PAR	Precision Approach Radar
17.	STMCIC	Supervisory Traffic Management Coordinator-in-Charge

#### TBL 10-1-1 Operating Position Designators

**b.** Facility air traffic managers may use designators other than those listed to accommodate local situations.

#### 10-1-2. TOWER/RADAR TEAM CONCEPTS

There are no absolute divisions of responsibilities regarding position operations. The tasks to be

completed remain the same whether one, two, or three people are working positions within a tower cab/facility/sector. The team, as a whole, has responsibility for the safe and efficient operation of the tower cab/facility/sector.

#### 10-1-3. MILITARY ATC BOARDS

**a.** Commanders at USAF bases with flight operations have been directed by USAF to establish airfield operations boards. Among other things, the boards develop recommendations for improving ATC and airfield services and attempt to resolve local air traffic problems.

**b.** The ATCT manager, his/her representative, or the ATREP at these bases may be designated as a member of the board. The FAA member must inform the board that his/her participation does not commit the FAA to abide by the board's recommendations even though they may be approved or even suggested by him/her.

**c.** The FAA member should become familiar with Air Force Regulation 55–48, Air Force Instructions 13–203, Air Traffic Control, and 13–213, Airfield Management.

### 10-1-4. SECTIONAL AERONAUTICAL AND TERMINAL AREA CHARTS

**a.** Terminal Area Charts (TACs) provide detailed information needed for flight within or in the vicinity of Class B airspace. Visual checkpoints are depicted on TACs, and at some locations, on Sectional Charts.

**b.** VFR Flyway Planning Charts are published on the back of existing TACs. Facilities with a TAC desiring publication of a VFR Flyway Planning Chart should submit requests through the appropriate Service Area Director of Air Traffic Operations. Additional charts may be considered after all Class B airspace locations have been completed. VFR Flyway Planning Charts, which are intended to facilitate VFR transition through high density areas, depict generalized VFR routing clear of major controlled traffic flows which may be used as alternatives to flight within Class B airspace. Pictorial ground references and VFR checkpoints are provided to aid visual navigation. These charts are designed for information and planning purposes and are not intended to discourage VFR operations within Class B airspace. Pilot compliance with recommended flyways and associated altitudes is strictly voluntary. Controllers must not assign a charted VFR flyway to a pilot as part of a clearance nor predicate separation of aircraft on any expected pilot compliance with the depicted altitudes.

c. Facility air traffic managers must review VFR checkpoints published on Sectionals, TACs, and VFR Flyway Planning Charts for accuracy, completeness, and reasonableness. Nearby ATCT that make use of the same area depicted on the charts must agree upon the checkpoints to be depicted.

**d.** Submit changes or revisions to VFR checkpoints to System Operations Airspace and Aeronautical Information Management at least 10 weeks prior to the scheduled publication date.

e. If required, a list of checkpoints may be developed in association with local flight schools and fixed base operators for local use. They may only be used with local users who participated in developing the list. They may not be charted or published.

#### 10-1-5. AREAS OF NONVISIBILITY

Air traffic managers of towers located where portions of the airport surface are normally designated movement areas and/or where portions of the airport traffic pattern are not visible from the tower must, after coordination with the airport management, issue a letter to airmen describing the condition. The recommended wording is:

**a.** "Due to obstructed vision, (facility identification) tower is unable to provide airport traffic control service in following areas: (describe the areas)."

**b.** "Due to the movement of uncontrolled ground traffic, (facility identification) tower is unable to provide airport traffic control service in the following areas: (describe the areas)."

**c.** "Use caution, the following areas are not visible from the (facility name) tower: (describe the areas, traffic pattern, active runway)."

#### 10-1-6. SELECTING ACTIVE RUNWAYS

The ATCT supervisor/CIC determines which runway/s are designated RUNWAY IN USE / ACTIVE RUNWAY / DUTY RUNWAY.

**a.** Coordinate with affected facilities.

**b.** Select the RUNWAY IN USE / ACTIVE RUNWAY / DUTY RUNWAY by considering all known factors that may in any way affect the safety of takeoff/landing operations including the initial departure and the instrument approach phases of flight within terminal area airspace. Factors to consider include: surface wind direction and velocity (including gusts), wind shear / microburst alerts/reports, airport conditions, primary airport and adjacent airport traffic flows, weather activity, arrival/departure restrictions (and other airport–specific traffic management initiatives), environmental factors, etc.

#### NOTE-

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

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

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

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

#### 10-1-7. USE OF ACTIVE RUNWAYS

**a.** Facility air traffic managers must issue a facility directive containing procedures to ensure the efficient use of runways, positive control and coordination of aircraft/vehicles on or near active runways. Authorization for aircraft/vehicles to taxi/proceed on or along an active runway, for purposes other than crossing, must be provided via

direct communications on the appropriate local control frequency. This authorization may be provided on the ground control frequency after coordination with local control is completed for those operations specifically described in a facility directive.

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

1. Runway status (CLOSED/INACTIVE)

2. Runway crossing

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

- 4. Land and Hold Short Operations (LAHSO)
- 5. Line Up and Wait (LUAW)
- 6. Landing clearance

**c.** Approved memory aids will be maintained in the Runway Safety Memory Aid Toolbox. The use of memory aids that are not maintained in the toolbox must be approved by Operations – Headquarters AJT-2 through the appropriate Service Area Director of Air Traffic Operations.

#### NOTE-

Director approved memory aids must be coordinated with Runway Safety for inclusion in the memory aid toolbox.

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

#### REFERENCE-

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

FAA Order JO 7110.65, Para 3-1-7, Position Determination.

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

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

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

**3.** A separate facility directive must explicitly outline the responsibilities of the cab coordinator in authorizing active runway crossings. This directive must address and clearly answer the questions of the cab coordinator's function, authority, and accountability in these operations. The Terminal Operations Service Area Director must review and approve this facility directive prior to its implementation.

**4.** The Terminal Operations Service Area Director must forward a copy of the approved facility directive to the Director of System Operations Airspace and Aeronautical Information Services.

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

continued compatibility with the runway headings posted on the airport surface diagram.

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

#### NOTE-

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

#### 10-1-8. PROCEDURES FOR OPENING AND CLOSING RUNWAYS

#### Each ATM:

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

#### NOTE-

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

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

- 1. Coordination.
  - (a) Airport management.
  - (b) Intrafacility.
  - (c) Interfacility.
  - (d) Technical operations.
  - (e) Traffic management.
- 2. Memory aids.
- **3.** Safety Logic System.

- 4. Status information area.
- 5. Airfield lighting.
- 6. NAVAIDs.
- **7.** ATIS.
- 8. Entry on the daily log.

**c.** May increase the number of items and/or the level of detail of the opening and closing checklist as they deem necessary.

**d.** Must ensure that a facility directive includes procedures for the mandatory use of an approved memory aid that indicates the status of the runway (CLOSED/INACTIVE).

**e.** Must implement approved memory aids and develop procedures outlining their use.

#### NOTE-

When implementing these procedures, one should consider short-term versus long-term closures as well as planned versus unplanned processes.

#### REFERENCE-

FAA Order JO 7110.65, Para 3-3-1, Landing Area Condition. FAA Order JO 7110.65, Para 3-3-2, Closed/Unsafe Runway Information. FAA Order JO 7110.65, Para 4-7-12, Airport Conditions. FAA Order JO 7210.3, Para 4-7-3, System Impact Reports. FAA Order JO 7210.3, Para 10-1-7, Use of Active Runways. FAA Order JO 7210.3, Para 18-5-13, Electronic System Impact Reports.

#### 10–1–9. FLIGHT PROGRESS STRIP USAGE

Air traffic managers at automated terminal radar facilities may waive the requirement to use flight progress strips provided:

**a.** Back-up systems such as multiple radar sites/systems are utilized.

**b.** Local procedures are documented in a facility directive. These procedures should include but not be limited to:

- **1.** Departure areas and/or procedures.
- 2. Arrival procedures.
- 3. Overflight handling procedures.
- 4. Transition from radar to nonradar.

**c.** No misunderstanding will occur as a result of no strip usage.

**d.** Unused flight progress strips, facility developed forms and/or blank notepads must be provided for controller use.

**e.** Facilities must revert to flight progress strip usage if back–up systems referred to in subparagraph a above are not available.

#### 10-1-10. LOW VISIBILITY OPERATIONS

**a.** Facility air traffic managers must participate in developing a local SMGCS plan when the airport is under the guidelines of the National SMGCS plan.

REFERENCE-

AC 120–57, Surface Movement Guidance and Control System (SMGCS).

**b.** Facility air traffic managers must ensure all operational personnel are properly briefed prior to the effective date of local SMGCS plan. All air traffic procedures included in the SMGCS plan must be contained in a facility directive.

#### 10-1-11. MOBILE CONTROL TOWERS

**a.** Mobile control towers must be used at FAA locations:

**1.** To provide services during a move from an old tower structure into a new tower.

2. When repairs, rehabilitation, or installation of new equipment make the tower structure temporarily uninhabitable.

**3.** During periods of natural emergency; e.g., the tower structure has been damaged by fire, accident, or wind.

**4.** During national emergencies as required by the DOD at FAA and non–FAA locations.

**b.** Mobile control towers may be used at non–FAA locations when requested by flying organizations, cities, or other political entities to assist in the operation of fly–ins, air races, etc., provided:

1. The Terminal Operations Area Office, after careful consideration of a request to use FAA personnel and/or equipment, determines that the service is required and can be made available without:

(a) Jeopardizing FAA activities.

(b) Interfering with the gainful employment of competent non-Federal personnel.

**2.** Non-Federal personnel selected to support the event are properly certificated and rated in accordance with 14 CFR Part 65 for the airport.

**3.** The requesting organization is apprised that the mobile unit is subject to immediate recall should an emergency arise.

