CHANGE

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

JO 7210.3DD
CHG 3

Effective Date:
September 5, 2024

SUBJ: Facility Operation and Administration

1. Purpose of This Change. This change transmits revised pages to Federal Aviation Administration Order JO 7210.3DD, 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 electronically to all who subscribe to receive email notification through the FAA's website. All organizations are responsible for viewing, downloading, and subscribing to receive email notifications when changes occur to this order. Subscriptions to air traffic directives can be made through the Air Traffic Plans and Publications website at https://www.faa.gov/air_traffic/publications/ or directly via the following link: https://public.govdelivery.com/accounts/USAFAA/subscriber/new?topic_id=USAFAA_39.

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 Retain this transmittal until superseded by a new basic order.

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

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Explanation of Changes
Change 3

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

a. 1–1–1. PURPOSE OF THIS ORDER
1–1–9. PROCEDURAL LETTERS OF AGREEMENT (LOAs)
1–1–9. CONSTRAINTS GOVERNING SUPPLEMENTS AND PROCEDURAL DEVIATIONS

This change renumbers paragraphs and eliminates obsolete and redundant language. TBL 1–1–2 is updated to reflect the appropriate military office for coordination. A new paragraph was added to address letters of agreement (LOAs). This change also updates language and clarifies waiver approval and denial authority. Chapter 1, Section 1, has been revised to align with Chapter 1, Section 1, of FAA Order JO 7110.65, Air Traffic Control.

b. 1–1–10. SAFETY MANAGEMENT SYSTEM (SMS)

This change updates the paragraph to align with Safety Management System (SMS) principles and responsibilities addressed in FAA Order JO 1000.37, as well as available SMS training information.

c. 10–1–7. USE OF ACTIVE RUNWAYS

This change makes several editorial updates to the paragraph.

d. 12–1–1. PROGRAM INTENT
12–1–2. IMPLEMENTATION
12–1–3. TRSA
12–1–4. CLASS C AIRSPACE
12–1–5. CLASS B AIRSPACE

This change removes outdated procedures pertaining to the establishment, revision, or withdrawal of Terminal Radar Service Area (TRSA), Class C and Class B airspace. FAA Order JO 7210.3, Facility Operation and Administration, paragraph 12–1–4, Class C Airspace, and paragraph 12–1–5, Class B Airspace, are revised to reference FAA Order JO 7400.2, Procedures for Handling Airspace Matters, for the establishment, revision, or withdrawal for these two airspace classes. TRSA procedures are consolidated into a single paragraph. The Class C and Class B airspace description is updated to harmonize with FAA Order JO 7400.2, and additional references to the charted VFR programs in Chapter 12 of this order are incorporated.

e. 12–7–1. ASDE SYSTEM OPERATION

This change updates language in paragraph 12–7–1 to include Automatic Dependent Surveillance–Broadcast (ADS–B) failure as a reason for Airport Surface Detection Equipment Model X (ASDE–X) and Airport Surface Surveillance Capability (ASSC) to enter radar-only mode in addition to Multilateration (MLAT) failure, as MLAT is being divested. Subparagraphs 12–7–1c1 and c2 were removed as the content is covered in qualification technical training and site-specific training pertaining to ASDE–X/ASSC systems. Related procedures are found in FAA Order JO 7110.65, Air Traffic Control, paragraph 3–6–1, Equipment Usage. This change cancels and incorporates Notice JO 7210.947, effective January 8, 2024.

f. 12–11–1. sUAS OPERATIONS OVER NON-MOVEMENT/CLOSED MOVEMENT AREAS

This change adds the policy for evaluating and approving or denying requests for authorization for sUAS operations over non–movement areas and movement areas which are closed at airports with an operating Airport Traffic Control Tower (ATCT).

g. 16–2–2. UHF EN ROUTE CHANNEL

With the decommissioning of frequency 255.4 at Flight Service Stations, this change removes paragraph 16–2–2 from FAA Order JO 7210.3.

h. 21–4–7. UAS SPECIAL GOVERNMENTAL INTEREST (SGI) OPERATIONS
21–5–4. UAS SGI ADDENDUM REQUEST PROCESS AND COORDINATION

This change incorporates CFR Part 89, Remote Identification (RID) of Unmanned Aircraft, into subparagraph 21–4–7b to address Unmanned Aircraft System (UAS) Special Governmental Interest (SGI) RID off requests and the application under the authority of the System Operations Support Center (SOSC). This change adds Part 89 to subparagraph 21–5–4a2 to cover UAS SGI RID off requests submitted in a timeframe incompatible with standard processing time for planned operations. This change also adds Part 89 to subparagraph 21–5–4g addressing how UAS SGI requests will be managed and implemented.

i. Editorial Changes

Editorial changes include updating the abbreviation CWSU to read Center Weather Service Unit instead of ARTCC Weather Service Unit, the removal of the abbreviation WARP from paragraph 1–2–4, and simple editorials fixing typos in 21–2–2d, a reference correction in 10–3–13c, and fixing an email address link in 10–3–12a.

j. Entire Publication

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

PAGE CONTROL CHART
Change 3

REMOVE PAGES	DATED	INSERT PAGES	DATED
Table of Contents i through xxvi	3/21/24	Table of Contents i through xxvi	9/5/24
1–1–1 and 1–1–2	10/5/23	1–1–1 and 1–1–2	9/5/24
1–1–3	3/21/24	1–1–3	9/5/24
1–2–1	4/20/23	1–2–1	4/20/23
1–2–2	4/20/23	1–2–2	9/5/24
1–2–5	3/21/24	1–2–5	9/5/24
10–1–3 through 10–1–8	4/20/23	10–1–3 through 10–1–8	9/5/24
10–3–5	4/20/23	10–3–5	4/20/23
10–3–6 through 10–3–8	4/20/23	10–3–6 through 10–3–8	9/5/24
10–3–9	3/21/24	10–3–9	9/5/24
10–3–10	4/20/23	10–3–10	4/20/23
10–4–1	4/20/23	10–4–1	9/5/24
10–4–2	4/20/23	10–4–2	4/20/23
12–1–1	3/21/24	12–1–1	9/5/24
12–1–2 through 12–1–4	4/20/23	12–1–2 through 12–1–4	9/5/24
12–7–1 through 12–7–3	4/20/23	12–7–1 through 12–7–3	9/5/24
	N/A	12–11–1	9/5/24
16–2–1	4/20/23	16–2–1	9/5/24
21–2–1	4/20/23	21–2–1	9/5/24
21–2–2	4/20/23	21–2–2	4/20/23
21–4–1	3/21/24	21–4–1	3/21/24
21–4–2	4/20/23	21–4–2	9/5/24
21–5–1 and 21–5–2	4/20/23	21–5–1 and 21–5–2	9/5/24
Index I–1 through I–11	3/21/24	Index I–1 through I–11	9/5/24

Table of Contents

Part 1. BASIC

Chapter 1. General

Section 1. Introduction

Paragraph		Page
1–1–1.	PURPOSE OF THIS ORDER	1–1–1
1–1–2.	AUDIENCE	1–1–1
1–1–3.	WHERE TO FIND THIS ORDER	1–1–1
1–1–4.	WHAT THIS ORDER CANCELS	1–1–1
1–1–5.	EXPLANATION OF CHANGES	1–1–1
1–1–6.	EFFECTIVE DATES AND SUBMISSIONS FOR CHANGES	1–1–1
1–1–7.	DELIVERY DATES	1–1–2
1–1–8.	RECOMMENDATIONS FOR PROCEDURAL CHANGES	1–1–2
1–1–9.	PROCEDURAL LETTERS OF AGREEMENT (LOAs)	1–1–2
1–1–10.	WAIVERS TO THIS ORDER	1–1–2
1–1–11.	SAFETY MANAGEMENT SYSTEM (SMS)	1–1–3
1–1–12.	REFERENCES TO FAA NON-AIR TRAFFIC ORGANIZATION	1–1–3
1–1–13.	DISTRIBUTION	1–1–3

Section 2. Order Use

1–2–1.	POLICY	1–2–1
1–2–2.	ANNOTATIONS	1–2–1
1–2–3.	WORD MEANINGS	1–2–1
1–2–4.	ABBREVIATIONS	1–2–1

Chapter 2. Administration of Facilities

Section 1. General

2–1–1.	INTERREGIONAL REQUIREMENTS	2–1–1
2–1–2.	FACILITY STANDARD OPERATING PROCEDURES DIRECTIVE	2–1–1
2–1–3.	POSITION/SECTOR BINDERS	2–1–1
2–1–4.	REFERENCE FILES	2–1–2
2–1–5.	RELEASE OF INFORMATION	2–1–2
2–1–6.	CHECKING ACCURACY OF PUBLISHED DATA	2–1–3
2–1–7.	AIR TRAFFIC SERVICE DURING PLANNED AND UNPLANNED OUTAGES	2–1–3
2–1–8.	OPERATIONS DURING A STAFFING CONSTRAINT	2–1–6
2–1–9.	HANDLING BOMB THREAT INCIDENTS	2–1–7
2–1–10.	HANDLING MANPADS INCIDENTS	2–1–8
2–1–11.	AIRPORT EMERGENCY PLANS	2–1–8
2–1–12.	EXPLOSIVES DETECTION K–9 TEAMS	2–1–9
2–1–13.	INTERSECTION TAKEOFFS	2–1–10
2–1–14.	AIRCRAFT IDENTIFICATION PROBLEMS	2–1–10
2–1–15.	APPROACH CONTROL AIRSPACE	2–1–11
2–1–16.	AUTHORIZATION FOR SEPARATION SERVICES BY TOWERS	2–1–11
2–1–17.	BIRD HAZARDS	2–1–12

Paragraph **Page**

2–1–18. PROHIBITED/RESTRICTED AREAS AND STATIONARY ALTRVS 2–1–12
2–1–19. SPECIAL ACTIVITY AIRSPACE (SAA) SCHEDULING, COORDINATION, AND DISSEMINATION 2–1–13
2–1–20. SPECIAL AIR TRAFFIC RULES (SATR) AND SPECIAL FLIGHT RULES AREA (SFRA) 2–1–13
2–1–21. ATC SECURITY SERVICES FOR THE WASHINGTON, DC, SPECIAL FLIGHT RULES AREA (DC SFRA) 2–1–14
2–1–22. AIRPORT TRAFFIC PATTERNS 2–1–15
2–1–23. OBSTACLE IDENTIFICATION SURFACES, OBSTACLE FREE ZONES, RUNWAY SAFETY AREAS, APPROACH/ DEPARTURE HOLD AREAS, AND CLEARWAYS 2–1–15
2–1–24. FACILITY IDENTIFICATION 2–1–15
2–1–25. DISPOSITION OF OBSOLETE CHARTS 2–1–15
2–1–26. OUTDOOR LASER DEMONSTRATIONS 2–1–16
2–1–27. COMBINE/RECOMBINE AN ATCT/TRACON 2–1–16
2–1–28. SUBMISSION OF AIR TRAFFIC CONTROL ASSIGNED AIRSPACE (ATCAA) DATA 2–1–16
2–1–29. SUBMISSION OF SUA AND PAJA FREQUENCY INFORMATION 2–1–16
2–1–30. REPORTING UNAUTHORIZED LASER ILLUMINATION OF AIRCRAFT 2–1–16
2–1–31. REPORTING SUSPICIOUS AIRCRAFT/PILOT ACTIVITIES 2–1–17
2–1–32. REPORTING DIVERTED AIRCRAFT ARRIVING FROM INTERNATIONAL LOCATIONS 2–1–18
2–1–33. REPORTING INOPERATIVE OR MALFUNCTIONING ADS–B TRANSMITTERS 2–1–18
2–1–34. REPORTING SUSPICIOUS UAS ACTIVITIES 2–1–19
2–1–35. USE OF UAS DETECTION SYSTEMS 2–1–20
2–1–36. USE OF COUNTER UNMANNED AIRCRAFT SYSTEMS (C–UAS) 2–1–20
2–1–37. REPORTING DEATH, ILLNESS, OR OTHER PUBLIC HEALTH RISK ON BOARD AIRCRAFT 2–1–21
2–1–38. OPPOSITE DIRECTION OPERATIONS 2–1–22
2–1–39. SPECIAL INTEREST SITES 2–1–23
2–1–40. TRANSPORTATION SECURITY ADMINISTRATION AND FAA JOINT OPERATING PROCEDURES 2–1–24
2–1–41. DISPLAYING SPACE LAUNCH AND REENTRY AREAS ON THE SITUATION DISPLAY 2–1–24
2–1–42. DISPLAYING DEBRIS RESPONSE AREAS ON THE SITUATION DISPLAY . . . 2–1–24
2–1–43. ACCESS TO FALCON REPLAY SYSTEM 2–1–24

Section 2. Responsibilities

2–2–1. LEGAL LIABILITIES OF PERSONNEL 2–2–1
2–2–2. JOB REQUIREMENTS 2–2–1
2–2–3. POSITION RESPONSIBILITY 2–2–1
2–2–4. DUTY FAMILIARIZATION AND THE TRANSFER OF POSITION RESPONSIBILITY 2–2–1
2–2–5. OPERATING INITIALS 2–2–3
2–2–6. SIGN IN/OUT AND ON/OFF PROCEDURES 2–2–4
2–2–7. CIRNOT HANDLING 2–2–5
2–2–8. GENOT HANDLING 2–2–5
2–2–9. PERSONNEL BRIEFINGS REGARDING AIR TRAFFIC PROCEDURES BULLETIN ITEMS 2–2–5
2–2–10. LAW ENFORCEMENT INFORMATION 2–2–6
2–2–11. PERSONNEL BRIEFINGS REGARDING ORDERS, PUBLISHED AERONAUTICAL DATA, AND FLIGHT PROCEDURES 2–2–6

Paragraph **Page**

2–2–12. SYSTEMS MANAGEMENT OF VSCS EQUIPMENT 2–2–7
2–2–13. REPORTING EQUIPMENT TROUBLE 2–2–7
2–2–14. FACILITY DIRECTIVES REPOSITORY (FDR) 2–2–7

Section 3. Air Traffic Familiarization/Currency Requirements for En Route/Terminal/System Operations Facilities

2–3–1. GENERAL 2–3–1
2–3–2. APPLICATION 2–3–1
2–3–3. REQUIREMENTS 2–3–1
2–3–4. DIFFERENTIAL 2–3–3
2–3–5. TRACKING 2–3–3

Section 4. Hours of Duty

2–4–1. SERVICE HOURS 2–4–1
2–4–2. TIME STANDARDS 2–4–1
2–4–3. TIME CHECKS 2–4–1
2–4–4. STATUS OF SERVICE 2–4–1

Section 5. Watch Coverage–Flight Service Stations

2–5–1. BASIC WATCH SCHEDULES 2–5–1
2–5–2. DESIGNATING WATCH SUPERVISION COVERAGE 2–5–1
2–5–3. AREA SUPERVISION 2–5–1
2–5–4. RELIEF PERIODS 2–5–2
2–5–5. OVERTIME DUTY 2–5–2
2–5–6. HOLIDAY STAFFING 2–5–2
2–5–7. CONSOLIDATING POSITIONS 2–5–2
2–5–8. SUPERVISORS HOURS OF DUTY (ALASKA ONLY) 2–5–2
2–5–9. FACILITY COMPLEMENTS 2–5–2
2–5–10. CONTROLLER–IN–CHARGE (CIC)/DESIGNATED LEAD SPECIALIST (DLS) TRAINING 2–5–3

Section 6. Watch Supervision–Terminal/En Route

2–6–1. WATCH SUPERVISION 2–6–1
2–6–2. WATCH SUPERVISION ASSIGNMENTS 2–6–1
2–6–3. CONTROLLER–IN–CHARGE (CIC) DESIGNATION 2–6–2
2–6–4. CONTROLLER–IN–CHARGE (CIC) SELECTION PROCESS 2–6–3
2–6–5. CONSOLIDATING POSITIONS 2–6–4
2–6–6. RELIEF PERIODS 2–6–4
2–6–7. BASIC WATCH SCHEDULE 2–6–4
2–6–8. OVERTIME DUTY 2–6–5
2–6–9. HOLIDAY STAFFING 2–6–5
2–6–10. ADMINISTRATIVE HOURS OF DUTY 2–6–5
2–6–11. FACILITY COMPLEMENTS 2–6–5
2–6–12. CONSOLIDATING TOWER/TRACON FUNCTIONS 2–6–5
2–6–13. SINGLE PERSON MIDNIGHT OPERATIONS 2–6–6

Section 7. Appearance and Security

2–7–1. PERSONNEL APPEARANCE 2–7–1
2–7–2. QUARTERS APPEARANCE 2–7–1

Paragraph **Page**
2–7–3. BULLETIN BOARDS 2–7–1
2–7–4. FOOD AND BEVERAGES 2–7–1
2–7–5. FACILITY SECURITY 2–7–1
2–7–6. SUSPICIOUS ACTIVITIES AROUND AIRPORTS OR FAA FACILITIES 2–7–1
2–7–7. COOPERATION WITH LAW ENFORCEMENT AGENCIES 2–7–1
2–7–8. FACILITY VISITORS 2–7–2
2–7–9. SECURITY OF JOINT–USE RADAR DATA 2–7–2

Section 8. Medical

2–8–1. GENERAL 2–8–1
2–8–2. MEDICAL CLEARANCE REQUIREMENTS 2–8–1
2–8–3. SPECIAL MEDICAL EVALUATIONS 2–8–1
2–8–4. SPECIAL CONSIDERATION 2–8–1
2–8–5. USE OF DRUGS AND SEDATIVES 2–8–1
2–8–6. RESTRICTED DRUGS 2–8–2
2–8–7. BLOOD DONORS 2–8–2
2–8–8. USE OF ALCOHOL AND OTHER DRUGS 2–8–2
2–8–9. MEDICAL STATUS DETERMINATIONS ON FG–2154s 2–8–2

Section 9. Weather/Visibility

2–9–1. BACKUP/AUGMENTATION OF WEATHER OBSERVATIONS 2–9–1
2–9–2. RECEIPT AND DISSEMINATION OF WEATHER OBSERVATIONS 2–9–1
2–9–3. LIMITED AVIATION WEATHER REPORTING STATION (LAWRS) HOURS OF OPERATION 2–9–1
2–9–4. NONAVIATION WEATHER SERVICE 2–9–2
2–9–5. NATIONAL WEATHER RECORDS CENTER 2–9–2
2–9–6. VISIBILITY CHARTS 2–9–2
2–9–7. SITING CRITERIA FOR VISUAL WEATHER OBSERVATIONS 2–9–2
2–9–8. RUNWAY VISUAL RANGE (RVR) EQUIPMENT 2–9–3
2–9–9. SPECIFIC AREA MESSAGE ENCODING (SAME) WEATHER RADIOS 2–9–3

Section 10. Wind/Altimeter Information

2–10–1. WIND INSTRUMENT SENSORS 2–10–1
2–10–2. WIND INDICATOR CROSS CHECK 2–10–1
2–10–3. ALTIMETER REQUIREMENTS 2–10–1
2–10–4. COMPARISON CHECKS 2–10–2
2–10–5. DELIVERY OF ALTIMETER SETTING TO ARTCC 2–10–3
2–10–6. BROADCAST DENSITY ALTITUDE ADVISORY 2–10–3

Chapter 3. Facility Equipment

Section 1. General

3–1–1. BASIC EQUIPMENT 3–1–1
3–1–2. PERIODIC MAINTENANCE 3–1–1
3–1–3. NATIONAL AIRSPACE SYSTEM (NAS) CHANGES 3–1–2
3–1–4. TRAFFIC LIGHTS, GATES, AND SIGNALS 3–1–2
3–1–5. CLEANING INSTRUMENT COVERS 3–1–2
3–1–6. ENGINE GENERATOR TRANSFER PROCEDURES FOR ANTICIPATED POWER FAILURE 3–1–2

Section 2. Use of Communications

Paragraph	Page
3–2–1. RESPONSIBILITY	3–2–1
3–2–2. AUTHORIZED MESSAGES NOT DIRECTLY ASSOCIATED WITH AIR TRAFFIC SERVICES	3–2–1
3–2–3. USE OF OTHER THAN FAA COMMUNICATIONS CIRCUITS	3–2–1
3–2–4. FBI USE OF FAA FREQUENCIES	3–2–1
3–2–5. AERONAUTICAL ADVISORY STATIONS (UNICOM/MULTICOM)	3–2–2