#### 10-1-12. PARTICIPATION IN LOCAL AIRPORT DEICING PLAN (LADP)

**a.** Officials, at airports operating under 49 CFR Part 1540/1542 and 14 CFR Part 139 subject to icing weather conditions with control towers, should develop LADPs in order to involve all interested parties in the deicing/anti–icing process. Aircraft departing from airports without a LADP are not exempt from any traffic management initiative.

**b.** The operators of these airports have been requested to host meetings involving airport users and air traffic in a partnership effort to achieve common solutions to local aircraft ground deicing/anti-icing problems. The emphasis is on developing local strategies that minimize the amount of time an aircraft spends on the ground after being deiced/anti-iced.

#### NOTE-

Deicing is the process of removing existing frozen precipitation, frost, or ice from aircraft surfaces. Anti-icing is the process of preventing accumulation of frozen contaminants on aircraft surfaces. Both processes may involve the application of various fluids to the aircraft.

**c.** Air traffic managers who receive requests from airport operators to participate in these meetings will use the following guidance:

1. When requested by the airport operator, the air traffic manager must participate in the development of a LADP. Since a LADP can affect an airport arrival rate and/or departure rate, the air traffic manager must include the participation of the air traffic manager from the appropriate ARTCC, who must participate and/or utilize their traffic management unit (TMU). The plan will be reviewed and updated annually. The plan must include:

(a) A clear definition of triggering mechanism(s) used to implement the LADP, e.g., holdover tables, visible precipitation.

(b) Assignment of responsibility to notify air traffic of implementation and cessation of the LADP.

#### NOTE-

Air traffic facilities should not become the triggering mechanism except in rare circumstances. If air traffic is designated as the triggering mechanism, submit the proposed LADP to the Terminal Operations Service Area office for approval.

2. Develop or enhance local strategies to manage the number of aircraft at the departure runway queues and minimize the amount of time an aircraft spends on the ground after being deiced.

**3.** Gate hold procedures, when used as part of a LADP, should be initiated at the time the plan is implemented. The application of gate hold procedures during deicing/anti-icing operations are not predicated on other requirements of FAA Order JO 7210.3.

#### NOTE-

The pilot-in-command remains the final authority as to aircraft operation. Air traffic is not responsible for tracking or adherence to aircraft holdover times.

**4.** Coordinate the expected start time, actual start time and stop time of the LADP with the appropriate ARTCC TMU. The ARTCC TMU will forward these times to the ATCSCC.

**5.** Balance the airport flow to accommodate demand. Adjust the arrival rate with the departure rate. These rates should reflect the number of operations expected to occur during deicing/anti-icing conditions and facilitate minimizing the amount of time an aircraft spends on the ground after being deiced/anti-iced.

6. Aircraft operators at LADP airports are responsible for complying with issued Expect Departure Clearance Time (EDCT) times and will not be exempted from compliance with these times. However, once an aircraft has been deiced/anti-iced, it must be released unless a ground stop applicable to that aircraft is in effect. If a facility believes aircraft operators are not performing deicing/anti-icing in a manner consistent to meet the EDCT time, the facility must notify the ATCSCC through the appropriate TMU.

7. Allocate the available departure slot capacity, when departure rates are reduced because of deicing, consistent with available resources. Facilities should consider the following un-prioritized list of options when developing departure allocation procedures.

(a) OPTION A: First come, first served. When departure demand exceeds capacity, the air traffic facility will minimize departure delays at the runway queue by using gatehold or an equivalent procedure.

(b) OPTION B: Air traffic will determine the departure allocation based upon the departure rate and the stated demand, obtained directly from the users, during a specified time period. For example, air traffic will coordinate with each user and receive their demand for a 15-minute time period. Then, based upon the total airport departure demand for the 15-minute time period, determine the number of flights which the user will be allocated, advise each user, and determine which flights they will use to fill their allocation.

(c) OPTION C: Airport users determine the departure allocation. Air traffic will notify the users of the departure rate in effect and the users will then advise air traffic which flights they will use to fill their allocation. Air traffic will provide input on the coordination process but will not accept an active role in developing the departure allocation.

(d) OPTION D: Air traffic determines the departure rate and informs the users of the number of operations expected during a specific time period. Air traffic determines the total percentage of each users' daily operations based upon a "typical busy day" by dividing each of the users total daily operations by the airports total daily operations. Then, air traffic determines each users hourly share by multiplying the users daily percentage times the departure rate. The users will then distribute their hourly share evenly throughout the specific time intervals.

#### NOTE-

**1.** Air traffic may or may not take an active role in determining the percentage of each user's operations on a "typical busy day" and each user's hourly share.

**2.** If a user has only one aircraft scheduled per hour, attempts should be made to accommodate it.

8. Provide coordination, communication, and feedback with the parties included in the plan. Coordination should take place when airports are forecast to have icing conditions, during deicing/anti-icing and after deicing/anti-icing, to effect necessary adjustments. Prior to and after each winter season, the airport participants should assess the efficiency of the airport plan and address any specific concerns.

**9.** Develop an air traffic facility training program. Prior to each winter deicing/anti-icing season, conduct annual controller refresher training including, but not limited to, awareness of and sensitivity to the peculiar nature of deicing/anti-icing operations, icing conditions, and minimizing delays at the runway departure queue.

# 10-1-13. PRECISION OBSTACLE FREE ZONE (POFZ)

Coordinate with the Airport Division and Flight Standards to determine if precision approach operations are impacted by the POFZ. ILS hold lines will need to be relocated if aircraft (vertical surfaces) or vehicles fall within the POFZ.

### Section 8. VFR Waypoint Chart Program

#### 12-8-1. POLICY

**a.** The VFR Waypoint Chart Program was established to provide VFR pilots with a supplemental tool to assist with position awareness while navigating visually in aircraft equipped with area navigation (RNAV) receivers. The program's purpose is to enhance safety, reduce pilot deviations, and provide navigation aids for pilots unfamiliar with an area in or around Class B, Class C, Special Use Airspace (SUA), and commonly flown mountain passes. The use of VFR waypoints does not relieve the pilot of any responsibility to comply with the requirements of 14 CFR Part 91.

**b.** This program contains the process for developing and submitting requests for inclusion of VFR waypoints on VFR navigational charts.

#### 12-8-2. DEFINITION

A VFR waypoint is a predetermined geographical point depicted on a chart for transitioning and/or circumventing controlled airspace, SUA, and/or commonly flown mountain passes, that is defined relative to a visual reporting point or in terms of latitude/longitude coordinates.

#### 12-8-3. CRITERIA

Use the following criteria for establishing VFR waypoints on VFR navigation charts. Establishment of VFR waypoints should be minimized to reduce chart clutter and complexity. RNAV and Global Positioning System aircraft will more accurately fly over a specific point and this should be considered when developing VFR waypoints. Avoid placement of VFR waypoints directly over heavily populated or sensitive structures or areas; e.g., hospitals, government buildings, schools, power plants, etc.

a. Applications.

**1.** Avoidance of specific airspace; e.g., Class B, SUA, etc. VFR waypoints must not be used to define airspace boundaries.

**2.** Support VFR flyway routes with entry and exit points, and, when necessary, intermediate waypoints.

#### NOTE-

For VFR routes, refer to Section 7, Terminal Area VFR Route Program.

**3.** Assist in identifying VFR checkpoints (visual reporting points) where the associated landmark is difficult to discern.

#### NOTE-

When a VFR waypoint is associated with a VFR checkpoint, the name of that checkpoint must be used in ATC communications.

**4.** Identify natural entry points for commonly flown mountain passes charted on VFR navigational charts. VFR waypoints are not to be used to create mountain pass routes. VFR waypoints that denote the entry of a commonly flown mountain pass must:

(a) Be collocated with a VFR checkpoint at the start of the confined terrain leading to the mountain pass.

(b) Be located at least 1 statute mile laterally from rapidly rising terrain.

(c) Identify the lowest elevation feature in reasonably close proximity (i.e., a stream or river channel).

(d) Avoid placement near features that may be obscured by clouds.

**5.** VFR waypoints are not for use in ATC communications; therefore, the VFR waypoint names are not pronounceable. If it is desired that a VFR waypoint be used for communications, then a new VFR checkpoint must be established. VFR checkpoints can be established by submitting a request to Aeronautical Information Services, through the Service Area Operations Support Group (OSG) describing the checkpoint and providing the latitude/longitude location.

6. VFR waypoints must not be used for those navigational aids, airports, etc., which currently exist in the Aeronautical Information Services (AIS) database. When a VFR waypoint is desired where a fix already exists in the database, locate the VFR waypoint in the general vicinity considered the next most desired location.

**b.** VFR chart depiction:

**1.** VFR waypoint names (for computer–entry and flight plans) consist of five letters beginning with

the letters "VP" and are retrievable from navigation databases.

2. VFR waypoints associated with VFR checkpoints will not have the waypoint symbology depicted; the Interagency Air Committee (IAC) checkpoint symbol will remain. Only the five-letter identifier will be charted next to the name of the checkpoint.

**3.** VFR waypoints will be illustrated using the IAC waypoint symbology.

4. The latitude/longitude for each waypoint will be published in FAA Order JO 7350.9, Location Identifiers.

#### 12-8-4. RESPONSIBILITIES

**a.** Proponent. Any interested party may recommend the addition of VFR waypoints to VFR navigation charts or helicopter charts via the appropriate air traffic facility.

**b.** Air traffic facilities must:

1. Prepare VFR waypoint recommendations. The most important task in preparing the recommendation is coordination with local aviation interests; i.e., Aircraft Owners and Pilots Association, FAA Safety Team (FAAST), Flight Service Station (FSS), military, law enforcement, etc. Flight Procedures and Airspace Group (AFS-420) concurrence is required in writing when establishing VFR waypoints associated with mountain passes.

#### NOTE-

As FSSs play an integral part in the VFR flight planning process, they may serve as a valuable resource in identifying VFR waypoint recommendations.

2. After consensus with all affected air traffic facilities and local aviation interests on the need and location of the proposed VFR waypoints, submit a package to the respective Service Area OSG containing:

(a) A new or revised VFR navigation chart depicting the location and five-letter name of each waypoint/checkpoint.

(b) A completed Appendix D, FAA Form 8260–2, Data Worksheet, in accordance with FAA Order 8260.19, Flight Procedures and Airspace. A list of available VFR waypoint five–letter names can be obtained from the Service Area OSG or from

Aeronautical Information Services (AIS). Flight checks are not required.

(c) A textual description of each waypoint including the name and latitude/longitude.

(d) A graphic or satellite image with the precise point of the VFR waypoint depicted. It is critical that the depictions be easily readable by the Aeronautical Charting Group, En Route and Visual Charting Team in order to verify the position for accurate charting.

(e) Justification/supporting rationale, and Flight Procedures and Airspace Group (AFS-420) concurrence for VFR waypoints for mountain passes.

c. The Service Area OSG must:

1. Provide assistance to the air traffic facility, if requested, to prepare the textual description of each waypoint including the name and latitude/longitude and/or to depict the VFR waypoints on a satellite image.

2. Approve the VFR waypoint charting and ensure compliance with the prescribed criteria. If approval is granted, the Service Area OSG must forward the package to Aeronautical Information Services at least 12 weeks prior to the planned implementation date. The planned implementation date must coincide with a publication date of the respective VFR navigation chart.

**3.** Coordinate overall activity when multiple facilities are affected by the planned use of VFR waypoints such as numerous VFR waypoints on a VFR chart.

**4.** Maintain the VFR waypoint forms (FAA Form 8260–2, Radio Fix and Holding Data Record) to include corrections, changes, or modifications, as necessary.

5. Conduct annual reviews.

**d.** Aeronautical Information Services, Aeronautical Data Team (ADT) must:

**1.** Review the incoming VFR waypoint proposals for completeness.

**2.** Verify that the requested five-letter "VP" combinations are available for use.

**3.** Forward the package to Aeronautical Charting Group, Enroute and Visual Charting Team for verification of the geographic positions.
**4.** Upon verification, the Visual Charting Team must notify the Aeronautical Data Team prior to publication in the National Flight Data Digest (NFDD).

**5.** Maintain VFR waypoint forms (FAA Form 8260–2) to include corrections, changes, or modifications, as necessary.

**6.** After coordination, publish VFR waypoint geographic position in FAA Order JO 7350.9.

e. Visual Charting Team must:

**1.** Review the incoming VFR waypoint proposals for completeness.

2. Coordinate with the Aeronautical Data Team for the resolution of any geographic positions that require FAA Form 8260–2 revisions; provide the Aeronautical Data Team with verification that geographic positions are ready for publication in the checkpoints are published in the NFDD.

**3.** Coordinate with the Aeronautical Data Team to ensure that any new or revised VFR geographic positions are ready for publication in the checkpoints are published in the NFDD.

**4.** Publish VFR waypoint geographic positions on appropriate VFR charts.

## Section 10. Ground Delay Programs

#### 18-10-1. POLICY

Ground Delay Programs (GDP) must be applied to all aircraft departing airports in the contiguous U.S., as well as, from select Canadian airports. Aircraft that have been assigned an EDCT in a GDP should not be subject to additional delay. Exceptions to this policy are miles-in-trail and departure/en route spacing initiatives that have been approved by the ATCSCC. GDP procedures do not apply to facilities in Alaska.

#### 18-10-2. GENERAL

A GDP is a TM process administered by the ATCSCC; when aircraft are held on the ground in order to manage capacity and demand at a specific location, by assigning arrival slots. The purpose of the program is to support the TM mission and limit airborne holding. It is a flexible program and may be implemented in various forms depending upon the needs of the air traffic system. The EDCT is calculated based on the estimated time en route and the arrival slot. It is important for aircraft to depart as close as possible to the EDCT to ensure accurate delivery of aircraft to the impacted location. GDPs provide for equitable assignment of delays to all system users.

#### 18-10-3. BACKGROUND

In the past, GDPs were issued manually, followed by software called Groverjack. These systems were based on the Official Airline Guide data, and did not take into account dynamic changes the system users made to their schedule. The Flight Schedule Monitor (FSM) was developed through the collaborative decision making (CDM) process with system users to provide a dynamic method of implementing and managing GDPs. System users submit schedule changes to FSM, which keeps a current up–to–the– minute schedule of flights. The Flight Schedule Analyzer (FSA) is used to monitor and review the effectiveness of GDPs.

#### 18-10-4. DEFINITIONS

**a.** GDP Parameters. Aircraft departing within a defined geographical area are initially assigned delay in the GDP. This area is developed using the FSM,

and may consist of one or more ARTCCs and one or more Canadian airports. All departure aircraft will receive an EDCT to the GDP airport.

**b.** Delay Assignment (DAS). A method for assigning delays to aircraft based on the GDP parameters. The delay assignment is calculated in 15-minute increments and appears as a table in TFMS.

**c.** General Aviation Airport Program (GAAP). A method for assigning delays to aircraft based on arrival slot availability at the airport.

**d.** Unified Ground Delay Program (UDP). A preferred method that addresses the mix of scheduled and unscheduled (i.e., pop–ups) demand based on the following parameters: number of reserved pop–ups, target delay multiplier, and delay limit.

#### 18-10-5. VARIABLES IN GDPs

GDPs may be modified and affected due to changing conditions. Some of those variables include, but are not limited to, GDP Adjustments, Diversion Recovery, and User Options.

**a.** GDP Adjustments. The ATCSCC may make revisions and compressions to the GDP as conditions at the airport or within the airspace change.

**b.** Diversion Recovery. During periods where there are a large number of diverted flights, the GDP may be adjusted to provide priority for the recovery of aircraft diversions over non-diverted flights.

c. User Options. Users are permitted to exchange and substitute Controlled Times of Arrival (CTA) congruent with CDM agreements concerning substitutions.

#### 18-10-6. ATCSCC PROCEDURES

Upon receipt of information that traffic flows have been or are expected to be impacted and that significant delays will result, the ATCSCC must:

**a.** Conference affected facilities and system users, as appropriate, to determine AARs and review system demand and other known or anticipated factors.

**b.** Determine when implementation of a GDP is appropriate and the flow rate to be used.

Consideration will be given to the impact on other air traffic control facilities and user groups.

**c.** Transmit an ATCSCC advisory providing information to air traffic control facilities and user groups about the implementation, revision, compression, and cancellation of a GDP. Except for the cancellation of a GDP, the ATCSCC advisory must include the following items:

1. Airport.

2. Delay Assignment Mode.

3. Aggregate Demand List (ADL) Time.

4. Program Type. (Optional)

5. Arrivals Estimated For.

6. Program Rate.

7. Flights Included.

8. Scope.

9. Additional Facilities Included.

**10.** Exempt Facilities.

**11.** Canadian Airports Included. (When applicable.)

**12.** Delay Assignment Table Applies To. (Optional.)

**13.** Maximum Delay or Delay Limit. (As appropriate).

14. Average Delay. (Optional).

15. Reason.

16. Remarks.

**d.** Transmit the DAS table to ARTCC TMUs via TFMS and the NADIN circuits, if appropriate.

**e.** Transmit EDCTs to ARTCCs and linked system users.

#### NOTE-

A CT message is automatically transferred to the ARTCC's computers by the ETMS and appears on flight progress strips as an EDCT. In the event of a communication failure between the ETMS and the NAS computer, the CT message can be manually entered by the ARTCC TMC with ATCSCC approval.

**f.** Input ATCSCC coordinated modifications to EDCT into FSM.

#### NOTE-

Modifications may be made through TFMS.

**g.** Continually monitor, adjust, and cancel GDPs, as appropriate, and transmit an ATCSCC advisory as necessary.

**h.** Provide an EDCT or DAS when requested by an ARTCC.

**i.** Coordinate with affected facilities to ensure the GDP is adequately managing the demand.

**j.** Obtain arrival and departure counts from affected facilities, as appropriate.

**k.** Utilize the TSD and FSM to monitor traffic flow patterns, obtain estimated arrival counts, or obtain airborne delay estimates.

**I.** When appropriate and workload permitting, utilize FSA to monitor the GDP.

#### 18-10-7. ARTCC PROCEDURES

#### The ARTCC TMU must:

**a.** Issue a General Information message (GI) to all towers and FSSs advising of the GDP. In some instances, verbal notification, in addition to a GI, may enhance the dissemination of information.

**b.** Issue EDCT information to non-FDEP/FDIO equipped towers and other users in sufficient time for proper planning and control actions. This does not include non-FDEP towers that are satellites of TRACON/RAPCON facilities. The TRACON/RAPCON is responsible for satellite EDCTs.

**c.** Evaluate the Delay Assignment Mode and assign EDCTs, as appropriate.

**1.** For DAS, assign an EDCT using the DAS table to aircraft that do not receive an EDCT and are destined to an affected airport within their ARTCC boundaries. Contact the ATCSCC for aircraft destined to an airport outside their ARTCC boundaries.

**2.** For GAAP, contact the ATCSCC for an EDCT for aircraft that do not receive an EDCT.

**d.** Keep the ATCSCC apprised of cancellations and diversions to or from the affected airport.

**e.** Relay information to the ATCSCC when advised by a terminal facility about EDCT issues.

**f.** Request a revised EDCT from the ATCSCC when notified by the terminal facility that a flight will be unable to depart within EDCT parameters as defined in FAA Order JO 7110.65, Air Traffic Control.

## Section 21. Operations Plan

#### 18-21-1. PURPOSE

Establishes the process, structure and responsibilities for developing, managing and implementing a daily strategic plan for air traffic operations in the National Airspace System (NAS).