Section 3. Communications Procedures

3–3–1. SERVICE “F” COMMUNICATIONS	3–3–1
3–3–2. TELEPHONE COMMUNICATIONS	3–3–1
3–3–3. MONITORING FREQUENCIES	3–3–1
3–3–4. EMERGENCY FREQUENCIES 121.5 AND 243.0 MHz	3–3–1
3–3–5. BATTERY–POWERED TRANSCEIVERS	3–3–2
3–3–6. FACILITY STATUS REPORT	3–3–2
3–3–7. TESTING EMERGENCY LOCATOR TRANSMITTERS	3–3–2
3–3–8. VSCS FREQUENCY BACKUP	3–3–3
3–3–9. VSCS RECONFIGURATIONS	3–3–3
3–3–10. VTABS (VSCS TRAINING AND BACKUP SYSTEM)	3–3–3
3–3–11. HEADSET TONE INCIDENTS	3–3–4
3–3–12. USE OF CORDLESS HEADSETS IN OPERATIONAL AREAS	3–3–4

Section 4. Recorders

3–4–1. USE OF RECORDERS	3–4–1
3–4–2. ASSIGNMENT OF RECORDER CHANNELS	3–4–1
3–4–3. CHECKING AND CHANGING RECORDING EQUIPMENT	3–4–2
3–4–4. AUDIO DATA RETENTION	3–4–3

Section 5. Navigational Aids

3–5–1. NAVAID MONITORING	3–5–1
3–5–2. SYSTEM COMPONENT MALFUNCTIONS	3–5–2
3–5–3. PROCESSING GPS ANOMALY REPORTS	3–5–2
3–5–4. ORIGINATING NOTAMs CONCERNING NAVAIDs	3–5–3

Section 6. Surveillance Source Use

3–6–1. COMMISSIONING RADAR FACILITIES	3–6–1
3–6–2. ATC SURVEILLANCE SOURCE USE	3–6–2
3–6–3. MONITORING OF MODE 3/A RADAR BEACON CODES	3–6–3
3–6–4. RADAR TARGET SIZING	3–6–3
3–6–5. TERMINAL DIGITAL RADAR SYSTEM AND DISPLAY SETTINGS	3–6–3
3–6–6. PREARRANGED COORDINATION	3–6–4
3–6–7. OPERATIONAL GUIDANCE FOR FUSION	3–6–4

Section 7. Video Maps

3–7–1. TOLERANCE FOR RADAR FIX ACCURACY	3–7–1
3–7–2. RADAR MAPPING STANDARDS	3–7–1
3–7–3. DISPLAY MAP DATA	3–7–1
3–7–4. INTENSITY	3–7–2

Paragraph **Page**
3–7–5. COMMON REFERENCE POINTS 3–7–2

Section 8. Other Displays

3–8–1. MINIMUM VECTORING ALTITUDE CHARTS (MVAC) FOR FACILITIES PROVIDING TERMINAL APPROACH CONTROL SERVICES 3–8–1
3–8–2. MINIMUM VECTORING ALTITUDE CHARTS (MVAC) PREPARATION (TERMINAL/MEARTS) 3–8–1
3–8–3. ALTITUDE ASSIGNMENTS TO S/VFR AND VFR AIRCRAFT 3–8–4
3–8–4. EMERGENCY OBSTRUCTION VIDEO MAP (EOVM) 3–8–5
3–8–5. ESTABLISHING DIVERSE VECTOR AREA/S (DVA) 3–8–6

Section 9. Color Displays–Terminal

3–9–1. COLOR USE ON ATC DISPLAYS 3–9–1

Chapter 4. Correspondence, Conferences, Records, and Reports

Section 1. General

4–1–1. CORRESPONDENCE STANDARDS 4–1–1
4–1–2. SIGNATURE 4–1–1
4–1–3. SERVICE AREA REVIEW 4–1–1
4–1–4. CORRESPONDENCE REGARDING POLICY/PROCEDURES 4–1–1
4–1–5. IRREGULAR OPERATION 4–1–1
4–1–6. PRELIMINARY ENVIRONMENTAL REVIEW 4–1–1

Section 2. User Coordination/Conferences/Publicity

4–2–1. LOCAL COORDINATION/CONFERENCES 4–2–1
4–2–2. PILOT/CONTROLLER OUTREACH: OPERATION RAIN CHECK 4–2–1
4–2–3. PUBLISHED ITEMS 4–2–2
4–2–4. COORDINATION OF ATC PROCEDURES 4–2–2

Section 3. Letters of Agreement (LOA)

4–3–1. LETTERS OF AGREEMENT 4–3–1
4–3–2. APPROPRIATE SUBJECTS 4–3–2
4–3–3. DEVELOPING LOA 4–3–4
4–3–4. REVIEW BY SERVICE AREA OFFICE 4–3–5
4–3–5. APPROVAL 4–3–5
4–3–6. COMMERCIAL SPACE LOAs 4–3–5
4–3–7. HOT AIR BALLOON LOAs FOR CLASS C AIRSPACE 4–3–6
4–3–8. ANNUAL REVIEW/REVISIONS 4–3–6
4–3–9. CANCELLATION 4–3–6
4–3–10. AUTOMATED INFORMATION TRANSFER (AIT) 4–3–8

Section 4. Application

4–4–1. OPERATIONS UNDER EXEMPTIONS FROM SECTION 3 OF APPENDIX D TO PART 91 SURFACE AREAS OF CLASS B AND CLASS C AIRSPACE WITHIN WHICH SPECIAL VFR WEATHER MINIMUMS ARE NOT AUTHORIZED FOR FIXED–WING AIRCRAFT 4–4–1
4–4–2. USE OF AIRCRAFT CALL SIGNS 4–4–1

Paragraph **Page**
4–4–3. RUNWAY SUPERVISORY UNITS (RSU) 4–4–1

Section 5. Other Correspondence

4–5–1. LETTERS OF PROCEDURES 4–5–1
4–5–2. LETTERS TO AIRMEN 4–5–1
4–5–3. DISPOSITION OF VOLCANIC ACTIVITY REPORTING (VAR) FORMS 4–5–2

Section 6. Records

4–6–1. FACILITY RECORDS MANAGEMENT 4–6–1
4–6–2. COLLECTION OF OPERATIONAL DATA 4–6–1
4–6–3. FORMS PREPARATION 4–6–1
4–6–4. FAA FORM 7230–4, DAILY RECORD OF FACILITY OPERATION 4–6–1
4–6–5. PREPARATION OF FAA FORM 7230–4 4–6–1
4–6–6. FAA FORM 7230–10, POSITION LOG 4–6–3
4–6–7. AUTOMATED POSITION SIGN ON/OFF 4–6–5
4–6–8. TIME AND ATTENDANCE (T&A) RECORDING 4–6–6

Section 7. Reports

4–7–1. MONTHLY REPORTS 4–7–1
4–7–2. DELAY REPORTING 4–7–1
4–7–3. SYSTEM IMPACT REPORTS 4–7–1
4–7–4. UNIDENTIFIED FLYING OBJECT (UFO) REPORTS 4–7–1

Section 8. Freedom of Information Act (FOIA)

4–8–1. ACCIDENT/INCIDENT RECORDINGS 4–8–1
4–8–2. RADAR AND/OR COMPUTER DATA 4–8–1
4–8–3. FEES 4–8–1

Chapter 5. Special Flight Handling

Section 1. Presidential Aircraft

5–1–1. ADVANCE COORDINATION 5–1–1
5–1–2. THE PRESIDENT, VICE PRESIDENT, AND EXEC1F AIRCRAFT MONITORING 5–1–2
5–1–3. USE OF FAA COMMUNICATIONS CIRCUITS 5–1–3
5–1–4. SECURITY OF INFORMATION 5–1–3
5–1–5. MOVEMENT INFORMATION 5–1–3
5–1–6. COORDINATION 5–1–3
5–1–7. RESCUE SUPPORT AIRCRAFT 5–1–3

Section 2. FAA Aircraft

5–2–1. IDENTIFYING DEPARTMENT OF TRANSPORTATION (DOT) AND FAA FLIGHTS 5–2–1
5–2–2. FLIGHT INSPECTION AIRCRAFT 5–2–1
5–2–3. HIGH ALTITUDE INSPECTIONS 5–2–1
5–2–4. RESEARCH AND DEVELOPMENT FLIGHTS 5–2–2

Section 3. DOE and Other Aircraft

5–3–1. DEPARTMENT OF ENERGY (DOE) FLIGHTS 5–3–1

Paragraph **Page**
5–3–2. AERIAL SAMPLING/SURVEYING FOR AIRBORNE CONTAMINATION 5–3–1
5–3–3. DUE REGARD OPERATIONS 5–3–1
5–3–4. WEATHER RECONNAISSANCE FLIGHTS 5–3–2
5–3–5. FOREIGN STATE DIPLOMATIC FLIGHTS 5–3–4

Section 4. Other Flight Requests

5–4–1. REQUESTS FOR DEVIATION FROM TRANSPONDER REQUIREMENTS 5–4–1
5–4–2. REQUESTS FOR DEVIATION FROM ADS–B OUT REQUIREMENTS 5–4–2
5–4–3. CROP DUSTER/ANTIQUE AIRCRAFT 5–4–4
5–4–4. FLIGHT TEST OPERATIONS 5–4–4
5–4–5. SANCTIONED SPEED RECORDS 5–4–4
5–4–6. CERTIFYING RECORD ATTEMPTS 5–4–4
5–4–7. PHOTOGRAMMETRIC FLIGHTS 5–4–5
5–4–8. AEROBATIC PRACTICE AREAS 5–4–5
5–4–9. ADS–B OUT OFF OPERATIONS 5–4–6
5–4–10. AIRCRAFT CALL SIGNS USED FOR SENSITIVE GOVERNMENT FLIGHTS . 5–4–6

Section 5. 14 CFR Part 91, UAS Operations

5–5–1. TYPES AND AUTHORITY 5–5–1
5–5–2. OPERATIONS 5–5–1
5–5–3. RESPONSIBILITIES 5–5–1
5–5–4. OPERATIONS IN CLASS A AIRSPACE 5–5–2
5–5–5. OPERATIONS IN TERMINAL RADAR SERVICE AREA (TRSA) 5–5–2
5–5–6. OPERATIONS IN CLASS B AIRSPACE 5–5–2
5–5–7. OPERATIONS IN CLASS C AIRSPACE 5–5–2
5–5–8. OPERATIONS IN CLASS D AIRSPACE 5–5–3
5–5–9. OPERATIONS IN CLASS E AIRSPACE 5–5–3
5–5–10. OPERATIONS IN CLASS G AIRSPACE 5–5–3
5–5–11. LETTERS OF AGREEMENT (LOA)/MEMORANDUMS 5–5–3

Part 2. AIR ROUTE TRAFFIC CONTROL CENTERS

Chapter 6. En Route Operations and Services

Section 1. General

6–1–1. AREAS OF OPERATION 6–1–1
6–1–2. SECTORS 6–1–1
6–1–3. SECTOR CONFIGURATION 6–1–1
6–1–4. AREAS OF SPECIALIZATION 6–1–1
6–1–5. OPERATING POSITION DESIGNATORS 6–1–2
6–1–6. FLIGHT PROGRESS STRIP USAGE 6–1–2
6–1–7. DISPLAY OF TIME–BASED FLOW MANAGEMENT (TBFM) INFORMATION . 6–1–3

Section 2. Sector Information Binders

6–2–1. EN ROUTE OR OCEANIC CONTROLLER TEAM CONCEPT 6–2–1
6–2–2. EN ROUTE SECTOR INFORMATION BINDER 6–2–1

Section 3. Operations

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

Paragraph **Page**
6–3–2. RECEIPT OF NOTAM DATA 6–3–2
6–3–3. REVIEW AIRSPACE STRUCTURE 6–3–2
6–3–4. FLIGHT DATA UNIT 6–3–2
6–3–5. CHANGES TO MTR AND MOA PUBLISHED ACTIVITY SCHEDULES 6–3–3

Section 4. Services

6–4–1. ADVANCE APPROACH INFORMATION 6–4–1
6–4–2. MINIMUM IFR ALTITUDES (MIA) 6–4–1
6–4–3. SPECIAL USE FREQUENCIES 6–4–1
6–4–4. PRACTICE INSTRUMENT APPROACHES 6–4–1

Section 5. Air Carrier Computer Interface Program

6–5–1. GENERAL 6–5–1
6–5–2. FACILITY RESPONSIBILITIES 6–5–1
6–5–3. CRITERIA FOR PARTICIPATION 6–5–1
6–5–4. FORMAT CONVENTIONS 6–5–1
6–5–5. MESSAGE CONTENT 6–5–1

Section 6. En Route Decision Support Tool (EDST)

6–6–1. GENERAL 6–6–1
6–6–2. OPERATIONS SUPERVISOR–IN–CHARGE RESPONSIBILITIES 6–6–1
6–6–3. OPERATIONs MANAGER–IN–CHARGE RESPONSIBILITIES 6–6–1
6–6–4. FACILITY MANAGER RESPONSIBILITIES 6–6–1
6–6–5. EDST AIRSPACE CONFIGURATION ELEMENTS 6–6–2
6–6–6. STANDARD USE OF AUTOMATED FLIGHT DATA MANAGEMENT 6–6–2
6–6–7. EDST OUTAGES 6–6–3
6–6–8. RESTRICTIONS INVENTORY AND EVALUATION 6–6–3
6–6–9. TRAFFIC COUNTS AND DELAY REPORTING 6–6–4
6–6–10. COMPUTER DATA RETENTION 6–6–4
6–6–11. WAIVER TO INTERIM ALTITUDE REQUIREMENTS 6–6–4
6–6–12. TRANSFER OF POSITION RESPONSIBILITY 6–6–4

Section 7. Advanced Technologies and Oceanic Procedures (ATOP)

6–7–1. GENERAL 6–7–1
6–7–2. OPERATIONAL SUPERVISOR–IN–CHARGE RESPONSIBILITIES 6–7–1
6–7–3. ERROR REPAIR POSITION RESPONSIBILITIES 6–7–1
6–7–4. FACILITY MANAGER RESPONSIBILITIES 6–7–1
6–7–5. TRANSFER OF POSITION 6–7–2
6–7–6. ATOP CHANNEL CHANGEOVERS 6–7–2
6–7–7. OUTAGES 6–7–2
6–7–8. CONTROLLER PILOT DATA LINK COMMUNICATIONS 6–7–2

Section 8. Reduced Vertical Separation Minimum (RVSM)

6–8–1. GENERAL 6–8–1
6–8–2. FACILITY MANAGER RESPONSIBILITIES 6–8–1
6–8–3. OPERATIONS MANAGER–IN–CHARGE RESPONSIBILITIES 6–8–2
6–8–4. OPERATIONS SUPERVISOR–IN–CHARGE/CONTROLLER–IN–CHARGE RESPONSIBILITIES 6–8–2
6–8–5. NON–RVSM REQUIREMENTS 6–8–2

Paragraph **Page**
6–8–6. EQUIPMENT SUFFIX AND DISPLAY MANAGEMENT 6–8–3
6–8–7. MOUNTAIN WAVE ACTIVITY (MWA) 6–8–3
6–8–8. WAKE TURBULENCE AND WEATHER RELATED TURBULENCE 6–8–3
6–8–9. SUSPENSION OF RVSM 6–8–3

Section 9. En Route Information Display System (ERIDS)

6–9–1. GENERAL 6–9–1
6–9–2. REQUIREMENTS 6–9–1

Chapter 7. En Route Data

Section 1. Performance Checks

7–1–1. RADAR PERFORMANCE CHECKS 7–1–1
7–1–2. SPECIAL RADAR ACCURACY CHECKS 7–1–1

Section 2. Deficiencies

7–2–1. DEFICIENCIES IN SYSTEM 7–2–1
7–2–2. AMPLITRON OR PARAMETRIC AMPLIFIER FAILURE 7–2–1
7–2–3. ELECTRONIC ATTACK (EA) 7–2–1

Chapter 8. NAS En Route Automation

Section 1. General

8–1–1. TRANSITION PROCEDURES 8–1–1
8–1–2. ALTRV FLIGHT DATA PROCESSING 8–1–1
8–1–3. COMPUTER DATA RETENTION 8–1–2
8–1–4. FLIGHT PLAN DROP INTERVAL 8–1–2

Section 2. Procedures

8–2–1. THREE MILE OPERATIONS 8–2–1
8–2–2. ADAPTED ALTIMETER SETTINGS 8–2–1
8–2–3. ADAPTATION OF EXTERNAL ALTIMETER SETTINGS 8–2–1
8–2–4. CONFLICT ALERT FUNCTION PARAMETERS 8–2–1
8–2–5. MODE C INTRUDER (MCI) ALERT PARAMETERS 8–2–2
8–2–6. E–MSAW ADAPTATION 8–2–2
8–2–7. INTERIM ALTITUDE FACILITY DIRECTIVE REQUIREMENTS 8–2–2
8–2–8. REQUIREMENTS FOR ERAM DATA BLOCK CHANGES WITHOUT COORDINATION 8–2–2
8–2–9. ERAM HOLD INFORMATION FACILITY DIRECTIVE REQUIREMENTS 8–2–3
8–2–10. ERAM SPECIAL ACTIVITY AIRSPACE (SAA) ADAPTATION 8–2–3
8–2–11. ERAM HOLDING PATTERN ADAPTATION 8–2–3
8–2–12. ERAM MASTER TOOLBAR MAP BUTTON LABEL 8–2–4
8–2–13. LOCAL INTERIM ALTITUDE 8–2–4

Section 3. Displays

8–3–1. DIGITAL MAP VERIFICATION 8–3–1
8–3–2. DATA DISPLAY FOR BLOCK ALTITUDE FLIGHTS 8–3–1

Paragraph **Page**
8–3–3. SELECTED ALTITUDE LIMITS 8–3–1
8–3–4. AUTOMATED WEATHER DISPLAY STATUS 8–3–1

Chapter 9. Facility Statistical Data, Reports, and Forms

Section 1. Operational Count Data

9–1–1. IFR AIRCRAFT HANDLED 9–1–1
9–1–2. CATEGORIES OF OPERATIONS 9–1–1
9–1–3. CRITERIA FOR IFR AIRCRAFT HANDLED COUNT 9–1–1
9–1–4. MILITARY AIRCRAFT MOVEMENTS 9–1–3
9–1–5. USE OF AUTOMATED COUNTS 9–1–3
9–1–6. FAA FORM 7230–14, ARTCC OPERATIONS DAILY SUMMARY 9–1–3
9–1–7. INSTRUCTIONS FOR COMPLETING FAA FORM 7230–14 9–1–3
9–1–8. DISTRIBUTION AND AMENDMENT 9–1–4

Section 2. Instrument Approach Data

9–2–1. GENERAL 9–2–1
9–2–2. INSTRUMENT APPROACHES 9–2–1
9–2–3. AIRPORTS REPORTED 9–2–1
9–2–4. FAA FORM 7230–16, APPROACH DATA WORKSHEET 9–2–1
9–2–5. FAA FORM 7230–12, INSTRUMENT APPROACHES MONTHLY SUMMARY . . 9–2–1
9–2–6. DISTRIBUTION AND AMENDMENT 9–2–2
9–2–7. FORWARD COPY TO ADJACENT SERVICE AREA 9–2–2

Section 3. Other Reports and Forms

9–3–1. FAA FORM 7210–8, ELT INCIDENT 9–3–1

Part 3. TERMINAL AIR TRAFFIC CONTROL FACILITIES

Chapter 10. Terminal Operations, Services, and Equipment

Section 1. General

10–1–1. OPERATING POSITION DESIGNATORS 10–1–1
10–1–2. TOWER/RADAR TEAM CONCEPTS 10–1–1
10–1–3. MILITARY ATC BOARDS 10–1–1
10–1–4. SECTIONAL AERONAUTICAL AND TERMINAL AREA CHARTS 10–1–2
10–1–5. AREAS OF NONVISIBILITY 10–1–2
10–1–6. SELECTING ACTIVE RUNWAYS 10–1–2
10–1–7. USE OF ACTIVE RUNWAYS 10–1–3
10–1–8. PROCEDURES FOR OPENING AND CLOSING RUNWAYS 10–1–4
10–1–9. FLIGHT PROGRESS STRIP USAGE 10–1–5
10–1–10. LOW VISIBILITY OPERATIONS 10–1–5
10–1–11. MOBILE CONTROL TOWERS 10–1–6
10–1–12. PARTICIPATION IN LOCAL AIRPORT DEICING PLAN (LADP) 10–1–6
10–1–13. PRECISION OBSTACLE FREE ZONE (POFZ) 10–1–8