#### 18-21-2. DEFINITION

**a.** The Operations Plan (OP): The OP is a plan for management of the NAS and is formulated, developed, and maintained by the Air Traffic Control System Command Center (ATCSCC) Planning Team (PT) in collaboration with FAA and customer weather forecasters, ATCSCC personnel, Air Route Traffic Control Center (ARTCC), District Traffic Management Officers (TMO) or designees, terminals, airline planners, international facilities, military, general aviation planners, and other FAA field facility management personnel. The Operations Planning Webinar (PW) is conducted via a web-based application to include an audio dial-in capability.

**b.** Advance Plan (AP): The AP is for advanced (next day or later) management of the NAS. The AP is developed by the PT after collaboration with the same personnel as the OP.

c. Trigger: A specific event/critical decision window (CDW) that causes a specific traffic management initiative (TMI)/time-based management (TBM) operation to be implemented or modified.

**1.** A trigger is for planning purposes and is intended to reduce coordination when implementing or modifying the specified TMI/TBM operation.

**2.** All en route facilities impacted by the TMI/TBM operation must be contacted prior to implementing the TMI/TBM operation in response to the trigger.

**3.** En route facilities must relay TMIs/TBM operations to affected terminal facilities within its area of jurisdiction.

**4.** All triggers will be identified by "IF, THEN" clauses in the OP.

#### EXAMPLE-

IF thunderstorms develop as forecast on J96, THEN ZKC will initiate the ORD BDF1 Playbook route.

d. The OP will specify:

**1.** Terminal constraints: facilities where delays are expected to be 15 minutes or greater.

**2.** En route constraints: facilities where expanded miles–in–trail, deviations, and tactical reroutes may be required.

#### 18-21-3. RESPONSIBILITIES

**a.** The PT provides operational same day analysis and support, advanced planning, and historical review to provide greater predictability and reliability in managing NAS performance. Responsibilities include:

**1.** Deliver a detailed Advance Plan (AP) to identify the next day's potential NAS impacts and TMIs/TBM operations as well as multi-day outlooks containing potential constraints and initiatives.

**2.** Identify aviation system efficiencies while using historical NAS performance data and trends to develop effective advance planning strategies.

**3.** Provide historical data analysis, demand projections, and potential mitigation strategies for future constraint management.

4. Use post-event analysis and lessons learned to define and implement future strategies and operational triggers based on past performance and outcomes.

**5.** Gather and share timely and continuous feedback with operational personnel to provide increased data, weather knowledge, and tools for analytical use and planning.

**b.** The ATCSCC PT must:

**1.** Lead the development of the OP.

**2.** Formulate the OP through coordination with PT members using the OP timeline.

**3.** Brief the National Operations Manager (NOM), National Traffic Management Officer (NTMO), and other ATCSCC operational elements on the OP.

**4.** Post the OP on the ATCSCC website and issue as a numbered advisory.

5. Document agreed-upon triggers in the OP.

**6.** Maintain the PW.

c. The NOM must:

**1.** Direct the NTMO, ATCSCC operational units, and personnel on implementation of the OP.

**2.** Coordinate with and provide direction to FAA facilities on implementation of the OP.

d. The District TMO or designee must:

**1.** Provide input to the AP.

**2.** Participate via the PW in formulation and development of the OP when stated in the previous OP, when requested later by the ATCSCC, or when issues within the facility warrant participation.

3. Provide input on:

(a) Equipment outages having an operational impact;

(b) Internal initiatives;

(c) Terminal constraints;

(d) Route closure/recovery information;

(e) Anticipated use of airborne rerouting;

(f) Anticipated use of TBM;

(g) Anticipated TMI; or

(h) Other issues which may impact operations (i.e., staffing, special events, etc.). (See FIG 18–21–1, Operational Planning Webinar Checklist.)

**4.** Brief and direct facility Operational Supervisors, Traffic Management Supervisors, Traffic Management Units, and operational personnel on the implementation of the OP and gather additional information for the next conference.

**5.** Coordinate with and provide direction to underlying facilities on the implementation of the OP.

**6.** Monitor and assess the OP, notifying the ATCSCC of problems that may impact the OP.

7. Provide operational feedback for use in post–operational evaluation of the OP.

e. Terminal Facility Management must:

**1.** When notified by the District TMO or designee, or ATCSCC PT, participate in the PW.

**2.** Brief and direct facility operational personnel on actions required by the OP.

**3.** Monitor and assess the OP, notifying the ATCSCC of problems that may impact the OP.

4. Participate in the AP when necessary or notified.

#### 18-21-4. PROCEDURES

**a.** The PW participants are FAA and customer weather forecasters, FAA District TMO or designee, other FAA field facility management personnel, airline strategic planners, ATCSCC personnel, international facilities, and military and general aviation system customers.

**b.** The ATCSCC is delegated the authority to direct the operation of the PW for the FAA.

**1.** The ATCSCC will notify those FAA facilities required to participate as part of the PW.

**2.** Military, international, and general aviation entities will be included as necessary.

**c.** The PT collaborates on the formation of the OP. The OP is continuously evaluated, and updated or amended, as necessary.

**d.** Weather information provided by National Weather Service meteorologists will be used in the conference. If there is a collaborative product of weather information, developed by both government and industry meteorologists, it will be used as the primary source for the PW.

e. OP timeline (all times local/Eastern): The OP Timeline provides a continuous process and method for group decision-making and collaboration in dealing with system constraints. Modification of the timeline, participation, and scheduling is done at the discretion of the PT and as directed by the ATCSCC. The PT conducts and facilitates the PW with FAA field facilities and NAS customers beginning at 7:15 a.m. Eastern time, then every 2 hours, unless otherwise coordinated, with the last Webinar usually being conducted at 9:15 p.m. Webinar duration should be less than 30 minutes. Discuss recurring issues (e.g., VIP movements, overnight cargo operations) as necessary.

#### NOTE-

The time intervals may be varied; however, each OP and

associated advisory will state the time for the next Conference.

#### FIG 18-21-1 Operational Planning Webinar Checklist

Review the Current OP

Review the applicable weather information Input from the Areas

- ♦ Staffing
- Combined Sectors
- Current/Anticipated Weather Constraints
- Anticipated Initiatives
- ♦ Equipment
- ♦ Anticipated Traffic Volume
- Constraints/Other

#### Input from Approaches and Towers

- ♦ Staffing
- ♦ Current/Anticipated Weather Constraints
- ♦ Equipment
- Current Configuration and AAR
- Anticipated Configuration and AAR
- ♦ Other

#### Other Constraints

- ♦ VIP Movement
- ♦ Special Events
- Military Activities
- Diversions
- ◆ Launch/recovery activities

#### Flow Constrained Areas

- ♦ Current
- ♦ Anticipated Rerouting
- Pathfinders
- ♦ Recovery

#### Anticipated TBM Operations

- ♦ Alternatives
- ♦ Triggers Needed
- ♦ Exit Strategy Needed
- ♦ Airborne Metering
- ♦ Surface Metering
- ♦ Outages

#### Anticipated Traffic Management Initiatives

- ♦ Alternatives
- ♦ Triggers Needed
- Exit Strategy Needed

## Section 3. Operational Line of Authority

# 21–3–1. AUTHORITY FOR OPERATIONAL SECURITY-RELATED ACTIONS

Under the general supervision of the Director, System Operations Security, the Manager of Tactical Operations Security is authorized to direct security– related air traffic actions coordinated through ATC facilities, to support national defense, homeland security, and law enforcement efforts. The manager operationally executes these actions through the ATO's Air Traffic Security Coordinators (ATSC).

#### 21–3–2. AIR TRAFFIC SECURITY COORDINATOR (ATSC)

a. Air Traffic Security Coordinators (ATSCs) are

air traffic control specialists that have been provided with additional training and responsibilities in the area of air security and air defense.

**b.** The ATSC works under the general supervision of the Tactical Manager. In the absence of the Tactical Manager, the ATSC responsible for the Domestic Events Network (DEN) assumes the operational responsibility of System Operations Security.

**c.** ATSCs assigned to liaison positions will normally be directly assigned at the Commanding General Officer staff level, such as Continental NORAD Region (CONR) or NORAD.

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# **BRIEFING GUIDE**



## U.S. DEPARTMENT OF TRANSPORTATION FEDERAL AVIATION ADMINISTRATION

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#### **1. PARAGRAPH NUMBER AND TITLE:**

2-1-18. PROHIBITED/RESTRICTED AREAS AND STATIONARY ALTRVS

**2. BACKGROUND:** FAA Order JO 7210.3 provides guidance to facility management for waiving, in certain cases, the 3-mile boundary separation requirement between nonparticipating aircraft and active special use airspace, Air Traffic Control Assigned Airspace (ATCAAs), and stationary Altitude Reservations (ALTRVs). However, it has been suggested this guidance lacks clarity and should be harmonized with direction in FAA Order JO 7110.65, paragraph 9–3–2.

#### 3. CHANGE:

#### <u>OLD</u>

#### 2–1–18. PROHIBITED/RESTRICTED AREAS AND STATIONARY ALTRVS

FAA Order JO 7110.65, Air Traffic Control, prescribes separation requirements from special use, ATC-assigned airspace, and stationary ALTRVs. In recognition of the fact that prohibited/restricted areas and stationary ALTRVs may be established for security reasons or to contain hazardous activities not directly involving aircraft operations, provision is made for exempting these areas from vertical and radar separation minima if the areas have been identified by facility management. The intent in prescribing separation requirements from special use, ATC-assigned airspace, and stationary ALTRVs is to establish a buffer between nonparticipating aircraft and aircraft operations inside special use, ATC-assigned airspace, and stationary ALTRVs. As such, the buffer serves as an extra safety margin in consideration of possible operational, procedural, or equipment variances. Application of the separation prescribed in FAA Order JO 7110.65 is not considered necessary whenever the prohibited/restricted airspace and stationary ALTRV does not contain aircraft operations because these areas typically provide an internal buffer based upon the exact type of activity taking place. In making a determination to exempt specific areas, air traffic facility managers must be guided by the following:

**a.** Determine the exact nature of prohibited/ restricted area and stationary ALTRV utilization through direct liaison with the using agency.

**b.** Coordinate with the Service <u>Area</u> office during the analysis of area utilization.

**c.** The following types of activity are examples of restricted area utilization which <u>often will</u> not require application of separation minima:

#### <u>NEW</u>

#### 2–1–18. PROHIBITED/RESTRICTED AREAS AND STATIONARY ALTRVS

FAA Order JO 7110.65, Air Traffic Control, prescribes separation requirements from special use, ATC-assigned airspace, and stationary ALTRVs. The intent in prescribing this separation requirement is to establish separation minima between nonparticipating aircraft and certain aircraft operations inside that airspace. Some prohibited/restricted areas and stationary ALTRVs are established for security reasons or to contain hazardous activities, and do not require a boundary separation minima. These areas may be exempted from vertical and lateral separation minima when identified by facility management. In making a determination to exempt specific areas, air traffic facility managers must be guided by the following:

#### No Change

**b.** Coordinate with the Service <u>Center</u> during the analysis of area utilization.

**c.** The following types of activity are examples of restricted area utilization which <u>may</u> not require application of <u>boundary</u> separation minima:

- **1.** Explosives detonation.
- **2.** Ground firing of various types.

3. <u>A</u>ircraft operations associated with the above in a safety, observer, or command and control capacity<u>only</u>; i.e., the aircraft is not directly engaging in activity for which the airspace was designated and is operating visual flight rules (VFR).

Add

No Change

#### No Change

3. <u>VFR a</u>ircraft operations associated with the above <u>but only</u> in a safety, observer, or command and control capacity.

# 4. VFR aircraft, not directly engaging in activity for which the airspace is activated, that have been authorized by the using agency.

#### **1. PARAGRAPH NUMBER AND TITLE:** 2–1–42. ACCESS TO FALCON REPLAY SYSTEM

**2. BACKGROUND:** The Falcon Replay System with voice is a PC-based tool that allows specified users to analyze video and audio from National Airspace System (NAS) radar sessions. On October 31, 2016, a policy memorandum was issued by the Director, Safety and Technical Training (AJI), to identify certain users. This change will incorporate user guidance from that memorandum into FAA Order JO 7210.3, Facility Operation and Administration, Chapter 2, Section 1.

#### 3. CHANGE:

<u>OLD</u>	NEW
Add	<u>2-1-42. ACCESS TO FALCON REPLAY</u> SYSTEM
Add	<u>Air traffic managers (ATM) must assign access</u> <u>to the Falcon Replay System with voice for:</u>
Add	<u>a. Facility management and Quality Control</u> personnel.
Add	<u>b. Training Team Members.</u>
Add	<u>c. Local Safety Council Members.</u>
Add	<u>d. Controllers-in-Charge / National Traffic</u> <u>Management Specialists-in-Charge / Traffic</u> <u>Management Coordinators-in-Charge /</u> <u>NOTAM Specialists-in-Charge.</u>
Add	<u>e. Certified Professional Controllers, Certified</u> <u>Professional Controllers–in–Training, Traffic</u> <u>Management Coordinators, and Traffic</u> <u>Management Coordinators–in–Training.</u>
Add	<u>f. Other facility personnel deemed appropriate</u> by the ATM or their designee.

#### 1. PARAGRAPH NUMBER AND TITLE: 4–5–2. LETTERS TO AIRMEN

2. BACKGROUND: Letters to airmen (LTAs) publicize new or revised services, anticipated interruptions of service, procedural changes, and other items of interest to users. In 2013, the Aeronautical Information Management Program Office created an electronic tool for LTA management, the LTA Manager. Roles and responsibilities were assigned for users and Service Center Operations Support Groups (OSGs). However, when FAA Order JO 7210.3 was amended to reflect these changes, the OSGs' roles were not included.

#### 3. CHANGE:

#### OLD

#### 4-5-2. LETTERS TO AIRMEN

a. Facility air traffic managers may issue letters to airmen to publicize new or revised services, anticipated interruptions of service, procedural changes, and other items of interest to users.

# b through FIG 4-5-1 A

#### NEW

#### 4-5-2. LETTERS TO AIRMEN

a. Facility air traffic managers may approve letters to airmen to publicize new or revised services, anticipated interruptions of service, procedural changes, and other items of interest to users.

No Change

II <b>I I I I I I I I I </b>	No Change
Add	c. Service Center Operations Support Groups
	(OSGs) must provide the following support
	<u>using the electronic letters to airmen</u>
	management tool—LTA Manager:
Add	<b><u>1. Air traffic facility account management.</u></b>
Add	<b><u>2. Publish or reject letters to airmen.</u></b>

#### 1. PARAGRAPH NUMBER AND TITLE: 5–3–4. WEATHER RECONNAISSANCE FLIGHTS

**2.** BACKGROUND: To allow for proper distribution, the Central Altitude Reservation Function (CARF) identifier is used by the issuing Air Route Traffic Control Center (ARTCC) to publish a Weather Reconnaissance Area (WRA) Notice to Air Missions (NOTAM). However, the CARF unit does not issue the NOTAM and would not be the appropriate entity to provide any WRA information in response to a field inquiry.

#### 3. CHANGE:

#### OLD

#### **5–3–4. WEATHER RECONNAISSANCE FLIGHTS**

Title through b4(c) NOTE

(d) Issue the WRA NOTAM, as applicable.

Add

#### NEW

#### **5–3–4. WEATHER RECONNAISSANCE FLIGHTS**

No Change

No Change

NOTE-Any questions about the WRA NOTAM should be directed to the ARTCC that originated the NOTAM. not CARF.

#### 1. PARAGRAPH NUMBER AND TITLE: 6-9-1. GENERAL

**2. BACKGROUND:** Although guidance regarding controller responsibilities for aircraft operating in or transitioning through Reduced Vertical Separation Minimum (RVSM) airspace is provided in this paragraph, the actual parameters of the airspace are absent. Further comparisons of FAA Order JO 7210.3 and FAA Order JO 7110.65 indicate inconsistent or undefined language describing RVSM airspace and operations in that airspace. To avoid confusion when applying the guidance found in this paragraph, ATO Safety and Training has requested the addition of the definition of RVSM airspace found in Advisory Circular (AC) 91–85B, Authorization of Aircraft and Operators for Flight in Reduced Vertical Separation Minimum (RVSM) Airspace, 14 CFRs 91.180 and 91.706.

#### 3. CHANGE:

#### <u>OLD</u>

#### 6-9-1. GENERAL

**a.** RVSM <u>reduces vertical separation</u> between FL290 and FL410 from 2,000 feet to 1,000 feet for those aircraft approved for operation within these altitude strata. The six additional altitudes provide the users fuel savings and operational efficiencies while providing ATC flexibility, mitigation of conflict points, enhanced sector throughput and reduced controller workload for air traffic control operations.

**b.** RVSM is applied in <u>that</u> airspace <u>from FL290</u> <u>through FL410</u> over the domestic United States, Alaska, the Gulf of Mexico where the FAA provides air traffic services, the San Juan FIR, across international borders with Canada and Mexico, and the Pacific and Atlantic Oceanic airspace controlled by the FAA. <u>There are two forms of RVSM airspace:</u>

**<u>1. RVSM Airspace. Use of the term RVSM</u>** <u>airspace refers to the RVSM exclusive</u> <u>environment. Aircraft operating in this airspace</u> <u>must be RVSM approved.</u>

#### <u>NOTE-</u>

<u>1. The following non-RVSM aircraft are exceptions to</u> the exclusive RVSM airspace. However, access will be on a workload-permitting basis:

a. DOD aircraft.

b. DOD-certified aircraft operated by NASA (T38, F15, F18, WB57, S3, and U2 aircraft only). c. MEDEVAC aircraft.

d. Aircraft being flown by manufacturers for

development and certification. e. Foreign State aircraft.

## <u>NEW</u>

#### 6-9-1. GENERAL

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

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

Delete

Delete

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

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

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

**c.** Aircraft being utilized for mercy or humanitarian purposes;

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

**3.** Aircraft not approved for RVSM operations may transition through RVSM airspace to operate above or below.

**2.** Transition Airspace. Airspace where both RVSM aircraft and non-RVSM aircraft may be accommodated at all altitudes and RVSM approval is not required. Transition airspace connects airspace wherein conventional separation is applied to RVSM airspace. One thousand feet vertical separation can only be applied between RVSM aircraft. Two thousand feet separation must be applied between non-RVSM aircraft or whenever one of the aircraft is non-RVSM.

Add

	<u>exceptions to the exclusive RVSM airspace,</u> <u>however, access may be approved,</u> <u>workload-permitting:</u>
Add	<u>1. DoD aircraft.</u>
Add	2. DoD-certified aircraft operated by NASA (T38, F15, F18, WB57, S3, and U2 aircraft only).
Add	3. MEDEVAC aircraft.
Add	4. Aircraft being flown by manufacturers for development and certification.
Add	5. Foreign State aircraft.
Add	d. The following aircraft operating within oceanic airspace or transiting to/from oceanic airspace are excepted:
Add	<b><u>1. Aircraft being initially delivered to the</u></b> <u>State of Registry or Operator;</u>
Add	2. Aircraft that was formerly RVSM approved but has experienced an equipment failure and is being flown to a maintenance facility for repair in order to meet RVSM requirements and/or obtain approval;

Delete

Delete

Delete

c. The following non-RVSM aircraft are

Add	3. Aircraft being utilized for mercy or humanitarian purposes;
Add	4. Within the Oakland, Anchorage, and Arctic FIRs, an aircraft transporting a spare engine mounted under the wing.
Add	e. Two thousand feet separation must be applied for aircraft transitioning RVSM airspace whenever one of the aircraft is not RVSM eligible.
<u>c</u> through <u>d</u>	Re–letter as $f$ through $g$

#### 1. PARAGRAPH NUMBER AND TITLE: 10–1–6. SELECTING ACTIVE RUNWAYS

**2. BACKGROUND:** Aircraft arrival and departure operations generally use the runway(s) most nearly aligned with the wind direction when the wind velocity is 5 knots or more. Other considerations such as runway length, available approach aids, noise abatement, delay/capacity considerations, and other factors may influence the selection of active runways.