Section 2. Position Binders

10–2–1. POSITION DUTIES AND RESPONSIBILITIES 10–2–1

Paragraph	Page
10–2–2. TOWER/RADAR TEAM POSITION BINDERS	10–2–1

Section 3. Operations

10–3–1. DISSEMINATION OF WEATHER INFORMATION	10–3–1
10–3–2. WIND INSTRUMENTS AT APPROACH CONTROL FACILITIES	10–3–1
10–3–3. LOW LEVEL WIND SHEAR/MICROBURST DETECTION SYSTEMS	10–3–1
10–3–4. RELAY OF RVR VALUES	10–3–2
10–3–5. ADVANCE APPROACH INFORMATION	10–3–2
10–3–6. ILS HEIGHT/DISTANCE LIMITATIONS	10–3–3
10–3–7. LAND AND HOLD SHORT OPERATIONS (LAHSO)	10–3–3
10–3–8. LINE UP AND WAIT (LUAW) OPERATIONS	10–3–3
10–3–9. VISUAL SEPARATION	10–3–5
10–3–10. TAKEOFF CLEARANCE	10–3–6
10–3–11. MULTIPLE RUNWAY CROSSINGS	10–3–6
10–3–12. AIRPORT CONSTRUCTION	10–3–7
10–3–13. CHANGE IN RUNWAY LENGTH DUE TO CONSTRUCTION	10–3–7
10–3–14. APPROACHES TO PARALLEL RUNWAYS	10–3–8
10–3–15. GO–AROUND/MISSED APPROACH	10–3–8
10–3–16. EQUIVALENT LATERAL SPACING OPERATIONS (ELSO)	10–3–9

Section 4. Services

10–4–1. AUTOMATIC TERMINAL INFORMATION SERVICE (ATIS)	10–4–1
10–4–2. PRETAXI CLEARANCE PROCEDURES	10–4–2
10–4–3. GATE HOLD PROCEDURES	10–4–2
10–4–4. ADVISORY SERVICE TO ARRIVING VFR FLIGHTS	10–4–3
10–4–5. PRACTICE INSTRUMENT APPROACHES	10–4–3
10–4–6. SIMULTANEOUS INDEPENDENT APPROACHES	10–4–4
10–4–7. SIMULTANEOUS WIDELY– SPACED PARALLEL OPERATIONS	10–4–6
10–4–8. SIMULTANEOUS CONVERGING INSTRUMENT APPROACHES	10–4–6
10–4–9. SIMULTANEOUS OFFSET INSTRUMENT APPROACHES	10–4–8
10–4–10. REDUCED SEPARATION ON FINAL	10–4–9
10–4–11. MINIMUM IFR ALTITUDES (MIA)	10–4–10

Section 5. Terminal Radar

10–5–1. SHUTDOWN OF PAR ANTENNAS	10–5–1
10–5–2. RADAR DISPLAY INDICATORS	10–5–1
10–5–3. FUNCTIONAL USE OF CERTIFIED TOWER RADAR DISPLAYS	10–5–1
10–5–4. ASR PERFORMANCE CHECKS	10–5–2
10–5–5. DEFICIENCIES IN SYSTEM	10–5–3
10–5–6. RADAR TOLERANCES	10–5–3
10–5–7. RECOMMENDED ALTITUDES FOR SURVEILLANCE APPROACHES	10–5–4
10–5–8. ASDE PERFORMANCE CHECKS	10–5–4

Section 6. Airport Lighting

10–6–1. GENERAL	10–6–1
10–6–2. OPERATION OF LIGHTS WHEN TOWER IS CLOSED	10–6–1
10–6–3. INCOMPATIBLE LIGHT SYSTEM OPERATION	10–6–1
10–6–4. APPROACH LIGHT SYSTEMS	10–6–2
10–6–5. VISUAL APPROACH SLOPE INDICATOR (VASI) SYSTEMS	10–6–3

Paragraph **Page**
10–6–6. PRECISION APPROACH PATH INDICATOR (PAPI) SYSTEMS 10–6–4
10–6–7. RUNWAY AND TAXIWAY LIGHTS 10–6–4
10–6–8. RUNWAY FLOODLIGHTS 10–6–4
10–6–9. RUNWAY EDGE LIGHTS ASSOCIATED WITH MEDIUM APPROACH LIGHT SYSTEM/RUNWAY ALIGNMENT INDICATOR LIGHTS 10–6–4
10–6–10. RUNWAY STATUS LIGHTS (RWSL) 10–6–5

Section 7. Airport Arrival Rate (AAR)

10–7–1. PURPOSE 10–7–1
10–7–2. POLICY 10–7–1
10–7–3. DEFINITIONS 10–7–1
10–7–4. RESPONSIBILITIES 10–7–1
10–7–5. CALCULATING AARs 10–7–1
10–7–6. OPERATIONAL AARs 10–7–2

Chapter 11. FAA Contract Tower Operation and Administration

Section 1. Organizational Responsibilities

11–1–1. ATO LEVEL OF SUPPORT 11–1–1
11–1–2. FAA HEADQUARTERS 11–1–1
11–1–3. ATO SERVICE CENTERS 11–1–1
11–1–4. AJT DISTRICT OFFICES 11–1–1

Section 2. Operations and Staffing

11–2–1. REQUESTS FOR ADDITIONAL SERVICES 11–2–1
11–2–2. FAA STAFFING FOR SPECIAL EVENTS 11–2–1
11–2–3. LETTERS OF AGREEMENT (LOA) 11–2–1
11–2–4. EMERGENCY AND CONTINGENCY SITUATIONS 11–2–1
11–2–5. FACILITY DIRECTIVES REPOSITORY (FDR) 11–2–1
11–2–6. FCT AIR TRAFFIC CONTROLLER ELIGIBILITY 11–2–1

Section 3. Training

11–3–1. TESTING AND CERTIFICATION 11–3–1
11–3–2. BRIEFING/TRAINING ITEMS 11–3–1

Section 4. Documents, Forms, and Charts

11–4–1. OPERATIONAL DIRECTIVES 11–4–1
11–4–2. PROVISION OF INFORMATION AND DATA 11–4–1
11–4–3. FORMS AND CHARTS 11–4–1
11–4–4. TRAINING MATERIAL 11–4–1

Section 5. Operational Documents, Directives, and Regulations

11–5–1. FAA DOCUMENTS, DIRECTIVES, AND REGULATIONS 11–5–1

Chapter 12. National Programs

Section 1. Terminal VFR Radar Services

12–1–1. PROGRAM INTENT 12–1–1

Paragraph **Page**
12–1–2. IMPLEMENTATION 12–1–1
12–1–3. TRSA 12–1–2
12–1–4. CLASS C AIRSPACE 12–1–3
12–1–5. CLASS B AIRSPACE 12–1–3

Section 2. Data Recording and Retention

12–2–1. DATA RECORDING 12–2–1
12–2–2. DATA RETENTION 12–2–1
12–2–3. FAULT LOG 12–2–2

Section 3. Charted VFR Flyway Planning Chart Program

12–3–1. DEFINITION 12–3–1
12–3–2. CRITERIA 12–3–1
12–3–3. RESPONSIBILITIES 12–3–1

Section 4. Helicopter Route Chart Program

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

Section 5. Terminal Area VFR Route Program

12–5–1. POLICY 12–5–1
12–5–2. DEFINITION 12–5–1
12–5–3. CRITERIA 12–5–1
12–5–4. RESPONSIBILITIES 12–5–1

Section 6. Standard Terminal Automation Replacement System (STARS)

12–6–1. OPERATIONAL USE 12–6–1
12–6–2. DATA ENTRIES 12–6–1
12–6–3. DISPLAY DATA 12–6–1
12–6–4. USE OF STARS QUICK LOOK FUNCTIONS 12–6–1
12–6–5. AUTOMATION PROGRAM CHANGES 12–6–2
12–6–6. AUTOMATIC ACQUISITION/TERMINATION AREAS 12–6–2
12–6–7. MINIMUM SAFE ALTITUDE WARNING (MSAW) AND CONFLICT ALERT (CA) 12–6–2
12–6–8. MAGNETIC VARIATION AT STARS FACILITIES 12–6–3
12–6–9. MSAW GTM CARTOGRAPHIC CERTIFICATION, UPDATES, AND RECOMPILATION 12–6–3
12–6–10. DIGITAL MAP VERIFICATION 12–6–3
12–6–11. MODE C INTRUDER (MCI) ALERT PARAMETERS 12–6–4
12–6–12. OPERATIONAL MODE TRANSITION PROCEDURES 12–6–4
12–6–13. RADAR SELECTION PROCEDURES 12–6–4
12–6–14. MULTI–SENSOR RADAR OPERATIONS 12–6–5

Section 7. Safety Logic Systems Operations Supervisor/CIC Procedures

12–7–1. ASDE SYSTEM OPERATION 12–7–1

Paragraph **Page**
12–7–2. ENSURE STATUS 12–7–1
12–7–3. MONITOR ALERTS AND ENSURE CORRECTIVE ACTION 12–7–2
12–7–4. RAIN CONFIGURATION 12–7–2
12–7–5. LIMITED CONFIGURATION 12–7–2
12–7–6. WATCH CHECKLIST 12–7–3

Section 8. VFR Waypoint Chart Program

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

Section 9. Low Altitude Authorization Notification Capability

12–9–1. PROGRAM DESCRIPTION 12–9–1
12–9–2. UAS FACILITY MAPS (UASFM) 12–9–1
12–9–3. SMALL UAS (sUAS) ATC AUTHORIZATIONS 12–9–1
12–9–4. FURTHER COORDINATION 12–9–1
12–9–5. FACILITY RESPONSIBILITIES 12–9–2

Section 10. UAS Facility Maps (UASFM)

12–10–1. POLICY 12–10–1
12–10–2. RESPONSIBILITY 12–10–1
12–10–3. ASSUMPTIONS 12–10–1
12–10–4. AUTHORIZATION MAP DESIGN PROCEDURES CLASS B/C/D AIRSPACE . 12–10–2
12–10–5. PROCEDURES TO CHANGE UAS FACILITY MAP (UASFM) ALTITUDES . . 12–10–2
12–10–6. PART 107 OPERATION APPROVALS 12–10–3

Section 11. UAS Operations at Towered Airports

12–11–1. sUAS OPERATIONS OVER NON-MOVEMENT/CLOSED MOVEMENT AREAS 12–11–1

Chapter 13. Facility Statistical Data, Reports, and Forms

Section 1. General Information

13–1–1. GENERAL 13–1–1
13–1–2. COUNTING METHODS 13–1–1
13–1–3. QUESTIONS OR CHANGES 13–1–1
13–1–4. SUMMARY OF STATISTICAL REPORTS AND FORMS 13–1–1
13–1–5. CATEGORIES OF OPERATIONS 13–1–2

Section 2. Itinerant Operations

13–2–1. TABULATION 13–2–1

Section 3. Local Operations

13–3–1. TABULATION 13–3–1

Section 4. Overflight Operations

13–4–1. TABULATION 13–4–1

Section 5. Amending and Reviewing Data

Paragraph		Page
13–5–1.	AMENDED OPSNET DATA	13–5–1
13–5–2.	ANALYSIS AND REVIEW	13–5–1

Part 4. FLIGHT SERVICE STATIONS

Chapter 14. Flight Service Operations and Services

Section 1. General

14–1–1.	OPERATING POSITION DESIGNATORS	14–1–1
14–1–2.	TEMPORARY FSS	14–1–1
14–1–3.	FLIGHT PLAN AREA	14–1–1
14–1–4.	ICSS INTRODUCTORY ANNOUNCEMENT	14–1–2

Section 2. Position/Service Information Binders

14–2–1.	RESPONSIBILITY	14–2–1
14–2–2.	BOUNDARIES	14–2–1
14–2–3.	POSITIONS/SERVICES	14–2–1

Section 3. Operations

14–3–1.	AIRPORT CONDITION FILE	14–3–1
14–3–2.	LANDING AREA STATUS CHECKS	14–3–1
14–3–3.	LIAISON VISITS	14–3–1
14–3–4.	DUTIES	14–3–1
14–3–5.	TIE–IN NOTAM RESPONSIBILITY	14–3–1

Section 4. Services

14–4–1.	PREFILED FLIGHT PLANS	14–4–1
14–4–2.	PRACTICE INSTRUMENT APPROACHES	14–4–1
14–4–3.	OPERATION OF AIRPORT LIGHTS	14–4–1
14–4–4.	RUNWAY EDGE LIGHTS ASSOCIATED WITH MEDIUM APPROACH LIGHT SYSTEM/RUNWAY ALIGNMENT INDICATOR LIGHTS	14–4–2
14–4–5.	LOCAL AIRPORT ADVISORY (LAA)/REMOTE AIRPORT ADVISORY (RAA)/ REMOTE AIRPORT INFORMATION SERVICE (RAIS)	14–4–2
14–4–6.	AUTOMATIC FLIGHT INFORMATION SERVICE (AFIS) – ALASKA FSSs ONLY	14–4–3
14–4–7.	TRANSMISSION OF MESSAGES FROM AIRPORT INSPECTORS	14–4–3

Chapter 15. Aviation Meteorological Services and Equipment

Section 1. General

15–1–1.	FAA–NWS AGREEMENT	15–1–1
15–1–2.	CERTIFICATES OF AUTHORITY	15–1–1
15–1–3.	LIAISON WITH AVIATION INTERESTS	15–1–1
15–1–4.	TELEPHONE LISTINGS	15–1–1
15–1–5.	MINIMUM WEATHER EQUIPMENT	15–1–2
15–1–6.	SUPPLY–SUPPORT	15–1–2

Section 2. Pilot Weather Briefing

Paragraph		Page
15–2–1.	BRIEFING RESPONSIBILITY	15–2–1
15–2–2.	WEATHER CHART DISPLAY	15–2–1
15–2–3.	TELEVISION EQUIPMENT	15–2–1
15–2–4.	FLIGHT PLANNING DISPLAY	15–2–1
15–2–5.	FLIGHT PLANNING FORMS	15–2–1
15–2–6.	MILITARY TRAINING ACTIVITY	15–2–1
15–2–7.	TRANSFER OF BRIEFERS	15–2–2

Section 3. Broadcasts

15–3–1.	STATION BROADCASTS	15–3–1
15–3–2.	COMMERCIAL BROADCAST STATIONS	15–3–1

Chapter 16. Equipment

Section 1. General

16–1–1.	RESPONSIBILITY	16–1–1
16–1–2.	AIRCRAFT ORIENTATION PLOTTING BOARD	16–1–1
16–1–3.	LEASED EQUIPMENT SUPPLIES	16–1–1

Section 2. Frequencies

16–2–1.	VOR AND VORTAC VOICE CHANNELS	16–2–1

Chapter 17. Facility Statistical Data, Reports, and Forms (Alaska Only)

Section 1. General Information

17–1–1.	FORM USAGE	17–1–1
17–1–2.	TOTAL FLIGHT SERVICES FORMULA	17–1–1

Section 2. Aircraft Contacted

17–2–1.	AIRCRAFT CONTACTED	17–2–1
17–2–2.	LOCAL AIRPORT ADVISORY (LAA)/REMOTE AIRPORT ADVISORY (RAA)/ REMOTE AIRPORT INFORMATION SERVICE (RAIS)	17–2–1
17–2–3.	RADIO CONTACTS	17–2–1

Section 3. Flight Plan Count

17–3–1.	FLIGHT PLAN COUNT	17–3–1
17–3–2.	ADDITIONAL ITEMS	17–3–1
17–3–3.	FLIGHT PLAN CHANGE EN ROUTE	17–3–1
17–3–4.	FLIGHT PLAN FORMS	17–3–1

Section 4. Pilot Briefing Count

17–4–1.	PILOT BRIEFING COUNT	17–4–1
17–4–2.	RETENTION OF FORMS CONTAINING PILOT BRIEFING (“PB”) DATA	17–4–1

Section 5. Other Reports and Information

17–5–1.	COMPLETION OF MONTHLY ACTIVITY RECORD	17–5–1

Paragraph **Page**
17–5–2. DISTRIBUTION AND AMENDMENT 17–5–2

Section 6. FSS Lists, Logs, and Tallies (OASIS)

17–6–1. RECORDING OF FLIGHT INFORMATION 17–6–1
17–6–2. MANAGEMENT OF LISTS AND LOGS 17–6–1
17–6–3. TALLIES PRINTING 17–6–1

Part 5. TRAFFIC MANAGEMENT SYSTEM

Chapter 18. Traffic Management National, Center, and Terminal

Section 1. Organizational Missions

18–1–1. TRAFFIC MANAGEMENT SYSTEM MISSION 18–1–1
18–1–2. DAVID J. HURLEY AIR TRAFFIC CONTROL SYSTEM COMMAND CENTER (ATCSCC) 18–1–1
18–1–3. TRAFFIC MANAGEMENT UNIT (TMU) MISSION 18–1–1

Section 2. Organizational Responsibilities

18–2–1. AIR TRAFFIC TACTICAL OPERATIONS PROGRAM 18–2–1
18–2–2. SERVICE CENTER OPERATIONS SUPPORT GROUP 18–2–1
18–2–3. ATCSCC 18–2–1
18–2–4. FIELD FACILITIES 18–2–2

Section 3. Line of Authority

18–3–1. ATCSCC 18–3–1
18–3–2. ARTCC 18–3–1
18–3–3. TERMINAL 18–3–1

Section 4. Supplemental Duties

18–4–1. TELEPHONE CONFERENCES 18–4–1
18–4–2. SPECIAL INTEREST FLIGHTS 18–4–1
18–4–3. ANALYSIS 18–4–2
18–4–4. OPERATIONS MANAGER (OM) SUPPORT 18–4–2
18–4–5. DIVERSION RECOVERY 18–4–3
18–4–6. VOLCANIC ASH 18–4–4
18–4–7. SPACE LAUNCH OR REENTRY VEHICLE MISHAPS 18–4–4

Section 5. Coordination

18–5–1. COORDINATION 18–5–1
18–5–2. COMMUNICATION 18–5–1
18–5–3. DOCUMENTATION 18–5–1
18–5–4. RESPONSIBILITIES 18–5–1
18–5–5. STATIC COORDINATION 18–5–3
18–5–6. EN ROUTE INTRAFACILITY COORDINATION 18–5–4
18–5–7. TERMINAL INTERFACILITY COORDINATION 18–5–4
18–5–8. NATIONAL TRAFFIC MANAGEMENT LOG (NTML) 18–5–5

Paragraph **Page**
18–5–9. NTML FACILITY CONFIGURATION REQUIREMENTS 18–5–5
18–5–10. NTML PROCEDURES 18–5–5
18–5–11. PROCESSING REQUESTS FOR REROUTES AND RESTRICTIONS FOR FACILITIES WITH NTML 18–5–6
18–5–12. DELAY REPORTING 18–5–6
18–5–13. ELECTRONIC SYSTEM IMPACT REPORTS 18–5–7
18–5–14. TARMAC DELAY OPERATIONS 18–5–8

Section 6. Trajectory–Based Operations (TBO)

18–6–1. TRAJECTORY–BASED OPERATIONS (TBO) MISSION 18–6–1
18–6–2. TBO POLICY 18–6–1
18–6–3. TIME–BASED MANAGEMENT (TBM) 18–6–1
18–6–4. POLICY 18–6–1
18–6–5. TYPES OF TBM 18–6–1
18–6–6. EXCEPTION 18–6–1
18–6–7. TBM DATA 18–6–1
18–6–8. TBM APPROVAL AUTHORITY 18–6–2
18–6–9. FIELD FACILITY RESPONSIBILITIES FOR TBM 18–6–2
18–6–10. ATCSCC RESPONSIBILITIES FOR TBM 18–6–2
18–6–11. TBM WITHIN ARTCC AREA OF JURISDICTION 18–6–2

Section 7. Traffic Management Initiatives

18–7–1. GENERAL 18–7–1
18–7–2. BACKGROUND 18–7–1
18–7–3. POLICY 18–7–1
18–7–4. TYPES OF TMIs 18–7–1
18–7–5. EXCEPTION 18–7–2
18–7–6. TMI DATA 18–7–2
18–7–7. TMI APPROVAL AUTHORITY 18–7–3
18–7–8. PROCESSING TMI 18–7–3
18–7–9. FIELD FACILITY RESPONSIBILITIES FOR TMIs 18–7–3
18–7–10. ATCSCC RESPONSIBILITIES FOR TMI 18–7–3
18–7–11. TMIs WITHIN ARTCC AREA OF JURISDICTION 18–7–4
18–7–12. TMIs OF 10 MIT OR LESS 18–7–4
18–7–13. TMIs OF 25 MIT OR GREATER 18–7–4
18–7–14. CAPPING AND TUNNELING 18–7–5