National Transportation Safety Board (NTSB) Recommendation A-10-109 included recommendations concerning runway selection criteria that proactively considers current and developing wind conditions, including gusts. In addition, this change is responsive to safety issues identified in Air Traffic Safety Action Program (ATSAP) Corrective Action Request (CAR) 2012-009 Runway Configurations – Tailwind/Crosswind Operations.

#### 3. CHANGE:

#### <u>OLD</u>

## 10-1-6. SELECTING ACTIVE RUNWAYS

Add

**a.** <u>ATCT</u> <u>supervisor/CIC</u> has primary responsibility for determining which runways are to be designated as "active" runways. Where optional configurations of multiple active runways are used for operational flexibility, responsibility for designating which of the optional runways are active at any time may be further delegated. A facility directive must be issued to define specific coordination requirements. (See FAA Order JO 7110.65, Air Traffic Control, paragraph 3–1–3 thru paragraph 3–1–5, paragraph 3–5–1, paragraph 3–5–2, etc.)

#### NEW

#### **10–1–6. SELECTING ACTIVE RUNWAYS**

<u>The ATCT supervisor/CIC determines which</u> <u>runway/s are designated RUNWAY IN USE /</u> <u>ACTIVE RUNWAY / DUTY RUNWAY.</u>

a. Coordinate with affected facilities.

b. Select the RUNWAY IN USE / ACTIVE

**RUNWAY / DUTY RUNWAY by considering all** 

known factors that may in any way affect the safety

of takeoff/landing operations including the initial

departure and the instrument approach phases of

flight within terminal area airspace. Factors to consider include: surface wind direction and

velocity (including gusts), wind shear /

microburst alerts/reports, airport conditions, primary airport and adjacent airport traffic flows, weather activity, arrival/departure restrictions (and other airport-specific traffic management initiatives), environmental factors,

Consider the adverse effect of short-duration

changes when selecting active runways or airport

**b.** Determination of the active runway/s requires consideration of all known factors that may in any way affect the safety of takeoff/landing operations including the initial departure and the instrument approach phases of flight within terminal area airspace. (See FAA Order JO 7110.65, paragraph 2–1–16, paragraph 2–1–18, paragraph 2–6–1 thru paragraph 2–6–6, paragraph 3–1–8, paragraph 3–3–1 thru paragraph 3–5–3, etc.)

NOTE-

Example of items to be considered are: surface wind direction and velocity, wind shear/microburst alerts/reports, adjacent airport traffic flows, severe weather activity, IFR departure restrictions, environmental factors, etc.

t airport traffic flows, severe weather eparture restrictions, environmental fac-	<u>configurations. For example, "chasing the wind"</u> <u>could have adverse effects.</u>
Add	c. Responsibility for designating RUNWAY IN USE / ACTIVE RUNWAY / DUTY RUNWAY may be further delegated; however, a facility directive must be issued to define specific coordination requirements.
Add	<u>d. Tailwind and crosswind considerations take</u> <u>precedence over delay/capacity considerations,</u> <u>and noise abatement operations/procedures/</u> <u>agreements.</u>
Add	e. ATCTs must formalize, in their Standard Operating Procedures (SOP) and Letters of Agreement (LOAs) (as applicable), local procedures compliant with the provisions of this paragraph.

<u>etc.</u> NOTE–

#### 1. PARAGRAPH NUMBER AND TITLE: 10-1-9. FLIGHT PROGRESS STRIP USAGE

**2. BACKGROUND:** Prior to the completion of the Terminal Automation Modernization and Replacement (TAMR) / Standard Terminal Automation Replacement System (STARS) initiative, Center Radar Presentation (CENRAP) was used as a limited functioning backup radar system for terminal facilities if and when their radar failed. In 2021, however, the TAMR/STARS implementation was completed system–wide. TAMR/STARS offers the adoption of Air Route Surveillance Radar (ARSR) and Common Air Route Surveillance Radar (CARSR) en route sensors into the terminal radar automation platform and does not interface with the CENRAP system. Consequently, CENRAP no longer exists and all references to it should be deleted.

#### 3. CHANGE:

#### <u>OLD</u>

#### 10-1-9. FLIGHT PROGRESS STRIP USAGE

Air traffic managers at automated terminal radar facilities may waive the requirement to use flight progress strips provided:

**a.** Back-up systems such as multiple radar sites/systems or single site radars with CENRAP are utilized.

## <u>NEW</u> 10–1–9. FLIGHT PROGRESS STRIP USAGE

No Change

**a.** Back-up systems such as multiple radar sites/systems are utilized.

#### 1. PARAGRAPH NUMBER AND TITLE:

12–8–1. POLICY 12–8–2. DEFINITION 12–8–3. CRITERIA 12–8–4. RESPONSIBILITIES

**2. BACKGROUND:** At the October 2019 Aeronautical Charting Meeting, the Aircraft Owners and Pilots Association initiated a workgroup to establish the charting of visual flight rules (VFR) waypoints to assist pilots with the identification of entry points for commonly flown mountain passes. Since 2003, language has been included in FAA Order JO 7210.3, Facility Operation and Administration, noting Flight Standards would provide guidance on the usage of VFR waypoints for this application. This new policy accounts for the recommendations of the mountain pass workgroup and incorporates guidelines that would be used for the placement of VFR waypoints at commonly flown mountain pass entry points.

#### 3. CHANGE:

#### <u>OLD</u>

#### 12-8-1. POLICY

**a.** The VFR Waypoint Chart Program was established to provide VFR pilots with a supplemental tool to assist with position awareness while navigating visually in aircraft equipped with area navigation (RNAV) receivers. The program's purpose is to enhance safety, reduce pilot deviations, and provide navigation aids for pilots unfamiliar with an area in or around Class B, Class C, and Special Use Airspace (SUA). The use of VFR waypoints does not relieve the pilot of any responsibility to comply with the requirements of 14 CFR Part 91.

#### NEW

#### 12-8-1. POLICY

**a.** The VFR Waypoint Chart Program was established to provide VFR pilots with a supplemental tool to assist with position awareness while navigating visually in aircraft equipped with area navigation (RNAV) receivers. The program's purpose is to enhance safety, reduce pilot deviations, and provide navigation aids for pilots unfamiliar with an area in or around Class B, Class C, Special Use Airspace (SUA), and commonly flown mountain passes. The use of VFR waypoints does not relieve the pilot of any responsibility to comply with the requirements of 14 CFR Part 91.

#### <u>OLD</u>

#### 12–8–2. DEFINITION

A VFR waypoint is a predetermined geographical point depicted on a chart for transitioning and/or circumventing controlled <u>and/or</u> SUA that is defined relative to a visual reporting point or in terms of latitude/longitude coordinates.

#### <u>OLD</u>

#### 12-8-3 CRITERIA

#### Title through a3 NOTE

4. <u>Guidance for the development of VFR</u> waypoints to identify mountain passes/routes is or will be provided in Flight Standards' directives.

Add	
Add	
Add	
Add	

#### a5 through a6

#### **b.** VFR chart depiction:

**1.** VFR waypoint names (for computer–entry and flight plans) consist of five letters beginning with the letters "VP" and are retrievable from navigation databases.

2. VFR waypoints associated with VFR checkpoints will not have the waypoint symbology depicted; the Interagency Air <u>Cartographic</u> Committee (IAC<u>C</u>) checkpoint symbol will remain. Only the five-letter identifier will be charted next to the name of the checkpoint.

#### <u>NEW</u>

#### 12-8-2. DEFINITION

A VFR waypoint is a predetermined geographical point depicted on a chart for transitioning and/or circumventing controlled **airspace**, SUA, **and/or commonly flown mountain passes**, that is defined relative to a visual reporting point or in terms of latitude/longitude coordinates.

#### <u>NEW</u>

#### **12-8-3 CRITERIA**

#### No Change

4. <u>Identify natural entry points for commonly</u> <u>flown mountain passes charted on VFR</u> <u>navigational charts. VFR waypoints are not to</u> <u>be used to create mountain pass routes. VFR</u> <u>waypoints that denote the entry of a commonly</u> <u>flown mountain pass must:</u>

(a) Be collocated with a VFR checkpoint at the start of the confined terrain leading to the mountain pass.

(b) Be located at least 1 statute mile laterally from rapidly rising terrain.

(c) Identify the lowest elevation feature in reasonably close proximity (i.e., a stream or river channel).

(d) Avoid placement near features that may be obscured by clouds.

No Change
No Change
No Change

2. VFR waypoints associated with VFR checkpoints will not have the waypoint symbology depicted; the Interagency Air Committee (IAC) checkpoint symbol will remain. Only the five-letter identifier will be charted next to the name of the checkpoint.

**3.** VFR waypoints will be illustrated using the IAC<u>C</u> waypoint symbology.

**4.** The latitude/longitude for each waypoint will be published in FAA Order JO 7350.9, Location Identifiers, and on one of the panels of the appropriate chart.

#### <u>OLD</u>

#### 12-8-4. RESPONSIBILITIES

**a**. Proponent. Any interested party may recommend the addition of VFR waypoints to VFR navigation charts or helicopter charts via the appropriate air traffic facility.

**b.** Air traffic facilities must:

1. Prepare VFR waypoint recommendations. The most important task in preparing the recommendation is coordination with local aviation interests; i.e., Aircraft Owners and Pilots Association, FAA Safety Team (FAAST), Flight Service Station (FSS), military, law enforcement, etc.