Section 8. Flow Evaluation Area (FEA), Flow Constrained Area (FCA), and Integrated Collaborative Rerouting (ICR)

18–8–1. GENERAL 18–8–1
18–8–2. DEFINITIONS 18–8–1
18–8–3. FEA/FCA RESPONSIBILITIES 18–8–1
18–8–4. FEA/FCA PROCEDURES 18–8–2
18–8–5. ARTCC TO ARTCC FEA/FCA COORDINATION 18–8–3
18–8–6. RESPONSIBILITIES 18–8–3
18–8–7. PROCEDURES 18–8–3
18–8–8. INTEGRATED COLLABORATIVE REROUTING (ICR) 18–8–3

Section 9. Monitor Alert Parameter

18–9–1. PURPOSE 18–9–1

Paragraph	Page
18–9–2. IMPLEMENTATION PROCEDURES	18–9–1
18–9–3. RESPONSIBILITIES	18–9–1
18–9–4. ANALYSIS REQUIREMENTS	18–9–2
18–9–5. RESOLVING RECURRING SECTOR LOADING ISSUES	18–9–2

Section 10. Ground Delay Programs

18–10–1. POLICY	18–10–1
18–10–2. GENERAL	18–10–1
18–10–3. BACKGROUND	18–10–1
18–10–4. DEFINITIONS	18–10–1
18–10–5. VARIABLES IN GDPs	18–10–1
18–10–6. ATCSCC PROCEDURES	18–10–2
18–10–7. ARTCC PROCEDURES	18–10–3
18–10–8. TERMINAL PROCEDURES	18–10–3
18–10–9. AMENDING EDCTs	18–10–4
18–10–10. CANCELLATION PROCEDURES	18–10–4
18–10–11. DOCUMENTATION	18–10–4
18–10–12. USER OPTIONS	18–10–5
18–10–13. VFR FLIGHTS	18–10–5

Section 11. Airspace Flow Programs (AFP)

18–11–1. GENERAL	18–11–1
18–11–2. POLICY	18–11–1
18–11–3. RESPONSIBILITIES	18–11–1
18–11–4. PROCEDURES	18–11–1

Section 12. Collaborative Trajectory Options Program (CTOP)

18–12–1. GENERAL	18–12–1
18–12–2. POLICY	18–12–1
18–12–3. DEFINITIONS	18–12–1
18–12–4. ATCSCC PROCEDURES	18–12–1
18–12–5. ARTCC PROCEDURES	18–12–2
18–12–6. TERMINAL PROCEDURES	18–12–2
18–12–7. AMENDING EDCTs	18–12–2
18–12–8. CANCELLATION PROCEDURES	18–12–2
18–12–9. DOCUMENTATION	18–12–3

Section 13. Ground Stop(s)

18–13–1. POLICY	18–13–1
18–13–2. GENERAL	18–13–1
18–13–3. LOCAL GROUND STOP(S)	18–13–1
18–13–4. NATIONAL GROUND STOP(S)	18–13–2
18–13–5. CANCELLATION PROCEDURES	18–13–2
18–13–6. DOCUMENTATION	18–13–3

Section 14. Special Traffic Management Programs

18–14–1. SPECIAL EVENT PROGRAMS	18–14–1
18–14–2. COORDINATION	18–14–1
18–14–3. IMPLEMENTATION	18–14–1

Paragraph **Page**
18–14–4. AIRPORT RESERVATION OFFICE 18–14–2

Section 15. Severe Weather Management

18–15–1. GENERAL 18–15–1
18–15–2. DUTIES AND RESPONSIBILITIES 18–15–1

Section 16. Severe Weather Avoidance Plan (SWAP)

18–16–1. GENERAL 18–16–1
18–16–2. RESPONSIBILITIES 18–16–1

Section 17. Preferred IFR Routes Program

18–17–1. GENERAL 18–17–1
18–17–2. RESPONSIBILITIES 18–17–1
18–17–3. DEVELOPMENT PROCEDURES 18–17–1
18–17–4. COORDINATION PROCEDURES 18–17–2
18–17–5. PROCESSING AND PUBLICATION 18–17–2

Section 18. North American Route Program

18–18–1. PURPOSE 18–18–1
18–18–2. RESPONSIBILITIES 18–18–1
18–18–3. PROCEDURES 18–18–1
18–18–4. REPORTING REQUIREMENTS 18–18–2
18–18–5. USER REQUIREMENTS 18–18–2

Section 19. Coded Departure Routes

18–19–1. PURPOSE 18–19–1
18–19–2. DEFINITION 18–19–1
18–19–3. POLICY 18–19–1
18–19–4. RESPONSIBILITIES 18–19–1
18–19–5. CDR DATA FORMAT 18–19–2

Section 20. Route Advisories

18–20–1. PURPOSE 18–20–1
18–20–2. POLICY 18–20–1
18–20–3. EXPLANATION OF TERMS 18–20–1
18–20–4. ROUTE ADVISORY MESSAGES 18–20–1
18–20–5. RESPONSIBILITIES 18–20–2
18–20–6. PROCEDURES 18–20–3

Section 21. Operations Plan

18–21–1. PURPOSE 18–21–1
18–21–2. DEFINITION 18–21–1
18–21–3. RESPONSIBILITIES 18–21–1
18–21–4. PROCEDURES 18–21–3

Section 22. National Playbook

18–22–1. PURPOSE 18–22–1
18–22–2. POLICY 18–22–1

Paragraph **Page**
18–22–3. DEFINITION 18–22–1
18–22–4. RESPONSIBILITIES 18–22–1
18–22–5. NATIONAL PLAYBOOK DATA FORMAT 18–22–2
18–22–6. IMPLEMENTATION PROCEDURES 18–22–2

Section 23. Traffic Management (TM) Support of Non–Reduced Vertical Separation Minima (RVSM) Aircraft

18–23–1. PURPOSE 18–23–1
18–23–2. POLICY 18–23–1
18–23–3. DEFINITIONS 18–23–1
18–23–4. EXCEPTED FLIGHTS 18–23–1
18–23–5. OPERATOR ACCESS OPTIONS 18–23–1
18–23–6. DUTIES AND RESPONSIBILITIES 18–23–2

Section 24. Route Test

18–24–1. PURPOSE 18–24–1
18–24–2. DEFINITION 18–24–1
18–24–3. POLICY 18–24–1
18–24–4. RESPONSIBILITIES 18–24–1

Section 25. Time–Based Flow Management (TBFM)

18–25–1. GENERAL 18–25–1
18–25–2. PURPOSE 18–25–1
18–25–3. POLICY 18–25–1
18–25–4. DEFINITIONS 18–25–1
18–25–5. RESPONSIBILITIES 18–25–3

Section 26. Weather Management

18–26–1. GENERAL 18–26–1
18–26–2. BACKGROUND 18–26–1
18–26–3. POLICY 18–26–1
18–26–4. RESPONSIBILITIES 18–26–1

Part 6. REGULATORY AND PROCEDURAL INFORMATION

Chapter 19. Waivers, Authorizations, and Exemptions

Section 1. Regulatory Waivers and Authorizations

19–1–1. PURPOSE 19–1–1
19–1–2. POLICY 19–1–1
19–1–3. RESPONSIBILITIES 19–1–1
19–1–4. PROCESSING CERTIFICATE OF WAIVER OR AUTHORIZATION (FAA FORM 7711–2) REQUESTS 19–1–2
19–1–5. PROCESSING CERTIFICATE OF WAIVER OR AUTHORIZATION RENEWAL OR AMENDMENT REQUESTS 19–1–2
19–1–6. ISSUANCE OF CERTIFICATE OF WAIVER OR AUTHORIZATION (FAA FORM 7711–1) 19–1–2

Paragraph **Page**

19–1–7. RETENTION OF CERTIFICATES OF WAIVER OR AUTHORIZATION 19–1–3
19–1–8. WAIVER, AUTHORIZATION OR DENIAL PROCEDURE 19–1–3
19–1–9. CANCELLATION OF WAIVERS AND AUTHORIZATIONS 19–1–3

Section 2. Elimination of Fixed–Wing Special Visual Flight Rules Operations

19–2–1. PURPOSE 19–2–1
19–2–2. POLICY 19–2–1
19–2–3. RESPONSIBILITIES 19–2–1

Section 3. Current Authorizations and Exemptions from Title 14, Code of Federal Regulations

19–3–1. AUTHORIZATIONS AND EXEMPTIONS FROM TITLE 14, CODE OF FEDERAL REGULATIONS (14 CFR) 19–3–1
19–3–2. AUTHORIZATION AND EXEMPTION REQUESTS 19–3–1

Section 4. Parachute Jump Operations

19–4–1. NONEMERGENCY PARACHUTE JUMP OPERATIONS 19–4–1

Section 5. Moored Balloons, Kites, Parasail, Unmanned Rockets, and Unmanned Free Balloons/Objects

19–5–1. MOORED BALLOONS, KITES, PARASAIL, UNMANNED ROCKETS, AND UNMANNED FREE BALLOONS/OBJECTS 19–5–1
19–5–2. DERELICT BALLOONS/OBJECTS 19–5–1

Section 6. 14 CFR Part 107, sUAS Operations

19–6–1. GENERAL 19–6–1
19–6–2. LOW ALTITUDE AUTHORIZATION AND NOTIFICATION CAPABILITY (LAANC) 19–6–1
19–6–3. MANUAL AIRSPACE AUTHORIZATION PROCEDURES (VIA DRONEZONE) 19–6–1
19–6–4. HEADQUARTERS/SERVICE CENTER AIRSPACE WAIVER PROCESS 19–6–2

Section 7. Procedural Waivers

19–7–1. PURPOSE 19–7–1
19–7–2. POLICY 19–7–1
19–7–3. RESPONSIBILITIES 19–7–1
19–7–4. WAIVER REQUESTS 19–7–1
19–7–5. DEVELOPMENT OF SAFETY DOCUMENTATION AND OTHER SAFETY STUDIES 19–7–1
19–7–6. WAIVER RENEWAL PROCESSING 19–7–2
19–7–7. PERIODICITY OF WAIVER RENEWALS 19–7–2
19–7–8. WAIVER APPROVAL PROCESS 19–7–2

Chapter 20. Temporary Flight Restrictions (TFRs)

Section 1. General Information

20–1–1. PURPOSE 20–1–1
20–1–2. AUTHORITY 20–1–1
20–1–3. REASONS FOR ISSUING A TFR 20–1–1

Paragraph **Page**
20–1–4. TYPES OF TFRs 20–1–1
20–1–5. TFR NOTAM CONTENT 20–1–1
20–1–6. TFR INFORMATION 20–1–1
20–1–7. TFRs OUTSIDE OF THE UNITED STATES AND ITS TERRITORIES 20–1–2
20–1–8. TFR QUESTIONS 20–1–2

Section 2. Temporary Flight Restrictions in the Vicinity of Disaster/Hazard Areas (14 CFR Section 91.137)

20–2–1. PURPOSE 20–2–1
20–2–2. TFR CRITERIA 20–2–1
20–2–3. REQUESTING AUTHORITIES 20–2–1
20–2–4. ISSUING TFRs 20–2–1
20–2–5. DEGREE OF RESTRICTIONS 20–2–2
20–2–6. RESPONSIBILITIES 20–2–3
20–2–7. REVISIONS AND CANCELLATIONS 20–2–4

Section 3. Temporary Flight Restrictions in National Disaster Areas in the State of Hawaii (Section 91.138)

20–3–1. PURPOSE 20–3–1
20–3–2. REQUESTING AUTHORITIES 20–3–1
20–3–3. DEGREE OF RESTRICTIONS 20–3–1
20–3–4. DURATION OF RESTRICTIONS 20–3–1
20–3–5. ISSUING TFRs 20–3–1

Section 4. Emergency Air Traffic Rules (14 CFR Section 91.139)

20–4–1. PURPOSE 20–4–1
20–4–2. REQUESTING AUTHORITIES 20–4–1
20–4–3. ISSUING TFRs 20–4–1
20–4–4. DEGREE OF RESTRICTIONS 20–4–1

Section 5. Flight Restrictions in the Proximity of the Presidential and Other Parties (14 CFR Section 91.141)

20–5–1. PURPOSE 20–5–1
20–5–2. REQUESTING AUTHORITIES 20–5–1
20–5–3. ISSUING TFRs 20–5–1
20–5–4. DEGREE OF RESTRICTIONS 20–5–1
20–5–5. PROCEDURES 20–5–1

Section 6. Flight Limitation in the Proximity of Space Flight Operations (14 CFR Section 91.143)

20–6–1. PURPOSE 20–6–1
20–6–2. ISSUING AUTHORITIES 20–6–1
20–6–3. DEGREE OF RESTRICTIONS 20–6–1
20–6–4. AIRPORTS WITHIN AIRCRAFT HAZARD AREAS AND TRANSITIONAL HAZARD AREAS 20–6–1

Section 7. Management of Aircraft Operations in the Vicinity of Aerial Demonstrations and Major Sporting Events (14 CFR Section 91.145)

20–7–1. PURPOSE 20–7–1

Paragraph **Page**
20–7–2. DEGREE OF RESTRICTIONS 20–7–1
20–7–3. REQUESTING AUTHORITIES 20–7–1
20–7–4. AERIAL DEMONSTRATION/AIRSHOW TFRs 20–7–1
20–7–5. TFR REQUESTS FOR MAJOR SPORTING EVENTS 20–7–2
20–7–6. TFR REVISIONS AND CANCELLATIONS 20–7–3

Part 7. SYSTEM OPERATIONS SECURITY

Chapter 21. Operations Security: Tactical, Special, and Strategic

Section 1. Organizational Missions

21–1–1. SYSTEM OPERATIONS SECURITY MISSION 21–1–1
21–1–2. TACTICAL OPERATIONS SECURITY MISSION 21–1–1
21–1–3. SPECIAL OPERATIONS SECURITY MISSION 21–1–1
21–1–4. STRATEGIC OPERATIONS SECURITY MISSION 21–1–1

Section 2. Responsibilities

21–2–1. DESCRIPTION 21–2–1
21–2–2. TACTICAL OPERATIONS SECURITY GROUP RESPONSIBILITIES 21–2–1
21–2–3. SPECIAL OPERATIONS SECURITY GROUP RESPONSIBILITIES 21–2–1
21–2–4. STRATEGIC OPERATIONS SECURITY GROUP RESPONSIBILITIES 21–2–2
21–2–5. AIR TRAFFIC FACILITY RESPONSIBILITIES 21–2–3

Section 3. Operational Line of Authority

21–3–1. AUTHORITY FOR OPERATIONAL SECURITY–RELATED ACTIONS 21–3–1
21–3–2. AIR TRAFFIC SECURITY COORDINATOR (ATSC) 21–3–1

Section 4. Supplemental Duties

21–4–1. DOMESTIC EVENTS NETWORK (DEN) 21–4–1
21–4–2. PRESIDENTIAL/UNITED STATES SECRET SERVICE (USSS) SUPPORTED VIP MOVEMENT 21–4–1
21–4–3. SPECIAL INTEREST FLIGHTS (SIFs) 21–4–2
21–4–4. CONTINUITY OF OPERATIONS AND CONTINUATION OF GOVERNMENT (COOP/COG) 21–4–2
21–4–5. CLASSIFIED OPERATIONS 21–4–2
21–4–6. INTELLIGENCE ANALYSIS AND COMMUNICATION 21–4–2
21–4–7. UAS SPECIAL GOVERNMENTAL INTEREST (SGI) OPERATIONS 21–4–2

Section 5. Coordination

21–5–1. COORDINATION 21–5–1
21–5–2. COMMUNICATION AND DOCUMENTATION 21–5–1
21–5–3. RESPONSIBILITIES 21–5–1
21–5–4. UAS SGI ADDENDUM REQUEST PROCESS AND COORDINATION 21–5–1

Section 6. Special Security Instruction (SSI) (14 CFR Section 99.7)

21–6–1. PURPOSE 21–6–1
21–6–2. REQUESTING AUTHORITIES 21–6–1

Paragraph **Page**
21–6–3. DEGREE OF RESTRICTIONS 21–6–1

Section 7. Security Notice (SECNOT)

21–7–1. POLICY 21–7–1
21–7–2. PURPOSE 21–7–1
21–7–3. RESPONSIBILITIES 21–7–1

Appendices

Appendix 1. [RESERVED] . . . . . Appendix 1–1
Appendix 2. [RESERVED] . . . . . Appendix 2–1
Appendix 3. Air Carrier Aircraft for Air Traffic Activity Operations Count . . . . . Appendix 3–1
Appendix 4. Glideslope Outage Authorization Request . . . . . Appendix 4–1
Appendix 5. Checklist for Reported Headset Tone Incidents . . . . . Appendix 5–1
Appendix 6. Commercial Space LOA Sample Templates . . . . . Appendix 6–1

Index

Index I–1

Part 1. BASIC

Chapter 1. General

Section 1. Introduction

1–1–1. PURPOSE OF THIS ORDER

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

1–1–2. AUDIENCE

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

1–1–3. WHERE TO FIND THIS ORDER

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

1–1–4. WHAT THIS ORDER CANCELS

FAA Order JO 7210.3CC, Facility Operation and Administration, dated June 17, 2021, and all changes to it are canceled.

1–1–5. EXPLANATION OF CHANGES

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

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

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

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

TBL 1–1–1
Publication Schedule

Basic or Change	Cutoff Date for Completion	Effective Date of Publication
JO 7210.3DD	11/3/22	4/20/23
Change 1	4/20/23	10/5/23
Change 2	10/5/23	3/21/24
Change 3	3/21/24	9/5/24
JO 7210.3EE	9/5/24	2/20/25
Change 1	2/20/25	8/7/25
Change 2	8/7/25	1/22/26
Change 3	1/22/26	7/9/26

1–1–7. DELIVERY DATES

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

1–1–8. RECOMMENDATIONS FOR PROCEDURAL CHANGES

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

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

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

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

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

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

1–1–9. PROCEDURAL LETTERS OF AGREEMENT (LOAs)

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

1–1–10. WAIVERS TO THIS ORDER

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

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

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

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

TBL 1–1–2
Military Headquarters

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

1–1–11. SAFETY MANAGEMENT SYSTEM (SMS)

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

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

1–1–12. REFERENCES TO FAA NON-AIR TRAFFIC ORGANIZATION

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

1–1–13. DISTRIBUTION

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

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
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
AT	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
ATOP	Advanced Technologies and Oceanic Procedures
ATPB	Air Traffic Procedures Bulletin
ATREP	Air Traffic representative
AWC	Aviation Weather Center
AWIS	Automated weather information service
AWOS	Automated Weather Observing System
CA	Conflict alert
CAP	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
COB	Close of business
CONUS	Continental/Contiguous/Conterminous United States
COO	Chief Operating Officer
COTC	Computer operator terminal console
CPDLC	Controller Pilot Data Link Communications
CTRD	Certified Tower Radar Display
CTA	Controlled times of arrival
CWA	Center weather advisory
CWSU	Center Weather Service Unit
DAS	Delay assignment

Abbreviation	Meaning
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
TM	Traffic management
TMC	Traffic management coordinator
TMI	Traffic management initiatives
TMO	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

Abbreviation	Meaning
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
VFR	Visual flight rules
VHF	Very high frequency
VMC	Visual meteorological conditions
VOR	Omnidirectional VHF navigational aid
VORTAC	Collocated VOR and TACAN navigational aid
VR	VFR MTR
VSCS	Voice Switching and Control System
VTABS	Voice switching and control system training and backup system
WC	Weather coordinator
WFO	Weather Forecast Office
WINGS	Weather Information and Navigational Graphics System
WMSCR	Weather Message Switching Center Replacement
WRA	Weather Reconnaissance Area
WSD	Web Situation Display
WSO	Weather Service Office
WSP	Weather System Processor

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

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

1. Runway status (CLOSED/INACTIVE)

2. Runway crossing

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

4. Land and Hold Short Operations (LAHSO)

5. Line Up and Wait (LUAW)

6. Landing clearance

c. Approved memory aids will be maintained in the Surface Memory Aids Toolbox. The use of memory aids that are not already included in the Toolbox must be approved by the Director, Operational Policy and Implementation, AJT−2, through the appropriate Service Area Director of Air Traffic Operations, who will coordinate with Runway Safety (AJI−1550) for inclusion (available on CEDAR).

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

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

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

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

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

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

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

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

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

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

Each ATM:

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

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

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

1. Coordination.

(a) Airport management.

(b) Intrafacility.

(c) Interfacility.

(d) Technical operations.

(e) Traffic management.

2. Memory aids.

3. Safety Logic System.

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.

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

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

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

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

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

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

10–3–9. VISUAL SEPARATION

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

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

1. Required equipment to conduct the operation.

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

3. Ceiling and visibility requirements.

4. Missed approach instructions, where applicable.

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

6. Procedures for OS/CIC personnel to:

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

(b) Assess the operation during equipment failures.

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

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

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

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

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

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

10–3–10. TAKEOFF CLEARANCE

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

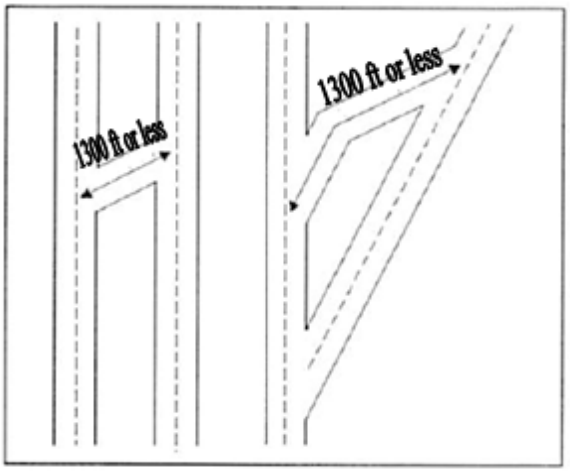
REFERENCE–
FAA Order JO 7110.65, Para 3–9–10, Takeoff Clearance.
P/CG Term – Clear of the Runway.

10–3–11. MULTIPLE RUNWAY CROSSINGS

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

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

FIG 10–3–1
Multiple Runway Crossings



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

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

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

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

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

10–3–12. AIRPORT CONSTRUCTION

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

1. Use of the term "full length."

2. Use of the term "shortened."

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

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

REFERENCE–
FAA Order JO 7110.65, Para 2–9–3, Content.
FAA Order JO 7110.65, Para 3–7–1, Ground Traffic Movement.
FAA Order JO 7110.65, Para 3–9–1, Departure Information.
FAA Order JO 7110.65, Para 3–9–4, Line Up and Wait (LUAW).

FAA Order JO 7110.65, Para 3−9−10, Takeoff Clearance.
FAA Order JO 7110.65, Para 3−10−1, Landing Information.
FAA Order JO 7110.65, Para 3−10−5, Landing Clearance.
FAA Order JO 7210.3, Para 10−3−12, Airport Construction.
FAA Order JO 7210.3, Para 10−4−1, Automatic Terminal Information Service (ATIS).

10−3−14. APPROACHES TO PARALLEL RUNWAYS

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

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

1. Airspace constraints.

2. Field elevation.

3. Fleet mix.

4. Airport layout.

5. Traffic flow(s).

6. Local weather.

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

10−3−15. GO−AROUND/MISSED APPROACH

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

1. Operational position configuration.

2. Communication and/or control transfer.

3. Runway configuration.

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

5. Wake turbulence.

6. Weather conditions.

7. Type of approach (instrument or visual).

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

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

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

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

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

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

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

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

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

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

NOTE–
The locally developed procedure will ensure that the potential go around aircraft will not conflict with a departing aircraft that is departing the non-intersecting converging runways. All locally developed procedures will be approved by the Director, Operational Policy and Implementation, AJT–2. ATMs will determine what tools are needed in the development of local procedures. These may include, but are not limited to:

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

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

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

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

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

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

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

10–3–16. EQUIVALENT LATERAL SPACING OPERATIONS (ELSO)

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

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

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

c. Include in the facility Standard Operating Procedures or a Letter of Agreement with a satellite tower, that the OM/OS/CIC assess the feasibility of continuing ELSO when wind conditions dictate that aircraft cannot

consistently fly the intended RNAV track. This is due to the detrimental effects of a strong cross wind component affecting initial departure tracks.

Section 4. Services

10–4–1. AUTOMATIC TERMINAL INFORMATION SERVICE (ATIS)

a. ATIS provides advance non-control airport/terminal area and meteorological information for use by aircraft arriving and departing and operating within the terminal area. This can be accomplished by data link text, available upon request, and/or a voice message recording, which is a repetitive broadcast on a voice outlet.

b. Assign ATIS responsibilities to a specific position of operation. These must include updating ATIS messages and disseminating current messages to pertinent positions of operation.

c. Before transmitting, the voice and/or text message must be reviewed to ensure content is complete and accurate. When appropriate, the voice/text must be cross–checked to ensure the message content is the same. In a conventional, controller-prepared voice recording, the specialist must ensure:

1. The speech rate is not excessive,

2. The enunciation is of the highest quality, and

3. Each part of the message is easily understood.

d. Those facilities with runway construction must ensure ATIS message content is complete, accurate, and contains the proper information related to runway closures and available length (feet). When runway construction is underway, the review of the message should be made by a person other than the specialist who prepared the original, preferably either a supervisor or CIC.

REFERENCE–
FAA Order JO 7110.65, Para 2–9–3, Content.
FAA Order JO 7110.65, Para 3–7–1, Ground Traffic Movement.
FAA Order JO 7110.65, Para 3–9–1, Departure Information.
FAA Order JO 7110.65, Para 3–9–4, Line Up and Wait (LUAW).
FAA Order JO 7110.65, Para 3–9–10, Takeoff Clearance.
FAA Order JO 7110.65, Para 3–10–1, Landing Information.
FAA Order JO 7110.65, Para 3–10–5, Landing Clearance.
FAA Order JO 7210.3, Para 10–3–12, Airport Construction.
FAA Order JO 7210.3, Para 10–3–13, Change in Runway Length Due to Construction.

e. Specific sequential portions of the alphabet may be assigned between facilities or for an arrival and departure ATIS when confusion could result from using the entire alphabet for each ATIS.

1. A LOA must be established between facilities designating the ATIS codes which will be used by each facility.

2. A facility directive must be developed designating the ATIS alphabet codes which will be used by each facility or for an arrival and departure ATIS.

REFERENCE–
FAA Order JO 7110.65, Para 2–9–1, Application.

EXAMPLE–
Departure ATIS codes could be assigned codes of "Alfa" through "Mike" and arrival ATIS codes assigned "November" through "Zulu." The ATIS codes may also be divided between facilities.

f. Make ATIS messages a matter of record on facility recorders. If not possible, retain a written record of each message in the facility's files for 45 days.

g. Keep messages as brief and as concise as possible. Optimum duration of up to 30 seconds should not be exceeded unless required for message content completeness.

h. During the hours of operation, part–time towers that have ATIS capabilities and ASOS/AWOS ground to air broadcast capability, must ensure that the latest METAR/SPECI weather sequence is broadcast only on ATIS. ASOS/AWOS must not be allowed to broadcast weather concurrent with ATIS.

i. During the hours of non-operation, part-time towers that have ATIS capabilities should record for continuous broadcast the following information:

NOTE–
Those facilities that have ASOS/AWOS broadcast capability must allow the automated weather report to be broadcast on the ASOS/AWOS frequency in the one minute update mode and include the applicable information in subparagraphs 10–4–1h, 1 thru 5 at the time of closing.

1. The local tower hours of operation.

2. ASOS/AWOS frequency.

3. The appropriate common traffic advisory frequency (CTAF).

4. The frequency for operating radio controlled approach lights.

5. The FAA facility and frequency for additional information.

EXAMPLE–
(Name of tower) tower hours of operation are (time) local time to (time) local time. The frequency for automated weather is (frequency). The common traffic advisory frequency is (frequency). Pilot operated approach lighting is available on (frequency). For additional information contact (name of approach control or center) on (frequency).

10–4–2. PRETAXI CLEARANCE PROCEDURES

a. If a need exists, facilities should develop pretaxi clearance procedures for departing IFR aircraft. Use of CD frequency is desirable for implementing such procedures. However, facilities without CD frequency may use GC frequency for pretaxi clearance if the service can be provided without derogating the primary function of GC. When developing pretaxi clearance procedures, do the following:

1. Coordinate the proposed procedures with the airport users.

2. Inform System Safety and Procedures, when procedures are implemented.

b. Include the following in pretaxi procedures:

1. The procedures are not mandatory.

2. The pilot calls CD or GC not more than 10 minutes before proposed taxi time.

3. The IFR clearance or the delay information should be issued at the time of initial callup.

4. When the IFR clearance is issued on CD frequency, the aircraft is changed to GC for taxi clearance.

5. Normally, the pilot need not inform GC of having received IFR clearance on CD frequency. Some high activity towers with unique operating position arrangements or operating conditions may require the pilot to inform GC of a portion of his/her routing or that he/she has received his/her IFR clearance.

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

10–4–3. GATE HOLD PROCEDURES

a. The objective of gate hold procedures is to restrict departure delays to 15 minutes or less after engine start and taxi time. Facility air traffic managers must ensure gate hold procedures and departure delay information are made available to all pilots prior to engine startup. Implement gate hold procedures when departure delays exceed or are expected to exceed 15 minutes.

b. Facility air traffic managers must meet with airport management and users to develop local gate hold procedures at airports that have identified the need and where air traffic operations dictate. Gate hold procedures, when required, will be developed in accordance with limitations imposed by local conditions. Include the following general provisions in the procedures when gatehold procedures are established.

Chapter 12. National Programs

Section 1. Terminal VFR Radar Services

12–1–1. PROGRAM INTENT

a. Basic Radar Service, TRSA Service, Class B Service, and Class C Service are the four types of Terminal VFR Radar Services designed to enhance safety by providing air traffic services to VFR aircraft. The services were designed to provide the maximum level of radar services possible with existing equipment. Additional resources (displays, workstations, communications, telco, space, etc.) must be justified by requirements other than the volume of radar service provided to VFR aircraft. Pilots should be encouraged to participate by all available methods. This is best accomplished through effective procedures and a clear understanding of the Terminal VFR Radar Services available.

b. Terminal VFR Radar Services may include military airports. Each case of military airport inclusion or establishment of TRSA/Class B/Class C airspace must be processed through appropriate military channels for thorough examination and individual justification.

c. There is no requirement for a radar facility to retain operational jurisdiction of the TRSA/Class B/Class C airspace in its entirety if another facility can more effectively manage a particular portion of the airspace.

REFERENCE–
P/CG Term – Terminal VFR Radar Services.
FAA Order JO 7110.65, Chapter 7, Section 6, Basic Radar Service to VFR Aircraft– Terminal.

12–1–2. IMPLEMENTATION

a. Facilities unable to meet the following requirements must submit justification to the respective Service Area Director of Air Traffic Operations.

1. Newly commissioned terminal radar facilities must implement basic radar services to VFR aircraft, as prescribed in FAA Order JO 7110.65, Air Traffic Control, paragraph 7–6–1, Application, within 30 to 60 days after full IFR service is available.

2. All radar facilities must provide basic radar service at primary airport(s) and, where operationally feasible, at all other airports with an operating airport traffic control tower within their area of jurisdiction.

b. Advertising basic radar services:

1. A sufficient number of user group meetings must be held to publicize implementation of basic radar services to as many local pilots as practicable.

2. Disseminate a Letter to Airmen (LTA) explaining the program and including a drawing of the basic radar service area. The drawing should be on a cutout from the appropriate sectional chart, labeled “not for navigational use,” and should show the following:

(a) Lateral and vertical dimensions.

(b) Frequency for each sector.

(c) Initial VFR checkpoints indicated by flags.

3. The facility air traffic manager must seek the cooperation of the FSDO in informing aviation interests about their responsibilities while operating in a basic radar service environment. Special emphasis should be placed on such points as:

(a) Pilot participation is urged, but it is not mandatory.

(b) Pilots should be aware that aircraft sequencing and traffic advisories are based on aircraft complying with ATC instructions.

(c) A pilot who cannot abide with an ATC instruction or clearance must notify ATC immediately.

4. Follow-up meetings ("HOW GOES IT" type) must be conducted.

12–1–3. TRSA

a. TRSAs are not officially designated by airspace action, and are established solely to define an area where, in addition to basic radar services, participating VFR aircraft will be separated from IFR aircraft and other participating VFR aircraft. Therefore, at all TRSA locations it is intended that facilities must provide the full extent of TRSA services throughout the entire advertised TRSA area. Although the TRSA area extends downward to the surface within the surface area of Class D airspace at the primary airport, a base should be established outside this surface area of Class D airspace to permit free movement of nonparticipating aircraft. The base of the TRSA must not be below the base of an associated Class E airspace.

REFERENCE–
FAA Order JO 7110.65, Chapter 7, Section 7, Terminal Radar Service Area (TRSA)– Terminal.

b. The size and shape of the TRSA will vary depending upon location-specific ATC operational and safety requirements. TRSA design must reflect the most efficient and reasonable configuration to contain large turbine-powered aircraft while achieving a higher level of overall safety.

c. All IFR procedures used by large turbine-powered aircraft arriving and departing designated airports must be fully contained in the TRSA. Each TRSA should be configured to ensure the most efficient use of airspace.

d. Arriving and departing large turbine-powered aircraft should enter/exit the TRSA through the ceiling. However, arriving aircraft at altitudes below the ceiling are not required to climb to achieve this objective, nor are departing aircraft filed at lower altitudes.

e. If a need exists, facilities may develop coded VFR departure routes for TRSA service. When such routes are established, the following provisions apply:

1. Prior to implementing coded VFR departure routes, the ATM must coordinate with local user groups.

2. An LTA must be issued advising pilots of the procedure.

3. These routes must only be assigned to local users familiar with the procedure.

f. The ATM is responsible for submitting requests for establishment, revision, or withdrawal of TRSA airspace to the Service Area Director of Air Traffic Operations. The Service Area Director of Air Traffic Operations has approval authority for TRSA establishment, withdrawal, or modification. If TRSA actions are approved, the OSG will review and submit the TRSA airspace to AIS for publication. The following are the minimum pertinent factors for TRSA airspace action:

REFERENCE–
FAA Order JO 7210.3, Para 4–1–6, Preliminary Environmental Review.

1. TRSA Establishment or Withdrawal:

(a) Safety record/NMAC analysis.

(b) Airspace and operational efficiency.

(c) Unique geographical features.

(d) Hourly air carrier traffic density.

(e) User input. (User meetings, while highly desirable, are not required for withdrawals.)

2. TRSA Revision:

(a) Changes in TRSA configuration, frequencies, or primary airport status (name, elevation, closed, abandoned, etc.).

(b) Additions or deletions to VFR checkpoints/NAVAIDs.

(c) Typographical errors.

(d) User input.

12–1–4. CLASS C AIRSPACE

Class C airspace must be officially designated by airspace action in 14 CFR Part 71 and is established solely to define the airspace in which all aircraft are subject to operating rules and equipment requirements specified in 14 CFR Part 91.

NOTE–
While the regulatory nature of this airspace requires pilots to establish two–way communications with ATC prior to entering, aircraft should not be unnecessarily prohibited from entering Class C airspace.

REFERENCE–
FAA Order JO 7110.65, Chapter 7, Section 8, Class C Service– Terminal.

a. Procedures for Class C airspace establishment, modification, or withdrawal are contained in FAA Order JO 7400.2, Procedures for Handling Airspace Matters.

b. The physical dimensions of the Class C airspace will normally be a 10 NM radius capped at 4,000 feet above the primary airport elevation. This airspace must extend no lower than 1,200 feet above the surface, except that an inner core with a 5 NM radius must extend down to the surface.

c. Encompassing each Class C airspace must be a site-specific Outer Area with a normal radius of 20 NM. The Outer Area must extend outward from the primary Class C airspace airport and extend from the lower limits of radar/radio coverage up to the ceiling of the approach control delegated airspace excluding the Class C airspace and other airspace as appropriate. The Class C Outer Area must be defined in a facility directive.

d. After issuance of the final rule designating a Class C airspace, user education meetings must be held to publicize implementation of Class C service to as many pilots as practicable.

e. Issue a letter to airmen explaining the program and including a drawing of the Class C airspace. The drawing should depict, as a minimum, the following:

1. The lateral and vertical dimensions of the Class C airspace and the associated Outer Area.

2. Any procedural exclusions when the Class C airspace overlaps an adjacent Class D airspace.

3. Initial VFR checkpoints located outside the Class C airspace.

4. Frequencies.

f. Followup meetings (“HOW GOES IT” type) must be conducted after implementation.

g. Exceptions to Class C services may be established within the Class C airspace for special activities; i.e., practice areas, banner tows, gliders, ultralights, etc., provided the procedures are outlined in a letter of agreement with the users.

h. Where the Class C airspace overlaps the Class D airspace of an adjacent airport, facility managers must include in a letter of agreement procedures defining responsibility for the control of aircraft in the overlapping area.

i. Procedures to accommodate VFR aircraft desiring to transit complex terminal areas, including Class C airspace, are contained in separate sections of this chapter.

REFERENCE–
FAA Order JO 7210.3, Chapter 12, Section 4, Helicopter Route Chart Program.
FAA Order JO 7210.3, Chapter 12, Section 5, Terminal Area VFR Route Program.

12–1–5. CLASS B AIRSPACE

a. Class B airspace must be officially designated by airspace action in 14 CFR Part 71 and is established solely to define the airspace in which all aircraft are subject to operating rules and pilot and equipment requirements specified in 14 CFR Section 91.131.

REFERENCE–
FAA Order JO 7110.65, Chapter 7, Section 9, Class B Service Area– Terminal.

b. Procedures for Class B airspace establishment, modification or withdrawal are contained in FAA Order JO 7400.2, Procedures for Handling Airspace Matters. Class B airspace must reflect the most efficient and reasonable configuration to contain large turbine-powered aircraft while achieving a higher level of overall safety.

c. Arriving and departing large turbine-powered aircraft should enter/exit the Class B airspace through the ceiling. However, arriving aircraft at altitudes below the ceiling are not required to climb to achieve this objective, nor are departing aircraft filed at lower altitudes.

d. Procedures to accommodate VFR aircraft desiring to transit Class B airspace are contained in separate sections of this chapter. If VFR corridors are published, recommend the establishment of frequency 122.750 for pilots to exchange position information when transiting the associated Class B airspace VFR corridor.

REFERENCE–
FAA Order JO 7210.3, Chapter 12, Section 3, Charted VFR Flyway Planning Chart Program.
FAA Order JO 7210.3, Chapter 12, Section 4, Helicopter Route Chart Program.
FAA Order JO 7210.3, Chapter 12, Section 5, Terminal Area VFR Route Program.

Section 7. Safety Logic Systems Operations Supervisor/CIC Procedures

12–7–1. ASDE SYSTEM OPERATION

a. Safety logic systems are software enhancements to the ASDE systems (ASDE–3, ASDE–X and ASSC) that predict the path of aircraft landing and/or departing, and/or vehicular movements on runways. Visual and aural alerts are activated when the safety logic projects a potential collision.

b. The safety logic system must be operated in a full core alert runway configuration. (In ASDE–X/ASSC, when rain configuration is selected, it includes full core alerting capabilities.)

c. In the event of a simultaneous loss of Multilateration (MLAT) and ADS–B data, or an ADS–B data loss when MLAT is not present, ASDE–X/ASSC will remain operational. In this case, ASDE–X/ASSC will operate in radar-only mode. The system automatically transitions to radar-only mode when it senses a simultaneous MLAT and ADS–B data loss, or an ADS–B data loss when MLAT is not present.

d. When ASDE–3 and/or AMASS is in maintenance mode, AMASS data must be considered invalid and the system must be taken offline. The OS/CIC must validate, upon resuming normal AMASS operations, that runway configurations and other user settings are adequate for operational use.

NOTE–
Action to change AMASS online/offline status is a technical operations function. ASDE–X/ASSC safety logic will automatically be disabled when the system is in maintenance mode.

e. When a runway becomes unavailable for aircraft operations for an extended period of time, the runway should be entered as "closed" in the safety logic system. Facility procedures should be developed to address using the safety logic system in this capacity.

f. Construction projects in the vicinity of runways may cause nuisance or false alerts. It is the responsibility of air traffic facility management to mitigate alerts.

1. Air traffic facilities must use the ASDE-X/ASSC "Inhibit Area" map feature to manage construction related alerts when possible.

2. National Airway Systems Engineering (NAS Engineering) is able to assist facilities that do not have access to the ASDE-X/ASSC "Inhibit Area" map feature to manage construction related alerts. Facilities must contact NAS Engineering for assistance 30 to 45 days before construction via email at 9–AMC–ATOW–ASDES@faa.gov/.

g. Changes to the airport movement areas which require updated ASDE-X/ASSC Maps can be provided by NAS Engineering. Facilities must contact NAS Engineering for assistance 30 to 45 days before construction via email at 9–AMC–ATOW–ASDES@faa.gov/.

h. ASDE–X/ASSC false targets may be temporarily track dropped after positive verification has been done by pilot/vehicle operator position report or controller visual observation. When a false target is temporarily dropped, it must be noted on FAA Form 7230–4, Daily Record of Facility Operation.