#### NOTE-

As FSSs play an integral part in the VFR flight planning process, they may serve as a valuable resource in identifying VFR waypoint recommendations.

**2.** After consensus with all affected air traffic facilities and local aviation interests on the need and location of the proposed VFR waypoints, submit a package to the respective Service Area OSG containing:

#### **b2(a)** through **b2(c)**

(d) A graphic or satellite image with the precise point of the VFR waypoint depicted. It is critical that the depictions be easily readable by the Aeronautical Charting Group, <u>Enroute</u> and Visual Charting Team in order to verify the position for accurate charting.

(e) Justification/supporting rationale.

**3.** VFR waypoints will be illustrated using the IAC waypoint symbology.

**4.** The latitude/longitude for each waypoint will be published in FAA Order JO 7350.9, Location Identifiers.

#### <u>NEW</u>

#### **12–8–4. RESPONSIBILITIES**

No Change

#### No Change

1. Prepare VFR waypoint recommendations. The most important task in preparing the recommendation is coordination with local aviation interests; i.e., Aircraft Owners and Pilots Association, FAA Safety Team (FAAST), Flight Service Station (FSS), military, law enforcement, etc. <u>Flight Procedures and Airspace Group</u> (AFS-420) concurrence is required in writing when establishing VFR waypoints associated with mountain passes.

No Change

No Change

#### No Change

(d) A graphic or satellite image with the precise point of the VFR waypoint depicted. It is critical that the depictions be easily readable by the Aeronautical Charting Group, **En Route** and Visual Charting Team in order to verify the position for accurate charting.

(e) Justification/supporting rationale, and Flight Procedures and Airspace Group (AFS-420) concurrence for VFR waypoints for mountain passes.

#### c through e3

**4.** Publish VFR waypoint geographic positions in the Chart Supplement U.S. and on appropriate VFR charts.

#### 1. PARAGRAPH NUMBER AND TITLE: 18-10-4. DEFINITIONS

**2. BACKGROUND:** FAA Order JO 7210.3, Facility Operation and Administration, Change 2, added a definition for Unified Ground Delay Program (UDP) in paragraph 18–10–4. The definition did not specify the use of UDP as preferred when implementing a Ground Delay Program.

#### **3. CHANGE:**

#### <u>OLD</u>

#### **18–10–4. DEFINITIONS**

#### Title through c

**d.** Unified Ground Delay Program (UDP). <u>This</u> <u>program type</u> addresses the mix of scheduled and unscheduled (i.e., pop-ups) demand based on the following parameters: number of reserved pop-ups, target delay multiplier, and delay limit.

#### No Change

**4.** Publish VFR waypoint geographic positions on appropriate VFR charts.

#### NEW

#### **18–10–4. DEFINITIONS**

#### No Change

**d.** Unified Ground Delay Program (UDP).  $\underline{A}$ **preferred method that** addresses the mix of scheduled and unscheduled (i.e., pop-ups) demand based on the following parameters: number of reserved pop-ups, target delay multiplier, and delay limit.

#### 1. PARAGRAPH NUMBER AND TITLE:

18–21–2. DEFINITION 18–21–3. RESPONSIBILITIES 18–21–4. PROCEDURES

**2. BACKGROUND:** Trajectory-based operations (TBO) have been identified as the foundational air traffic management method for strategically planning, managing, and optimizing flights throughout the National Airspace System (NAS). Guidance contained in FAA Order JO 7210.3, Facility Operation and Administration, does not adequately convey TBO procedures, responsibilities or concepts, nor sufficient references or language emphasizing the importance of time-based management (TBM) in achieving TBO goals. This change provides the necessary information on these topics.

#### 3. CHANGE:

#### <u>OLD</u>

#### 18–21–2. DEFINITION

**a.** The Operations Plan (OP): The OP is a plan for management of the NAS. The OP is a collaboratively developed plan. The OP is derived by the Planning Team (PT) after collaboration with the FAA and customer's weather forecasters, FAA Air Route Traffic Control Center (ARTCC), Traffic Management Officer (TMO) or designee, other FAA field facility management personnel, airline planners, Air Traffic Control System Command Center (ATCSCC) personnel, international facilities, military, and general aviation system customers.

#### Add

**<u>b</u>**. Trigger: A specific event that causes a specific traffic management initiative (TMI) to be implemented.

**1.** A trigger is for planning purposes and is intended to reduce coordination when implementing the specified TMI.

**2.** All en route facilities impacted by the TMI must be contacted prior to implementing the TMI in response to the trigger.

**3.** En route facilities must relay TMIs to affected terminal facilities within their area of jurisdiction.

**4.** All triggers will be identified by "IF, THEN" clauses in the OP.

#### EXAMPLE-

*IF thunderstorms develop as forecast on J96, THEN ZKC will initiate the ORD BDF1 Playbook route.* 

**<u>c</u>.** The OP will specify:

#### **18–21–2. DEFINITION**

a. The Operations Plan (OP): The OP is a plan for management of the NAS <u>and is formulated</u>, <u>developed</u>, <u>and maintained by the Air Traffic</u> <u>Control System Command Center (ATCSCC)</u> <u>Planning Team (PT) in collaboration with FAA</u> <u>and customer weather forecasters, ATCSCC</u> <u>personnel, Air Route Traffic Control Center</u> (ARTCC), District Traffic Management <u>Officers (TMO) or designees, terminals, airline</u> <u>planners, international facilities, military,</u> <u>general aviation planners, and other FAA field</u> <u>facility management personnel. The Operations</u> <u>Planning Webinar (PW) is conducted via a</u> <u>web-based application to include an audio</u> <u>dial-in capability.</u>

**b.** Advance Plan (AP): The AP is for advanced (next day or later) management of the NAS. The AP is developed by the PT after collaboration with the same personnel as the OP.

c. Trigger: A specific event/critical decision window (CDW) that causes a specific traffic management initiative (TMI)/time-based management (TBM) operation to be implemented or modified.

**1.** A trigger is for planning purposes and is intended to reduce coordination when implementing <u>or modifying</u> the specified TMI/<u>TBM operation</u>.

2. All en route facilities impacted by the TMI/<u>TBM operation</u> must be contacted prior to implementing the TMI/<u>TBM operation</u> in response to the trigger.

**3.** En route facilities must relay TMIs/<u>TBM</u> <u>operations</u> to affected terminal facilities within its area of jurisdiction.

No Change

No Change

**<u>d</u>**. The OP will specify:
## <u>OLD</u>

### 18-21-3. RESPONSIBILITIES

a. The ARTCC TMO or their designee must:

1. <u>Participate via the PT Conference in the formulation and development of the OP when stated on the previous OP, or requested later by the ATCSCC, or issues within the facility arise that may require inclusion in the OP.</u>

2. Provide input on:

(a) Equipment outages having an operational impact;

(b) Internal initiatives;

(c) Terminal constraints;

(d) Route closure/recovery information;

(e) Anticipated Traffic Management Initiatives (TMI) necessary to manage the system; or

(f) Other issues which may impact operations (i.e., staffing, special events, etc.). See FIG 18-21-1, Operational Planning Conference Checklist.

**3.** Brief and direct facility Operational Supervisors, Traffic Management Supervisors, Traffic Management Units, and operational personnel on the implementation of the OP and gather additional information for the next Conference.

4. <u>Coordinate with and provide direction to</u> <u>underlying facilities on the implementation of the</u> <u>OP.</u>

5. <u>Monitor and assess the OP, notifying the</u> <u>ATCSCC of problems that may impact the OP.</u>

**<u>6. Provide operational feedback for use in</u>** <u>post-operational evaluation of the OP.</u>

**b.** The ATCSCC must:

### <u>NEW</u>

#### **18–21–3. RESPONSIBILITIES**

a. <u>The PT provides operational same day</u> <u>analysis and support, advanced planning, and</u> <u>historical review to provide greater</u> <u>predictability and reliability in managing NAS</u> <u>performance. Responsibilities include:</u>

1. <u>Deliver a detailed Advance Plan (AP) to</u> <u>identify the next day's potential NAS impacts</u> <u>and TMIs/TBM operations as well as multi-day</u> <u>outlooks containing potential constraints and</u> <u>initiatives.</u>

2. <u>Identify aviation system efficiencies while</u> <u>using historical NAS performance data and</u> <u>trends to develop effective advance planning</u> <u>strategies.</u>

Delete	
Delete	

3. <u>Provide historical data analysis, demand</u> <u>projections, and potential mitigation strategies</u> <u>for future constraint management.</u>

4. <u>Use post-event analysis and lessons learned</u> to define and implement future strategies and operational triggers based on past performance and outcomes.

5. <u>Gather and share timely and continuous</u> <u>feedback with operational personnel to provide</u> <u>increased data, weather knowledge, and tools</u> <u>for analytical use and planning.</u>

Delete

**b.** The ATCSCC **<u>PT</u>** must:

1. <u>Maintain the Planning Team (PT)</u> <u>Conference.</u>

2. <u>Maintain a web page for publicizing the OP to aviation systems users.</u>

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**c.** The <u>ATCSCC National Operations Manager</u> (NOM) must:

**1.** Direct the <u>facility National Traffic</u> <u>Management Officer (NTMO)</u>, ATCSCC operational units, and personnel on implementation of the OP.

**2.** Coordinate with and provide direction to FAA facilities on implementation of the OP.

d. <u>The ATCSCC PT must:</u>

1. Lead the PT in development of the OP.

2. Formulate the OP through coordination with PT members using the OP Timeline.

**3.** <u>Brief the NOM, NTMO, and other ATCSCC</u> <u>operational elements on the OP.</u>

	Add
<u>op</u>	
	Add

1. Lead the development of the OP.

2. <u>Formulate the OP through coordination</u> with PT members using the OP timeline.