REFERENCE–
FAA Order JO 7110.65, Para 3–6–2, Identification.

i. The air traffic manager may authorize a real target to be inhibited from safety logic processing when the target will likely generate a nuisance alert.

12–7–2. ENSURE STATUS

a. The OS/CIC is responsible for ensuring that the Safety Logic System is set for the correct runway configuration.

b. The OS/CIC must ensure that the operational status of the Safety Logic System is known to all operational personnel.

c. When a status change is made to the Safety Logic System all personnel assigned an operational position must be notified verbally.

d. When any status change is made to the Safety Logic System it must be noted on FAA Form 7230−4, Daily Record of Facility Operation. Such status must be shown in the facility Status Information Area (SIA). The OS/CIC must ensure that all outages are carried over on applicable logs.

12−7−3. MONITOR ALERTS AND ENSURE CORRECTIVE ACTION

a. The OS/CIC must ensure that the Safety Logic System is monitored and all alerts are complied with.

b. All Safety Logic System Alerts generated must be documented on FAA Form 7230−4. If unable to determine the origin of an alert, treat the alert as false and notify Technical Operations so that corrective action can be taken.

REFERENCE−
Pilot/Controller Glossary Term− Safety Logic System Alerts.
FAA Order JO 7210.632, Chapter 2, Reporting Requirements.
FAA Order JO 7210.632, Appendix A, Mandatory Occurrence Report Criteria.

12−7−4. RAIN CONFIGURATION

a. Due to the required sensitivity of surface movement radars, numerous false targets may be generated by moderate to extreme precipitation. During these periods the ASDE Safety Logic Systems should be operated in rain configuration. Should precipitation of this magnitude occur or be imminent, rain configuration may be applied to avoid the likelihood of false alerts.

b. When the event that led to placing the system into rain configuration is no longer a factor, the Safety Logic System must be reset to a normal configuration.

NOTE−
When AMASS is in rain configuration all safety logic alerts with the exception of arrivals to a closed runway are inhibited and AMASS is not in full core alert status.

12−7−5. LIMITED CONFIGURATION

a. Under certain circumstances, there may be a need to operate the Safety Logic System in limited configuration. The limited configuration must only be used to temporarily inhibit persistent false alerts. The term “persistent false alert” refers to frequent false alerts caused by continuous or repetitive circumstances. False alerts caused by random events or circumstances of short duration are not considered “persistent false alerts.” The determination of “persistent false alerts” is at the discretion of each OS/CIC.

b. Due to the required sensitivity of surface movement radars, numerous false targets may be caused by precipitation of moderate or greater intensity. Should precipitation of this magnitude occur or be imminent at locations where ASDE does not have rain configuration availability, limited configuration may be applied to avoid the likelihood of false alerts.

c. When it is necessary to operate the ASDE−X/ASSC Safety Logic System in limited configuration due to “persistent false alerts,” notify Technical Operations so that corrective action can be taken.

d. When an AMASS false alert is received, limited configuration must only be used until Technical Operations verifies that the system is functioning properly and that the data necessary to analyze the alert has been obtained. Analysis and resolution of the circumstances surrounding the false alert will be determined by Technical Operations at a later date.

e. When limited configuration is applied, it must be noted on FAA Form 7230−4, Daily Record of Facility Operation, including the reason for the configuration change. Ensure that all limited configurations are carried over on applicable logs.

NOTE–
1. *For AMASS, the limited configuration disables all alerts except arrivals to a closed runway and is not considered full-core alert status.*

2. *For ASDE–X/ASSC the limited configuration disables all alerts except arrivals to and departures on a closed runway and is not considered full-core alert status.*

12–7–6. WATCH CHECKLIST

The Safety Logic System status must be included in the facility watch checklist. At a minimum, the following items must be reviewed:

a. Operational status.

b. Runway configuration.

c. Presentation of the Safety Logic System data on all ASDE system displays.

d. When test button is activated, the aural alert is heard, and the speaker volume is adequate.

Section 11. UAS Operations at Towered Airports

12–11–1. sUAS OPERATIONS OVER NON-MOVEMENT/CLOSED MOVEMENT AREAS

a. sUAS operations on or in the vicinity of an airport may be approved in Class B, C, or D airspace or within the lateral boundaries of the surface area of Class E airspace designated for an airport at or below 400 feet above ground level (AGL) without any additional mitigations provided the following conditions are met:

1. Restricted to non-movement areas as defined by Airport Authority and Airport Traffic Control Tower LOA, or Airport Layout Plan (ALP), or

2. Restricted to movement areas as defined by Airport Authority and Airport Traffic Control Tower LOA, or ALP which have been closed by Airport Authority.

3. Limited to locations and altitudes that do not require services for the sUAS and do not interfere with traffic patterns or manned aircraft operations.

4. In the event of command-and-control link failure, the sUAS must remain within the area covered under the authorization and land as soon as practicable.

b. Operational requests outside of those covered under subparagraph a above, require additional safety analysis and may be restricted through additional conditions or mitigations. Safety analysis must be conducted in accordance with the Air Traffic Organization Safety Management System (SMS) Manual.

Section 2. Frequencies

16–2–1. VOR AND VORTAC VOICE CHANNELS

Provide control lines for air–ground communications and Category I monitoring on all VORs and VORTACs as follows:

a. Provide independent transmitting and receiving lines to the controlling FSS when a remote communications outlet is associated with the VOR or the VORTAC.

b. Provide one line when a remote communications outlet has only a 122.1 MHz receiver.

c. Control lines are not required if line costs considerably exceed normal costs and cannot be justified in a particular case.

Section 2. Responsibilities

21–2–1. DESCRIPTION

This section identifies the primary Air Traffic Management (ATM) security responsibilities of System Operations Security, as well as air traffic facilities, pertinent to the implementation of ATM security measures. System Operations Security is responsible for collaboration and coordination with air traffic facilities on the planning and operational execution of ATM security measures and related efforts to protect the nation while mitigating safety and efficiency impacts on the National Airspace System (NAS).

21–2–2. TACTICAL OPERATIONS SECURITY GROUP RESPONSIBILITIES

Tactical Operations Security Group responsibilities are undertaken primarily through four Air Traffic Security Coordinator (ATSC) teams and the System Operations Support Center (SOSC) team. Tactical Operations Security Group, as appropriate and in collaboration with air traffic facilities, must:

a. Cooperate with the North American Aerospace Defense Command (NORAD), the Transportation Security Administration (TSA), Customs and Border Protection (CBP), and other interagency security partners to monitor the NAS and other relevant airspace to detect and tactically respond to potential threats, including suspicious flights.

b. Cooperate with the United States Secret Service (USSS), Federal Bureau of Investigation (FBI), and other interagency partners to operationally implement ATM security measures used to protect security–sensitive locations (e.g., the DC Special Flight Rules Area and Flight Restricted Zone [DC SFRA and FRZ]); events (e.g., National Special Security Events [NSSE]); and activities, including Very Important Persons (VIP) travel.

c. Conduct operational efforts to mitigate the impact of threats and security measures on the safety and efficiency of the NAS.

d. Develop and coordinate the publication of flight advisories, Security Notices (SECNOT), and Notices to Air Missions (NOTAM) enabling ATM security and/or other emergency operations efforts. This function includes the publication of Temporary Flight Restrictions (TFR) pursuant to Title 14 Code of Federal Regulations (CFR) Parts 99.7, Special security instructions; 91.141, Flight restrictions in the proximity of Presidential and other parties; and 91.137, Temporary flight restrictions in the vicinity of disaster/hazard areas.

e. Serve as the final approving authority for all real–time ATM security determinations regarding aviation operations within the NAS.

f. Coordinate and authorize routings for U.S. Department of State (DOS) designated Special Interest Flights (SIF).

g. Lead execution of ATM aspects of classified and other sensitive security–related air missions.

h. Manage the Special Governmental Interest (SGI) Program for Unmanned Aircraft System (UAS) waivers and authorizations, including emergency addendums to UAS Certificates of Authorization or Waiver (ECOA).

i. Staff ATSC and SOSC positions.

21–2–3. SPECIAL OPERATIONS SECURITY GROUP RESPONSIBILITIES

Special Operations Security Group responsibilities are undertaken primarily through senior FAA representatives, who represent the agency in coordinating ATM security issues with national defense, homeland security, and law enforcement interagency partners. Special Operations Security Group, as appropriate and in collaboration with air traffic facilities must:

a. Cooperate with the USSS, FBI, and other interagency partners to develop and coordinate ATM security measures used to protect security–sensitive locations (e.g., the DC SFRA and FRZ); events (e.g., NSSEs); and activities, including VIP travel (e.g., Presidential travel).

b. Develop and coordinate plans and procedures to mitigate the impact of threats and security measures on the safety and efficiency of the NAS, including coordination with NORAD and other interagency partners to facilitate fighter intercept operations.

c. Develop plans for and coordinate the execution of ATM elements of select national defense, homeland security, and law enforcement exercises. This work includes support of classified and other sensitive security–related exercises.

d. Plan and coordinate ATM related support to classified and other sensitive aviation operations, including UAS flights, and mitigate impact of that activity on the NAS.

e. Coordinate and authorize call signs for special aircraft missions operated by law enforcement agencies (federal, state, and local), national defense entities, and for other special activities.

f. Staff senior FAA representative and liaison officer positions at FAA Headquarters and embedded at key national defense, homeland security, and law enforcement locations.

21–2–4. STRATEGIC OPERATIONS SECURITY GROUP RESPONSIBILITIES

Strategic Operations Security Group responsibilities are undertaken primarily through a staff at FAA Headquarters. Strategic Operations Security Group, as appropriate and in collaboration with air traffic facilities, must:

a. Cooperate with the Federal Emergency Management Agency (FEMA), State Emergency Management Agencies (SEMA), U.S. Northern Command (USNORTHCOM), State National Guard (NG) commands, and other federal, state, and local partners to develop and implement air traffic management aspects of disaster response and other emergency operations plans.

b. Manage the development and sustainment of ATM security related FAA ATO procedures, including: FAA Order JO 7610.4, Special Operations; FAA Order JO 7110.67, Air Traffic Management Security Services for Special Operations; FAA Order JO 7110.65, Air Traffic Control; and FAA Order JO 7210.3, Facility Operation and Administration.

c. Coordinate with U.S. Strategic Command (STRATCOM), FAA Spectrum Engineering, and other key stakeholders to support Global Positioning System (GPS) interference and Electronic Attack (EA) testing, and Identification Friend or Foe (IFF) exercises within the NAS. Plan and, as needed, coordinate actions to mitigate impact of this specialized activity on the safety and efficiency of the NAS.

d. Lead the planning and coordination of ATM security related procedures for foreign aircraft overflight, including DOS SIF activity and Part 99.7 NOTAMs that describe instructions for entry/exit, transit, and flight operations within U.S. controlled airspace.

e. Lead ATO engagement on ATM security matters with foreign counterparts, including the International Civil Aviation Organization (ICAO) and foreign Air Navigation Service Providers (ANSP).

f. Track, collect, and analyze aviation security data related to ATM security events in the NAS, such as unauthorized laser illuminations, unauthorized UAS, TFR violators, Tracks of Interest (TOI), No Radio (NORDO).

g. Provide the means for identification and protection of all real–time flight data information associated with sensitive flights in the NAS.

h. Develop and implement call sign procedures for the NAS.

i. Coordinate requests from governmental agencies, including law enforcement, for use of ICAO 3–letter designators/telephonies; and coordinate all requests for use of U.S. special call sign designators/telephonies.

j. Serve as ATO lead for the National Hurricane Operations Plan (NHOP).

k. Develop and coordinate ATM security related procedures for specialized NAS threats, including lasers, Man Portable Air Defense Systems (MANPADS), UAS, and diseases of global public health concern.

Section 4. Supplemental Duties

21–4–1. DOMESTIC EVENTS NETWORK (DEN)

a. Domestic Events Network (DEN). A 24/7 FAA sponsored telephonic conference call network (recorded) that includes all of the air route traffic control centers (ARTCC) in the United States. It also includes various other Governmental agencies that monitor the DEN. The purpose of the DEN is to provide timely notification to the appropriate authority that there is an emerging air-related problem or incident.

b. Required ATC facility DEN participation.

1. All ARTCCs.

2. All facilities in the National Capital Region (NCR).

3. Approach control facilities must participate on the DEN during President of the United States (POTUS) TFRs, National Special Security Events (NSSE) affecting their area, or when directed by System Operations Security or the DEN Air Traffic Security Coordinator (ATSC).

4. ATCT must participate on the DEN during arrival and departure phase of POTUS, Vice President of the United States (VPOTUS), First Lady of the United States (FLOTUS) movements, or when directed by System Operations Security or the DEN ATSC.

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

6. All communication regarding real–time security concerns and operational impacts should be initiated and coordinated on the DEN. The premise of the DEN is a need to share versus a need to know.

7. The DEN is an open mode of communication and is not intended for classified information.

21–4–2. PRESIDENTIAL/UNITED STATES SECRET SERVICE (USSS) SUPPORTED VIP MOVEMENT

a. Tactical Operations Security, System Operations Support Center (SOSC), (202) 267-8276, is responsible for the coordination, planning, and timely communication of POTUS, VPOTUS, FLOTUS, or USSS supported VIP movements and associated security measures.

b. Tactical Operations Security is responsible for the real–time coordination of POTUS, VPOTUS, FLOTUS, or USSS supported VIP movement and tactical adjustments to security initiatives as coordinated with the USSS.

c. Tactical Operations Security personnel, working in conjunction with the USSS, are the final authority on adjustments to or implementation of no–notice security measures regarding POTUS, VPOTUS, FLOTUS, or USSS supported VIP movement.

d. All security initiative coordination regarding POTUS, VPOTUS, FLOTUS, or USSS supported VIP movements will be coordinated on the DEN. At no time should the exact location of the above be transmitted over the DEN.

e. Presidential Prohibited Areas (P–56A & B, P–40, etc.) are coordinated and managed by Strategic Operations Security working in concert with the USSS. The System Operations Support Center (SOSC), (202) 267-8276, is responsible for waivers to prohibited areas. Tactical Operations Security is responsible for the real time coordination of Prohibited Area violations. Field facilities are responsible for the tracking and processing of violators.

f. All security related requests to ATC facilities from external agencies (for example, Air and Marine Operations Center (AMOC), Federal Bureau of Investigation (FBI), USSS, etc.), unless critical or a life or death situation, must be referred to the DEN at (844) 432–2962 (toll free).

21–4–3. SPECIAL INTEREST FLIGHTS (SIFs)

a. Special Interest Flights identified by FAA, the Department of Defense or other national security agencies are the responsibility of Tactical Operations Security and must be coordinated on the DEN real time.

b. Tactical Operations Security, System Operations Support Center, (202) 267-8276, is responsible for advanced coordination regarding special interest flights from State Department designated special interest countries known to the Agency.

21–4–4. CONTINUITY OF OPERATIONS AND CONTINUATION OF GOVERNMENT (COOP/COG)

a. Strategic Operations Security is responsible to establish Agency policies and procedures regarding COOP/COG activities.

b. Tactical Operations Security is responsible for the coordination and accomplishment of Agency COOP/COG initiatives upon activation.

c. Tactical Operations Security, in conjunction with appropriate agencies, is the final authority regarding NAS operations involving COOP/COG activities.

21–4–5. CLASSIFIED OPERATIONS

a. Strategic Operations Security is responsible for the coordination and implementation of all classified operations that impact the NAS.

b. Tactical Operations Security is responsible for the tactical coordination of classified operations in the NAS. Tactical Operations Security, in coordination with appropriate agencies, is the final authority regarding classified operations within the NAS.

21–4–6. INTELLIGENCE ANALYSIS AND COMMUNICATION

a. Tactical Operations Security must provide staffing at operational locations where intelligence and threat assessments potentially impacting the NAS are processed and reviewed.

b. Tactical Operations Security is responsible to communicate any intelligence/threat concerns with potential NAS impact to the Director, System Operations Security.

c. Tactical Operations Security personnel are responsible to correlate the feasibility of threats and the potential impact to the NAS.

d. Tactical Operations Security will work in conjunction with Strategic Operations Security to amend and/or implement national security procedures to mitigate any potential threats to the NAS.

21–4–7. UAS SPECIAL GOVERNMENTAL INTEREST (SGI) OPERATIONS

a. Public UAS and, in select cases, civil UAS operations may be needed to support activities which answer significant and urgent governmental interests, including national defense, homeland security, law enforcement, and emergency operations objectives. These operations are authorized through UAS SGI Addendums.

b. Requests for UAS SGI operations are processed as either a COA addendum, modification, or a 14 CFR Part 89/Part 107 authorization and granted through the SGI process managed by System Operations Security and applied under the authority of their System Operations Support Center (SOSC).

Section 5. Coordination

21–5–1. COORDINATION

Coordinate through verbal and automated methods. When available, use tools that permit common situational awareness.

21–5–2. COMMUNICATION AND DOCUMENTATION

a. When time and mission requirements permit, utilize communication techniques that emphasize consensus decision making.

b. In a tactical situation, verbal communication will be sufficient for the exercising of the authority within this section.

c. The NAS Daily Security Report will be maintained by an ATSC and will be utilized to record any verbal decisions and operational security matters within the NAS.

21–5–3. RESPONSIBILITIES

a. System Operations Security must:

1. Coordinate with all facilities affected by a pending or recurring security measure.

2. Ensure interagency coordination regarding any security measure within the NAS.

3. Facilitate coordination between defense/security forces and air traffic facilities.

4. Initiate inquiries regarding ATC involvement in security infractions.

b. Field facilities must:

1. Communicate and coordinate with System Operations Security and external agencies regarding security measures and associated operations in the NAS.

2. Report aviation security incidents in a timely manner.

3. Utilize the DEN for the communication of potential security related issues.

4. Ensure compliance with Agency security policies and tactical decisions.

5. Remain responsible for the safety of air traffic while achieving compliance with security initiatives.

21–5–4. UAS SGI ADDENDUM REQUEST PROCESS AND COORDINATION

a. SGI Qualifying Requirements. Prior to processing a UAS SGI request, the System Operations Support Center (SOSC) must ensure the requestor meets the following conditions:

1. The proponent is operating under the authority of an active COA (including Blanket COAs) or in compliance with Part 107.

2. The UAS operations to be authorized would be conducted within a timeframe incompatible with the processing time required for regular COA or 14 CFR Part 89/Part 107 processes.

3. The requested operations will be flown by a governmental (public) entity or sponsored/supported by a governmental (public) entity.

4. The operations directly support an active (e.g., not demonstration) homeland security, law enforcement, or emergency operations effort, or some other response, relief, or recovery activity benefiting a critical public

good (for example, restoration of an electrical grid or some other critical infrastructure, or media coverage). The fulfillment of this requirement is determined by the SOSC in consultation, as needed, with the FAA's interagency partners.

b. If the SGI request does not meet the qualifying requirements for an SGI Addendum, the SOSC will direct requestors to the FAA website at https://www.faa.gov/uas/.

c. Civil UAS Operations. The SOSC requires qualifying proponents of civil UAS operations to secure support from a governmental entity participating in the response relief or recovery effort, to which the proposed UAS operations will contribute, prior to submitting its request for a SGI Addendum.

d. DC FRZ Operations. The SOSC requires qualifying proponents of public UAS SGI operations inside the Washington DC Flight Restricted Zone (DC FRZ) to apply for an FAA/TSA airspace waiver at https://waivers.faa.gov prior to submitting the request for a SGI Addendum.

1. In support of the FAA/TSA airspace waiver request, the requestor will upload all pertinent documents, including a completed "FAA REQUEST FORM FOR EXPEDITED SGI WAIVER OR AUTHORIZATION FOR UAS OPERATION".

2. If the FAA/TSA airspace waiver request is approved, the requestor will receive an Airspace Access Program (AAP) airspace approval waiver.

e. The SOSC requires all qualifying proponents of UAS operations to request a SGI Addendum as follows:

1. Submit a completed "FAA REQUEST FORM FOR EXPEDITED SGI WAIVER OR AUTHORIZATION FOR UAS OPERATION" to the SOSC via email at 9−ATOR−HQ−SOSC@faa.gov.

NOTE−
The "FAA REQUEST FORM FOR EXPEDITED SGI WAIVER OR AUTHORIZATION FOR UAS OPERATION" is located on the FAA website at https://www.faa.gov/uas/advanced_operations/emergency_situations/ then via the link for "Emergency Operation Request Form."

2. Confirm receipt of the request with the SOSC via phone at (202) 267−8276.

f. The SOSC will review and coordinate the SGI Addendum requests as follows:

1. Conduct a review of the proposed operation and determine any amendments necessary to the current COA requirements (e.g., operating area, altitudes, class of airspace, transponder usage) or any authorizations or waivers under the Part 107 processes.

2. Determine if the request meets all necessary SGI criteria.

3. Coordinate with affected ATC facilities and determine and implement any needed mitigations (e.g., the application of Temporary Flight Restrictions) to reach an acceptable level of safety risk and to minimize impacts on other air traffic operations.

g. These mitigations and other authorizations, including deviations from the operator's current COA or 14 CFR Part 89/Part 107 authorization or waiver, will be implemented through COA addendum or 14 CFR Part 89/Part 107 authorization/waiver, and other operational measures (e.g., coordinated ATC action and/or the application of Temporary Flight Restrictions).

NOTE−
LOAs may be used in conjunction with airspace authorizations/waivers when the ATM deems it necessary; they cannot be used in lieu of the SGI process.

Index

[References are to page numbers]

A

ABBREVIATIONS, 1–2–1

ACCIDENT/INCIDENT RECORDINGS, 4–8–1

ADAPTATION OF EXTERNAL ALTIMETER SETTINGS, 8–2–1

ADAPTED ALTIMETER SETTINGS, 8–2–1

Administration of Facilities
- ATS Continuity, 2–1–3
- Authorization for Separation, 2–1–11
- Checking Published Data, 2–1–3
- Duty Familiarization, 2–2–1
- Equipment Trouble, 2–2–7
- Facility Directives Repository, 2–2–7
- Handling MANPADS Incidents, 2–1–8
- Interregional Requirements, 2–1–1
- Position Responsibilities, 2–2–1
- Position/Sector Binders, 2–1–1
- Reference Files, 2–1–2
- Release of Information, 2–1–2
- Sign In/Out and On/Off Procedures, 2–2–4
- Standard Operating Procedures, 2–1–1
- VSCS Equipment, 2–2–7

ADS–B OUT OFF OPERATIONS, 5–4–6

ADS–B TRANSMITTERS, REPORTING INOPERATIVE OR MALFUNCTIONING ADS–B TRANSMITTERS , 2–1–18

ADVANCE APPROACH INFORMATION, 6–4–1, 10–3–2

ADVISORY SERVICE TO ARRIVING VFR FLIGHTS, 10–4–3

AERIAL SAMPLING/SURVEYING, 5–3–1

AERONAUTICAL ADVISORY STATIONS (UNICOM/MULTICOM), 3–2–2

Air Traffic Control Assigned Airspace (ATCAA), 2–1–16

AIR TRAFFIC FACILITY RESPONSIBILITIES, 21–2–3

AIR TRAFFIC PROCEDURES BULLETIN, 2–2–5

Air Traffic Security Coordinator (ATSC), 21–3–1

Air Traffic Tactical Operations Programs, 18–2–1

AIRBORNE CONTAMINATION, 5–3–1

Aircraft
- DOE, 5–3–1
  - Aerial Sampling/Surveying, 5–3–1
  - Due Regard Operations, 5–3–1
  - Weather Reconnaissance Flights, 5–3–2
- Flight Inspection, 5–2–1
- High Altitude Inspections, 5–2–1
- Identification Problems, 2–1–10
- Identifying DOT/FAA, 5–2–1
- R & D Flight, 5–2–2

AIRCRAFT CALL SIGNS USED FOR SENSITIVE GOVERNMENT FLIGHTS, 5–4–6

AIRCRAFT ORIENTATION PLOTTING BOARD, 16–1–1

Airport, Traffic Patterns, 2–1–15

Airport Arrival Rate (AAR), 10–7–1

Airport Construction, 10–3–7
- Change in Runway Length, 10–3–7

Airport Emergency Plans, 2–1–8

Airport Lighting, 10–6–1

AIRPORTS, SUSPICIOUS ACTIVITIES, 2–7–1

Altimeter Requirements, 2–10–1

Altimeter Setting to ARTCC, 2–10–3

Altitude Assignments, S/VFR and VFR, 3–8–4

ALTRV FLIGHT DATA PROCESSING, 8–1–1

AMPLITRON OR PARAMETRIC AMPLIFIER FAILURE, 7–2–1

Appearance, 2–7–1

Approach Control Airspace, 2–1–11

Approach Light Systems, 10–6–2

APPROACHES TO PARALLEL RUNWAYS, 10–3–8

AREAS OF NONVISIBILITY, 10–1–2

ARFF, 2–1–9

ARTCC to ARTCC Coordination
- Procedures, 18–8–3
- Responsibilities, 18–8–3

ARTCC to ARTCC FEA/FCA Coordination, 18–8–3

[References are to page numbers]

ASDE PERFORMANCE CHECKS, 10−5−4

ASR PERFORMANCE CHECKS, 10−5−2

ATC SURVEILLANCE SOURCE USE, 3−6−2

ATIS, 10−4−1

ATOP, 6−7−1
ATOP Channel Changeovers, 6−7−2

ATPB. *See* AIR TRAFFIC PROCEDURES BULLETIN

ATSC. *See* Air Traffic Security Coordinator

AUDIO DATA RETENTION, 3−4−3

AUTHORIZED MESSAGES NOT DIRECTLY ASSOCIATED WITH AIR TRAFFIC SERVICES, 3−2−1

Automated Position Sign On/Off, 4−6−5

AUTOMATED WEATHER DISPLAY STATUS, 8−3−1

AUTOMATIC ACQUISITION/TERMINATION AREAS, 12−6−2

AUTOMATION PROGRAM CHANGES, 12−6−2

B

BACKUP/AUGMENTATION OF WEATHER OBSERVATIONS, 2−9−1

Bird Hazards, 2−1−12

Blood Donors, 2−8−2

Bomb Threats, 2−1−7

Briefing, Air Traffic Procedures Bulletin, 2−2−5

Briefings, Order Changes, 2−2−6

C

C−UAS, 2−1−20

CA, 12−6−2

CALCULATING AARs, 10−7−1

Capping and Tunneling, 18−7−5

CATEGORIES OF OPERATIONS, 9−1−1

CHANGES TO MTR AND MOA PUBLISHED ACTIVITY SCHEDULES, 6−3−3

Charts
Disposition of Obsolete, 2−1−15
EOVM, 3−8−5
Minimum Vectoring Altitude, 3−8−1

CLASS B AIRSPACE, 12−1−3

CLASS C AIRSPACE, 12−1−3

Classified Operations, 21−4−2

CLEANING INSTRUMENT COVERS, 3−1−2

Color Displays−Terminal, Color Use on ATC Displays, 3−9−1

Combine/Recombine an ATCT/TRACON, 2−1−16

Communications
Battery−powered Transceivers, 3−3−2
CIRNOT Handling, 2−2−5
Emergency Frequencies, 3−3−1
Facility Status Report, 3−3−2
GENOT Handling, 2−2−5
Monitoring Frequencies, 3−3−1
Service ”F”, 3−3−1
Telephone, 3−3−1
Testing ELT, 3−3−2
Use of Communications, 3−2−1
FBI Use, 3−2−1
VSCS Frequency Backup, 3−3−3
VSCS Reconfigurations, 3−3−3
VTABS, 3−3−3

Comparison Checks, 2−10−2

COMPUTER DATA RETENTION, 8−1−2

Conferences
Coordination of Procedures, 4−2−2
Local, 4−2−1
Published Items, 4−2−2

CONFLICT ALERT FUNCTION PARAMETERS, 8−2−1

Continuity of Operations and Continuation of Government (COOP/COG), 21−4−2

COOP/COG. *See* Continuity of Operations and Continuation of Government

Coordination
Communication and Documentation, 21−5−1, 21−6−1
Coordination, 21−5−1
Local, 4−2−1
Responsibilities, 21−5−1, 21−6−1

Correspondence

[References are to page numbers]

Disposition of VAR, 4–5–2
Irregular Operation, 4–1–1
Letters of Procedures, 4–5–1
Letters to Airmen, 4–5–1
Policy/Procedures, 4–1–1
Preliminary Environmental Review, 4–1–1
Service Area Review, 4–1–1
Standards, 4–1–1

COUNTER UNMANNED AIRCRAFT SYSTEMS (C–UAS), 2–1–20

CRITERIA FOR IFR AIRCRAFT HANDLED COUNT, 9–1–1

CWAs, 6–3–1

D

DATA DISPLAY FOR BLOCK ALTITUDE FLIGHTS, 8–3–1

DATA RECORDING, 12–2–1

DATA RETENTION, 12–2–1

DEBRIS RESPONSE AREAS, DISPLAYING ON THE SITUATION DISPLAY, 2–1–24

DEFICIENCIES IN SYSTEM, 7–2–1, 10–5–3

DEN. *See* Domestic Events Network

Density Altitude Broadcast, 2–10–3

Derelict Balloons/Objects, 19–5–1

DIGITAL MAP VERIFICATION, 8–3–1, 12–6–3

DISSEMINATION OF WEATHER INFORMATION, 10–3–1

Domestic Events Network (DEN), 21–4–1

E

E–MSAW ADAPTATION, 8–2–2

EDST. *See* En Route Decision Support Tool (EDST)

ELECTRONIC ATTACK (EA), 7–2–1

ELT Incident, 9–3–1

En Route
Areas of Operation, 6–1–1
Areas of Specialization, 6–1–1
Computer Interface, 6–5–1
Flight Progress Strip, Usage, 6–1–2
General, 6–1–1
Operating Position Designators, 6–1–2
Operations, 6–3–1
Sector Information Binders, 6–2–1
Sectors, 6–1–1
Configuration, 6–1–1
Services, 6–4–1

EN ROUTE CONTROLLER TEAM CONCEPT, 6–2–1

En Route Data
Deficiencies, 7–2–1
Performance, 7–1–1

En Route Decision Support Tool (EDST), 6–6–1
Computer Data Retention, 6–6–4
Outages, 6–6–3
Responsibilities, Facility Manager, 6–6–1
Responsibilities, Operations Manager–in–Charge, 6–6–1
Responsibilities, Operations Supervisor–in–Charge, 6–6–1
Restrictions Inventory and Evaluation, 6–6–3
Standard Use of Automated Flight Data Management, 6–6–2
Traffic Counts and Delay Reporting, 6–6–4
Transfer of Position Responsibility, 6–6–4
URET Airspace Configuration Elements, 6–6–2
Waiver, Interim Altitude Requirements, 6–6–4

En Route Information Display System, 6–9–1
General, 6–9–1

EN ROUTE SECTOR INFORMATION BINDER, 6–2–1

Equipment
Frequencies, 16–2–1
VOR AND VORTAC VOICE CHANNELS, 16–2–1
General, 16–1–1
AIRCRAFT ORIENTATION PLOTTING BOARD, 16–1–1
LEASED EQUIPMENT SUPPLIES, 16–1–1

EQUIVALENT LATERAL SPACING OPERATIONS (ELSO), 10–3–9

ERAM HOLD INFORMATION FACILITY DIRECTIVE REQUIREMENTS, 8–2–3

ERAM HOLDING PATTERN ADAPTATION , 8–2–3

ERAM MASTER TOOLBAR MAP BUTTON LABEL, 8–2–4

[References are to page numbers]

ERAM SPECIAL ACTIVITY AIRSPACE (SAA) ADAPTATION , 8–2–3

ERIDS, 6–9–1

Establishing Diverse Vector Area, 3–8–6

Explosives Detection, 2–1–9

F

FAA FACILITIES, SUSPICIOUS ACTIVITIES, 2–7–1

Facility
Identification, 2–1–15
Visitors, 2–7–2

FACILITY COMPLEMENTS, 2–5–2

Facility Directives Repository (FDR), 2–2–7

Facility Equipment
Basic, 3–1–1
Color Displays–Terminal, 3–9–1
Generator Transfer Procedures, 3–1–2
Maintenance, 3–1–1

FACILITY SECURITY, 2–7–1

Facility Statistical Data
Amending and Reviewing Data, 13–5–1
General, 13–1–1
Instrument Approach, 9–2–1
Itinerant Operations, 13–2–1
Local Operations, 13–3–1
Operational Count, 9–1–1
Other Reports and Forms, 9–3–1
Overflight Operations, 13–4–1

Facility Statistical Data (Alaska Only)
Aircraft Contacted, 17–2–1
Flight Plan Count, 17–3–1
FSS Lists, Logs, and Tallies (OASIS), 17–6–1
General, 17–1–1
Pilot Briefing Count, 17–4–1
Reports and Information, 17–5–1

FALCON REPLAY SYSTEM, 2–1–24

Familiarization/Currency Requirements, 2–3–1

FAULT LOG, 12–2–2

FDR. *See* Facility Directives Repository

FEA/FCA PROCEDURES, 18–8–2

FEA/FCA RESPONSIBILITIES, 18–8–1

FEES, 4–8–1

FLIGHT DATA UNIT, 6–3–2

FLIGHT PLAN DROP INTERVAL, 8–1–2

FLIGHT PROGRESS STRIP USAGE, 10–1–5

Flight Request
Aerobatic Practice, 5–4–5
Certifying Record Attempts, 5–4–4
Crop Duster/Antique, 5–4–4
Deviation, 5–4–1
Flight Test, 5–4–4
Photogrammetric Flights, 5–4–5
Sanctioned Speed, 5–4–4

Flight Requests, Deviation from ADS–B Out Requirements, 5–4–2

Flight Service Operations
General, 14–1–1
Operations, 14–3–1
Positions/Services, 14–2–1
Services, 14–4–1
Flight Plan, Prefiled, 14–4–1

Flight Service Station
Operations
Landing Area, Status Check, 14–3–1
Liaison Visits, 14–3–1
Tie–In NOTAM Responsibility, 14–3–1
Position/Service Information Binders, Position/Services, 14–2–1

FOREIGN STATE DIPLOMATIC FLIGHTS, 5–3–4

Forms
7210–8, 9–3–1, 9–3–3
7230–10, 4–6–3, 4–6–8
7230–12, 9–2–1, 9–2–2
7230–13, 17–5–2
7230–14, 9–1–3, 9–1–4
7230–16, 9–2–1
7230–4, 4–6–1, 4–6–7, 18–5–5
7233–1, 17–3–1, 17–4–1
7233–4, 17–3–1, 17–4–1
7233–5, 17–4–1
Preparation, 4–6–1

FUNCTIONAL USE OF CERTIFIED TOWER RADAR DISPLAYS, 10–5–1

[References are to page numbers]

G

Gate Hold Procedures, 10−4−2

GO−AROUND/MISSED APPROACH, 10−3−8

H

HANDLING OF SIGMETs, CWAs, AND PIREPs, 6−3−1

HEADSET TONE INCIDENTS, 3−3−4

Hours of Duty, 2−4−1
- Service Hours, 2−4−1
- Status of Service, 2−4−1

I

IFR AIRCRAFT HANDLED, 9−1−1

ILS/MLS HEIGHT/DISTANCE LIMITATIONS, 10−3−3

INCOMPATIBLE LIGHT SYSTEM OPERATION, 10−6−1

Information, Law Enforcement, 2−2−6

Intelligence Analysis and Communication, 21−4−2

INTERIM ALTITUDE FACILITY DIRECTIVE REQUIREMENTS, 8−2−2

J

JOB REQUIREMENTS, 2−2−1

L

LADP, 10−1−6

LAND AND HOLD SHORT OPERATIONS (LAHSO), 10−3−3

Law Enforcement, Cooperation with, 2−7−1

LAWRS Hours of Operation, 2−9−1

Legal Liabilities of Personnel, 2−2−1

LETTERS OF AGREEMENT, 4−3−1
- Aircraft Call Signs, 4−4−1
- APPROPRIATE SUBJECTS, 4−3−2
- APPROVAL, 4−3−5
- AUTOMATED INFORMATION TRANSFER (AIT), 4−3−8
- CANCELLATION, 4−3−6
- COMMERCIAL SPACE, 4−3−5
- Commercial Space LOA Templates, Appendix 6−1
- DEVELOPING, 4−3−4
- HOT AIR BALLOON LOAs FOR CLASS C AIRSPACE, 4−3−6
- Operations Under Exemptions, 4−4−1
- PROCEDURAL, 1−1−2
- REVIEW, 4−3−5
- REVISIONS, 4−3−6
- RSU, 4−4−1

LINE UP AND WAIT (LUAW) OPERATIONS, 10−3−3

LOA. *See* LETTERS OF AGREEMENT

LOCAL INTERIM ALTITUDE, 8−2−4

Low Altitude Authorization Notification Capability, 12−9−1
- SMALL UAS (sUAS) ATC AUTHORIZATIONS, 12−9−1

LOW LEVEL WIND SHEAR/MICROBURST DETECTION SYSTEMS, 10−3−1

LOW VISIBILITY OPERATIONS, 10−1−5

LUAW, 10−3−3

M

MAGNETIC VARIATION AT STARS FACILITIES, 12−6−3

MANPADS, Handling MANPADS Incidents, 2−1−8

Maps, Video
- Common Reference Points, 3−7−2
- Intensity, 3−7−2
- Mapping Standards, 3−7−1
- Tolerance for Fix Accuracy, 3−7−1
- Video Map Data, 3−7−1

Medical, 2−8−1
- Alcohol, 2−8−2
- Clearance Requirements, 2−8−1
- Drugs and Sedatives, 2−8−1
- Special Evaluations, 2−8−1
- Status, 2−8−2

[References are to page numbers]

Meteorological Services and Equipment
Broadcasts, 15−3−1
General, 15−1−1
Weather Briefing, 15−2−1

MIA, 10−4−10

MILITARY AIRCRAFT MOVEMENTS, 9−1−3

MILITARY ATC BOARDS, 10−1−1

Military Headquarters, 1−1−3

MINIMUM IFR ALTITUDES (MIA), 6−4−1

MINIMUM SAFE ALTITUDE WARNING (MSAW) AND CONFLICT ALERT (CA), 12−6−2

MINIMUM VECTORING ALTITUDE CHARTS (MVAC) PREPARATION (TERMINAL/MEARTS), 3−8−1

MOBILE CONTROL TOWERS, 10−1−6

MODE C INTRUDER (MCI) ALERT PARAMETERS, 8−2−2, 12−6−4

MSAW, 12−6−2

MSAW GTM CARTOGRAPHIC CERTIFICATION, UPDATES, AND RECOMPILATION, 12−6−3

MULTI−SENSOR RADAR OPERATIONS, 12−6−5

MULTIPLE RUNWAY CROSSINGS, 10−3−6

N

NAS Changes, 3−1−2

NAS En Route Automation
Displays, 8−3−1
General, 8−1−1
Procedures, 8−2−1

National Playbook, 18−22−1

National Programs
Data Recording and Retention, 12−2−1
Helicopter Route Chart, 12−4−1
Standard Terminal Automation Replacement System (STARS), 12−6−1
Terminal Area VFR Route, 12−5−1
Terminal VFR Radar Services, 12−1−1
VFR Planning Chart, 12−3−1

National Traffic Management Log, 18−5−1

Navigational Aids
Malfunctions, 3−5−2
Monitoring, 3−5−1
Originating NOTAMs, 3−5−3

NONAVIATION WEATHER SERVICE, 2−9−2

O

Ocean21
Controller Pilot Data Link Communications, 6−7−2
Error Repair Position Responsibilities, 6−7−1
Facility Manager Responsibilities, 6−7−1
General, 6−7−1
Operational Supervisor−In−Charge Responsibilities, 6−7−1
Outages, 6−7−2
Transfer of Position, 6−7−2

OPERATING INITIALS, 2−2−3

OPERATING POSITION DESIGNATORS, 10−1−1

OPERATION OF LIGHTS WHEN TOWER IS CLOSED, 10−6−1

OPERATIONAL AARs, 10−7−2

OPERATIONAL GUIDANCE FOR FUSION, 3−6−4

Operational Line of Authority
Air Traffic Security Coordinator (ATSC), 21−3−1
AUTHORITY FOR OPERATIONAL SECURITY−RELATED ACTIONS, 21−3−1

OPERATIONAL MODE TRANSITION PROCEDURES, 12−6−4

OPERATIONAL SECURITY−RELATED ACTIONS, AUTHORITY, 21−3−1

Operations and Staffing, 11−2−1

Operations Security, Strategic and Tactical Coordination, 21−5−1
Operational Line of Authority, 21−3−1
Organizational Missions, 21−1−1
Supplemental Duties, 21−4−1