<u>3. Brief the National Operations Manager</u> (NOM), National Traffic Management Officer (NTMO), and other ATCSCC operational elements on the OP.

<u>4. Post the OP on the ATCSCC website and issue as a numbered advisory.</u>

5. Document agreed-upon triggers in the OP.

6. Maintain the PW.

**c.** The NOM must:

**1.** Direct the NTMO, ATCSCC operational units, and personnel on implementation of the OP.

### No Change

d. The District TMO or designee must:

1. Provide input to the AP.

2. <u>Participate via the PW in formulation and</u> <u>development of the OP when stated in the</u> <u>previous OP, when requested later by the</u> <u>ATCSCC, or when issues within the facility</u> <u>warrant participation.</u>

3. Provide input on:

<u>(a) Equipment outages having an</u> operational impact;

(b) Internal initiatives;

(c) Terminal constraints;

(d) Route closure/recovery information;

(e) Anticipated use of airborne rerouting;

(f) Anticipated use of TBM;

(g) Anticipated TMI; or

(h) Other issues which may impact operations (i.e., staffing, special events, etc.). (See FIG 18-21-1, Operational Planning Webinar Checklist.) 4. <u>Post the OP on the ATCSCC web site and issue as a numbered advisory.</u>

5. Document agreed upon triggers in the OP.

Add

Add

e. The Terminal Facility Management must:

1. When notified by the <u>ARTCC</u> TMO or designee or ATCSCC PT, participate in the <u>PT</u> <u>Conference</u>.

e2 through e3

Add

4. <u>Brief and direct facility Operational</u> <u>Supervisors, Traffic Management Supervisors,</u> <u>Traffic Management Units, and operational</u> <u>personnel on the implementation of the OP and</u> <u>gather additional information for the next</u> <u>conference.</u>

5. <u>Coordinate with and provide direction to</u> <u>underlying facilities on the implementation of</u> <u>the OP.</u>

<u>6. Monitor and assess the OP, notifying the ATCSCC of problems that may impact the OP.</u>

<u>7. Provide operational feedback for use in</u> post-operational evaluation of the OP.

e. Terminal Facility Management must:

1. When notified by the <u>District</u> TMO or designee, or ATCSCC PT, participate in the <u>PW</u>.

#### No Change

4. Participate in the AP when necessary or notified.

# <u>OLD</u>

#### 18-21-4. PROCEDURES

**a.** The P<u>T is composed</u> of FAA and customer weather forecasters, FAA <u>ARTCC's</u> TMO, or designee, other FAA field facility management personnel, airline strategic planners, ATCSCC personnel, international facilities, and military and general aviation system customers.

**b.** The ATCSCC has been delegated the authority to direct the operation of the P<u>T Conference</u> for the FAA.

**1.** The ATCSCC will notify those FAA facilities required to participate as part of the P<u>T Conference</u>.

**2.** Military, international, and general aviation entities will be included as necessary.

**c.** The PT collaborates on the formation of the OP. <u>The OP is normally developed for the hour</u> <u>beginning after the Conference commences and</u> <u>through the subsequent eighteen (18) hours.</u> The OP is updated, amended, <u>and evaluated on a</u> <u>recurring basis</u>.

#### <u>NEW</u>

#### 18-21-4. PROCEDURES

**a.** The P<u>W participants are</u> FAA and customer weather forecasters, FAA <u>District</u> TMO or designee, other FAA field facility management personnel, airline strategic planners, ATCSCC personnel, international facilities, and military and general aviation system customers.

**b.** The ATCSCC is delegated the authority to direct the operation of the  $P\underline{W}$  for the FAA.

**1.** The ATCSCC will notify those FAA facilities required to participate as part of the P<u>W</u>.

No Change

**c.** The PT collaborates on the formation of the OP. The OP is <u>continuously evaluated</u>, and updated <u>or</u> amended, <u>as necessary</u>. **d.** Weather information provided by National Weather Service meteorologists will be used in the conference. If there is a collaborative product of weather information, developed by both government and industry meteorologists, it will be used as the primary source for the <u>OP Conference</u>.

**e.** OP Timeline (all times local/eastern): The OP Timeline provides a method for group decision-making and collaboration in dealing with system constraints. Modification of the timeline, participation, and scheduling is done at the discretion of the PT and as directed by the ATCSCC.

**1.** 5:00 a.m. – National Weather TELCON: ATCSCC PT monitors the weather TELCON, receives midnight operational briefing, and collaborates with select FAA facilities and users for the next amendment.

**2.** 6:00 a.m. – Amendment to the OP is published on the ATCSCC web page and through an ATCSCC numbered advisory.

**3.** 6:00–7:00 a.m. – Individual team entities conduct an assessment of operation in preparation for the OP Conference. The ATCSCC identifies and notifies FAA facilities required to participate in the PT Conference.

**4.** 7:15 a.m. – Planning Conference conducted: The OP is developed by the PT.

**5.** 8:00 a.m. – The OP is published on the ATCSCC web site and via numbered advisory.

<u>6.</u> 8:00–9:00 a.m. – Individual team entities conduct an assessment of operation in preparation for the OP Conference.

<u>7. 9:15 a.m. – Planning Conference conducted:</u> <u>The OP is developed by the PT.</u>

## NOTE-

<u>Conference/planning cycle repeats every 2 hours or as</u> <u>conditions warrant.</u> The time intervals may be varied; however, each OP and associated advisory will state the time for the next Conference. **d.** Weather information provided by National Weather Service meteorologists will be used in the conference. If there is a collaborative product of weather information, developed by both government and industry meteorologists, it will be used as the primary source for the <u>PW</u>.

e. OP timeline (all times local/Eastern): The OP Timeline provides <u>a continuous process and</u> method for group decision-making and collaboration in dealing with system constraints. Modification of the timeline, participation, and scheduling is done at the discretion of the PT and as directed by the ATCSCC. <u>The PT conducts and facilitates the PW with FAA field facilities and NAS customers beginning at 7:15 a.m. Eastern time, then every 2 hours, unless otherwise coordinated, with the last Webinar usually being conducted at 9:15 p.m. Webinar duration should be less than 30 minutes. Discuss recurring issues (e.g., VIP movements, overnight cargo operations) as necessary.</u>

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## NOTE-

The time intervals may be varied; however, each OP and associated advisory will state the time for the next Conference.

## OLD

#### FIG 18-21-1 Operational Planning <u>Conference</u> Checklist

Review the Current OP

Review the applicable weather information

### Input from the Areas

- Staffing
- ♦ Combined Sectors
- ♦ Anticipated Initiatives
- ♦ Equipment
- ◆ Anticipated Traffic Volume
- Constraints/Other

#### Input from Approaches and Towers

- Current Configuration and AAR
- Anticipated Configuration and AAR
- ♦ Other

#### Miscellaneous

- ♦ VIP Movement
- ♦ Special Events
- Military Activities
- Diversions

#### Flow Constrained Areas

- ♦ Current
- ♦ Anticipated
- Pathfinders
- Recovery

Anticipated Traffic Management Initiatives

- ♦ Alternatives
- ♦ Triggers Needed
- ♦ Exit Strategy Needed

# <u>NEW</u>

## FIG 18-21-1 Operational Planning <u>Webinar</u> Checklist

Review the Current OP
Review the applicable weather information <u>Input from the Areas</u>
<ul> <li>Staffing</li> <li>Combined Sectors</li> <li><u>Current/Anticipated Weather Constraints</u></li> <li>Anticipated Initiatives</li> <li>Equipment</li> <li>Anticipated Traffic Volume</li> <li>Constraints/Other</li> </ul>
Input from Approaches and Towers
<ul> <li><u>Staffing</u></li> <li><u>Current/Anticipated Weather Constraints</u></li> <li><u>Equipment</u></li> <li>Current Configuration and AAR</li> <li>Anticipated Configuration and AAR</li> <li>Other</li> </ul>
Other Constraints
<ul> <li>VIP Movement</li> <li>Special Events</li> <li>Military Activities</li> <li>Diversions</li> <li>Launch/recovery activities</li> </ul>
Flow Constrained Areas
<ul> <li>Current</li> <li>Anticipated <u>Rerouting</u></li> <li>Pathfinders</li> <li>Recovery</li> </ul>
Anticipated TBM Operations
<ul> <li>◆ Alternatives</li> <li>◆ Triggers Needed</li> <li>◆ Exit Strategy Needed</li> <li>◆ Airborne Metering</li> <li>◆ Surface Metering</li> <li>◆ Outages</li> </ul>
Anticipated Traffic Management Initiatives
<ul> <li>Alternatives</li> <li>Triggers Needed</li> </ul>

# 1. PARAGRAPH NUMBER AND TITLE:

Chapter 21, Section 3. Line of Authority 21–3–1. SYSTEM OPERATIONS SECURITY

**2. BACKGROUND:** This update corrects ambiguous language concerning the System Operations Security operational line of authority pertaining to Air Traffic Security Coordinators (ATSCs).

# 3. CHANGE:

# <u>OLD</u>

## Section 3. Line of Authority

### <u>NEW</u>

Section 3. <u>Operational</u> Line of Authority

## <u>OLD</u>

# 21-3-1. SYSTEM OPERATIONS SECURITY

Deputy Director of System Operations (DDSO) and Manager, Tactical Operations Security are under the general supervision of the Director, System Operations Security. And as such, have been delegated all the rights and responsibilities of the Director.

## NEW

# 21–3–1. <u>AUTHORITY FOR OPERATIONAL</u> <u>SECURITY–RELATED ACTIONS</u>

Under the general supervision of the Director, System Operations Security, the Manager of Tactical Operations Security is authorized to direct security-related air traffic actions coordinated through ATC facilities, to support national defense, homeland security, and law enforcement efforts. The manager operationally executes these actions through the ATO's Air Traffic Security Coordinators (ATSC).