Opposite Direction Operations, 2−1−22

Organizational Missions
Special Operations Security Mission, 21−1−1
System Operations Security Mission, 21−1−1
Tactical Operations Security Mission, 21−1−1

[References are to page numbers]

Organizational Responsibilities, 11–1–1

Outdoor Laser Demonstrations, 2–1–16

P

PARTICIPATION IN LOCAL AIRPORT DEICING PLAN (LADP), 10–1–6

Pilot/Controller Outreach Operation Rain Check, 4–2–1

PIREPs, 6–3–1

POSITION DUTIES AND RESPONSIBILITIES, 10–2–1

Practice Instrument Approaches, 6–4–1, 10–4–3

Precision Approach Path Indicator (PAPI) Systems, 10–6–4

Precision Obstacle Free Zone (POFZ), 10–1–8

Presidential Aircraft
- Communications Circuits, Use of, 5–1–3
- Coordination, 5–1–1, 5–1–3
- Monitoring, 5–1–2
- Movement, 5–1–3
- Rescue Support, 5–1–3
- Security of Information, 5–1–3

Presidential Movement, 21–4–1

Pretaxi Clearance Procedures, 10–4–2

Procedural Information, Waivers, 19–7–1

PROCEDURES FOR OPENING AND CLOSING RUNWAYS, 10–1–4

PROCESSING GPS ANOMALY REPORTS, 3–5–2

Prohibited/Restricted Areas, 2–1–12

PURPOSE, Coordination, 21–6–1

Q

Quality Assurance Review, 4–6–1

R

RADAR AND/OR COMPUTER DATA, 4–8–1

RADAR DISPLAY INDICATORS, 10–5–1

RADAR PERFORMANCE CHECKS, 7–1–1

RADAR SELECTION PROCEDURES, 12–6–4

RADAR TOLERANCES, 10–5–3

RAIN CONFIGURATION, 12–7–2

RECEIPT OF NOTAM DATA, 6–3–2

RECOMMENDED ALTITUDES FOR SURVEILLANCE APPROACHES, 10–5–4

Recorders, Tape
- Assignment of Channels, 3–4–1
- Use of, 3–4–1

Recording Equipment, Checking and Changing, 3–4–2

Records
- Collection of Data, 4–6–1
- Facility, 4–6–1

Reduced Separation on Final, 10–4–9

Reduced Vertical Separation Minimum, 6–8–1
- Equipment Suffix and Display Management, 6–8–3
- Facility Manager Responsibilities, 6–8–1
- General, 6–8–1
- Mountain Wave Activity, 6–8–3
- Non–RVSM Operator Coordination Requirements, 6–8–2
- Operations Manager–In–Charge Responsibilities, 6–8–2
- Operations Supervisor–In–Charge/Controller–In–Charge Responsibilities, 6–8–2
- Suspension of RVSM, 6–8–3
- Wake Turbulence and Weather Related Turbulence, 6–8–3

REENTRY VEHICLE MISHAPS, 18–4–4

Regulatory Information
- Authorizations and Exemptions, 19–3–1
- Fixed–wing SVFR, 19–2–1
- Moored Balloons, Kites, and Unmanned Rockets, 19–5–1
- Parachute Jump, 19–4–1
- Temporary Flight Restrictions, 20–1–1
- Waivers and Authorizations, 19–1–1

RELAY OF RVR VALUES, 10–3–2

REPORTING

[References are to page numbers]

DEATH, ILLNESS, OR OTHER PUBLIC HEALTH RISK ON BOARD AIRCRAFT, 2–1–21
DIVERTED AIRCRAFT ARRIVING FROM INTERNATIONAL LOCATIONS, 2–1–18
INOPERATIVE OR MALFUNCTIONING ADS–B TRANSMITTERS, 2–1–18
SUSPICIOUS UAS ACTIVITIES, 2–1–19

Reports
Delay Reporting, 4–7–1
Monthly, 4–7–1
System Impact, 4–7–1
Unidentified Flying Object, 4–7–1

REQUIREMENTS FOR ERAM DATA BLOCK CHANGES WITHOUT COORDINATION , 8–2–2

Responsibilities, 21–2–1

RESTRICTED DRUGS, 2–8–2

REVIEW AIRSPACE STRUCTURE, 6–3–2

Route Advisories, 18–20–1

Route Test, 18–24–1, 18–25–1

Runway
Intersection Takeoffs, 2–1–10
Obstacle Identification, 2–1–15

RUNWAY AND TAXIWAY LIGHTS, 10–6–4

RUNWAY EDGE LIGHTS ASSOCIATED WITH MEDIUM APPROACH LIGHT SYSTEM/RUNWAY ALIGNMENT INDICATOR LIGHTS, 10–6–4

RUNWAY FLOODLIGHTS, 10–6–4

RUNWAY STATUS LIGHTS (RWSL), 10–6–5

RUNWAY VISUAL RANGE (RVR) EQUIPMENT, 2–9–3

RVR EQUIPMENT, 2–9–3

RWSL, 10–6–5

S

SAA. *See* SPECIAL ACTIVITY AIRSPACE

Safety Logic Systems Operations Supervisor/CIC Procedures, 12–7–1

Safety Logic Systems Supervisor/CIC Procedures
ASDE, 12–7–1
Ensure Status, 12–7–1
Limited Configuration, 12–7–2
Monitor Alerts and Ensure Corrective Action, 12–7–2
Watch Checklist, 12–7–3

SAFETY MANAGEMENT SYSTEM, 1–1–3

SAME, 2–9–3

SATR, 2–1–13

SECTIONAL AERONAUTICAL AND TERMINAL AREA CHARTS, 10–1–2

Security, 2–7–1

Security Notice (SECNOT), 21–7–1

SECURITY OF JOINT–USE RADAR DATA, 2–7–2

SELECTED ALTITUDE LIMITS, 8–3–1

SELECTING ACTIVE RUNWAYS, 10–1–2

SFRA, 2–1–13

SHUTDOWN OF PAR ANTENNAS, 10–5–1

SIFs. *See* Special Interest Flights

SIGMETs, 6–3–1

SIMULTANEOUS CONVERGING INSTRUMENT APPROACHES, 10–4–6

SIMULTANEOUS INDEPENDENT APPROACHES, 10–4–4

Simultaneous Offset Instrument Approaches, 10–4–8

SIMULTANEOUS WIDELY– SPACED PARALLEL OPERATIONS, 10–4–6

SINGLE PERSON MIDNIGHT OPERATIONS, 2–6–6

SINGLE SITE COVERAGE STAGE A OPERATIONS, 8–2–1

SITUATION DISPLAY
DISPLAYING DEBRIS RESPONSE AREAS, 2–1–24
DISPLAYING REENTRY AREAS, 2–1–24
DISPLAYING SPACE LAUNCH, 2–1–24

Small Unmanned Aircraft System(s). *See* sUAS

SMS. *See* SAFETY MANAGEMENT SYSTEM

SPACE LAUNCH MISHAPS, 18–4–4

SPECIAL ACTIVITY AIRSPACE, 2–1–13

[References are to page numbers]

SCHEDULING, COORDINATION, AND DISSEMINATION, 2–1–13

SPECIAL AIR TRAFFIC RULES, 2–1–13

SPECIAL FLIGHT RULES AREA, 2–1–13

Special Interest Flights (SIFs), 21–4–2

SPECIAL INTEREST SITES, 2–1–23

SPECIAL OPERATIONS SECURITY GROUP RESPONSIBILITIES, 21–2–1

Special Operations Security Mission, 21–1–1

SPECIAL RADAR ACCURACY CHECKS, 7–1–1

Special Security Instructions (SSI) (14 CFR Section 99.7), 21–6–1

SPECIAL USE FREQUENCIES, 6–4–1

SPECIFIC AREA MESSAGE ENCODING (SAME) WEATHER RADIOS, 2–9–3

STRATEGIC OPERATIONS SECURITY GROUP RESPONSIBILITIES, 21–2–2

STRATEGIC OPERATIONS SECURITY MISSION, 21–1–1

SUA and PAJA Frequency Information, 2–1–16

sUAS, 19–6–1
- 14 CFR Part 107 Operations, 19–6–1
  - AIRSPACE WAIVER PROCESS, 19–6–2
  - LOW ALTITUDE AUTHORIZATION AND NOTIFICATION CAPABILITY (LAANC), 19–6–1
  - MANUAL AIRSPACE AUTHORIZATION PROCEDURES (VIA DRONEZONE), 19–6–1
- OPERATIONS OVER NON-MOVEMENT/ CLOSED MOVEMENT AREAS, 12–11–1

Supplemental Duties
- Classified Operations, 21–4–2
- Continuity of Operations and Continuation of Government (COOP/COG), 21–4–2
- Domestic Events Network (DEN), 21–4–1
- Intelligence Analysis and Communication, 21–4–2
- Presidential Movement, 21–4–1
- Special Interest Flights (SIFs), 21–4–2

Surveillance Source Use
- Commissioning Facilities, 3–6–1
- Monitoring Mode 3/A Codes, 3–6–3
- Prearranged Coordination, 3–6–4
- System and Display Setting, 3–6–3
- Target Sizing, 3–6–3

SUSPICIOUS ACTIVITIES AROUND AIRPORTS OR FAA FACILITIES, 2–7–1

Suspicious Aircraft/Pilot Activities, 2–1–17

System Operations Security, Operations Security: Tactical, Special, and Strategic, 21–1–1

System Operations Security Mission, 21–1–1

T

T & A Recording, 4–6–6

TACTICAL OPERATIONS SECURITY GROUP RESPONSIBILITIES , 21–2–1

Tactical Operations Security Mission, 21–1–1

Takeoff Clearance, 10–3–6

TBM, 18–6–1

TBO, 18–6–1

Temporary Flight Restrictions, 20–1–1
- Disaster/Hazard Areas, 20–2–1
- Emergency Air Traffic Rules, 20–4–1
- National Disaster Areas in the State of Hawaii, 20–3–1
- Proximity of Space Flight Operations, 20–6–1
- Proximity of the Presidential and Other Parties, 20–5–1
- Vicinity of Aerial Demonstrations, 20–7–1
- Vicinity of Major Sporting Events, 20–7–1

Terminal Operations, Services, and Equipment
- Airport Arrival Rate (AAR), 10–7–1
- General, 10–1–1
- Lighting, 10–6–1
- Operations, 10–3–1
- Position Binders, 10–2–1
- Radar, 10–5–1
- Services, 10–4–1

TFRs. *See* Temporary Flight Restrictions

Time Checks, 2–4–1

Time Standards, 2–4–1

TIME–BASED MANAGEMENT (TBM), 18–6–1
- APPROVAL AUTHORITY, 18–6–2
- ATCSCC RESPONSIBILITIES, 18–6–2
- FIELD FACILITY RESPONSIBILITIES, 18–6–2

[References are to page numbers]

POLICY, 18−6−1
TBM WITHIN ARTCC AREA OF JURISDICTION, 18−6−2
TYPES, 18−6−1

TOWER/RADAR TEAM CONCEPTS, 10−1−1

TOWER/RADAR TEAM POSITION BINDERS, 10−2−1

Traffic Lights, Gates, and Signals, 3−1−2

Traffic Management
ARTCC to ARTCC FEAFCA Coordination, 18−8−3
Coded Departure Routes, 18−19−1
Coordination, 18−5−1
Flow Constrained Area (FCA), 18−8−1
Flow Evaluation Area (FEA), Flow Constrained Area (FCA), Ingetrated Collaborative Rerouting (ICR), 18−8−1
Ground Delay Programs, 18−10−1
Ground Stop(s), 18−11−1, 18−13−1
Initiatives, 18−7−1
Line of Authority, 18−3−1
Monitor Alert Parameter, 18−9−1
North American Route Program, 18−12−1, 18−18−1
Organizational Missions, 18−1−1
Preferred IFR Routes Program, 18−17−1
Responsibilities, 18−2−1
Severe Weather Management, 18−15−1
Special Programs, 18−14−1
Supplemental Duties, 18−4−1
SWAP, 18−16−1

Traffic Management (TM) Support of Non−Reduced Vertical Separation Minima (RVSM) Aircraft, 18−23−1

Trajectory−Based Operations (TBO), 18−6−1
MISSION, 18−6−1
POLICY, 18−6−1

TRANSITION PROCEDURES, 8−1−1

TRANSPORTATION SECURITY ADMINISTRATION AND FAA JOINT OPERATING PROCEDURES, 2−1−24

TRSA, 12−1−2

U

UAS
14 CFR Part 91 Operations, 5−5−1
CLASS A AIRSPACE, 5−5−2
CLASS B AIRSPACE, 5−5−2
CLASS C AIRSPACE, 5−5−2
CLASS D AIRSPACE, 5−5−3
CLASS E AIRSPACE, 5−5−3
CLASS G AIRSPACE, 5−5−3
LETTERS OF AGREEMENT (LOA), 5−5−3
MEMORANDUMS, 5−5−3
RESPONSIBILITIES, 5−5−1
TERMINAL RADAR SERVICE AREA (TRSA), 5−5−2
TYPES AND AUTHORITY, 5−5−1
DETECTION SYSTEMS, 2−1−20
Facility Maps (UASFM). *See* UAS Facility Maps (UASFM)
Operations at Towered Airports, 12−11−1
sUAS OPERATIONS OVER NON-MOVEMENT/CLOSED MOVEMENT AREAS, 12−11−1
REPORTING SUSPICIOUS ACTIVITIES, 2−1−19
SPECIAL GOVERNMENT INTEREST (SGI)
OPERATIONS, 21−4−2
PROCESS AND COORDINATION, 21−5−1

UAS Facility Maps (UASFM)
ASSUMPTIONS, 12−10−1
AUTHORIZATION MAP DESIGN PROCEDURES CLASS B/C/D AIRSPACE, 12−10−2
PART 107 OPERATION APPROVALS, 12−10−3
POLICY, 12−10−1
PROCEDURES TO CHANGE ALTITUDES, 12−10−2
RESPONSIBILITY, 12−10−1

UASFM. *See* UAS Facility Maps (UASFM)

Unauthorized Laser Illumination of Aircraft, 2−1−16

Unmanned Aircraft System(s). *See* UAS

USE OF ACTIVE RUNWAYS, 10−1−3

USE OF OTHER THAN FAA COMMUNICATIONS CIRCUITS, 3−2−1

USE OF STARS QUICK LOOK FUNCTIONS, 12−6−1

[References are to page numbers]

V

VFR Waypoint Chart Program, 12−8−1
Criteria, 12−8−1
Definition, 12−8−1
Policy, 12−8−1
Responsibilities, 12−8−2

Visual Approach Slope Indicator (VASI) Systems, 10−6−3

VISUAL SEPARATION, 10−3−5

Volcanic Ash, 18−4−4

W

Waivers, Procedural, 19−7−1
APPROVAL PROCESS, 19−7−2
PERIODICITY OF WAIVER RENEWALS, 19−7−2
RENEWAL PROCESSING, 19−7−2
REQUESTS, 19−7−1
SAFETY DOCUMENTATION AND OTHER SAFETY STUDIES, 19−7−1

WAIVERS TO THIS ORDER, 1−1−2

Watch Coverage, 2−5−1
Area Supervision, 2−5−1
Consolidating Positions, 2−5−2
CONTROLLER−IN−CHARGE (CIC), 2−5−3
DESIGNATED LEAD SPECIALIST (DLS), 2−5−3
Holiday Staffing, 2−5−2
Overtime Duty, 2−5−2
Relief Periods, 2−5−2
Schedules, 2−5−1
Supervision Coverage, 2−5−1
Supervisors Hours of Duty (Alaska Only), 2−5−2

Watch Supervision
Assignments, 2−6−1
Basic Watch Schedule, 2−6−4
CIC, 2−6−1
Consolidating Positions, 2−6−4
Controller−in−Charge Designation, 2−6−2
Controller−in−Charge Selection, 2−6−3
Holiday Staffing, 2−6−5
Manager, 2−6−1
Overtime Duty, 2−6−5
Relief Periods, 2−6−4
Supervisor, 2−6−1

Weather/Visibility, 2−9−1
Dissemination, 2−9−1
Record Center, 2−9−2
Visibility Charts, 2−9−2
Visual Observations, 2−9−2

Wind Indicator Cross Check, 2−10−1

Wind Instrument Sensors, 2−10−1

WIND INSTRUMENTS AT APPROACH CONTROL FACILITIES, 10−3−1

BRIEFING GUIDE

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

Initiated By: AJV-0
Vice President, Mission Support Services

Table of Contents

Paragraph Number	Title	Page
1–1–1	PURPOSE OF THIS ORDER	BG–3
1–1–9	PROCEDURAL LETTERS OF AGREEMENT (LOAs)	BG–3
1–1–9	CONSTRAINTS GOVERNING SUPPLEMENTS AND PROCEDURAL DEVIATIONS	BG–3
1–1–10	SAFETY MANAGEMENT SYSTEM (SMS)	BG–6
10–1–7	USE OF ACTIVE RUNWAYS	BG–7
12–1–1	PROGRAM INTENT	BG–9
12–1–2	IMPLEMENTATION	BG–9
12–1–3	TRSA	BG–9
12–1–4	CLASS C AIRSPACE	BG–9
12–1–5	CLASS B AIRSPACE	BG–9
12–7–1	ASDE SYSTEM OPERATION	BG–16
Chapter 12, Section 11	UAS Operations at Towered Airports	BG–17
12–11–1	sUAS OPERATIONS OVER NON-MOVEMENT/CLOSED MOVEMENT AREAS	BG–17
16–2–2	UHF EN ROUTE CHANNEL	BG–18
21–4–7	UAS SPECIAL GOVERNMENTAL INTEREST (SGI) OPERATIONS	BG–19
21–5–4	UAS SGI ADDENDUM REQUEST PROCESS AND COORDINATION	BG–19

1. PARAGRAPH NUMBER AND TITLE:
1−1−1. PURPOSE OF THIS ORDER
1−1−9. PROCEDURAL LETTERS OF AGREEMENT (LOAs)
1−1−9. CONSTRAINTS GOVERNING SUPPLEMENTS AND PROCEDURAL DEVIATIONS

2. BACKGROUND: In a recent update to this order, various provisions in Chapter 1 were determined to contain obsolete information and references to organizations that no longer exist. Additionally, Chapter 1 is revised to include information regarding letters of agreement (LOAs) and procedural waiver requests.

3. CHANGE:

OLD	**NEW**
1−1−1. PURPOSE OF THIS ORDER	**1−1−1. PURPOSE OF THIS ORDER**
This order provides instructions, standards, and guidance for operating and managing air traffic facilities.	No Change
a. Part 1 contains information generally applicable to two or more options.	Delete
b. Part 2, Part 3, and Part 4 prescribe instructions unique to each discipline:	Delete
1. Air Route Traffic Control Centers (ARTCC).	Delete
2. Terminal Air Traffic Control Facilities.	Delete
3. Flight Service Stations.	Delete
c. Part 5 prescribes the instructions for traffic management applicable to the David J. Hurley Air Traffic Control System Command Center (ATCSCC), center, and terminal facilities.	Delete
d. Part 6 contains regulatory and procedural information concerning waivers, authorizations, exemptions, and flight restrictions.	Delete
e. Part 7 provides the overview concerning System Operations Security, Strategic and Tactical Operations, which are further delineated in FAA Order JO 7610.4, Sensitive Procedures and Requirements for Special Operations. Part 7 explains Air Traffic's role in the security realm, military activities, and other events which have impact on facilities and the NAS.	Delete

OLD	**NEW**
Add	**1−1−9. PROCEDURAL LETTERS OF AGREEMENT (LOAs)**
Add	**Procedures/minima that are applied jointly or otherwise require the cooperation or concurrence of more than one facility/organization must be documented in a letter of agreement (LOA).**
1−1−9 through **1−1−12**	Renumber **1−1−10** through **1−1−13**

OLD

1–1–9. CONSTRAINTS GOVERNING SUPPLEMENTS AND PROCEDURAL DEVIATIONS

a. Exceptional or unusual requirements may dictate procedural deviations or supplementary procedures to this order. The written approval of the Vice President of System Operations Services must be obtained prior to issuing a supplemental or procedural deviation to this order which decreases the level, quality, or degree of service required by this order.

b. Prior approval by the following appropriate military headquarters is required for subsequent interface with the Federal Aviation Administration (FAA) if military operations or facilities are involved. (See TBL 1–1–2.)

NEW

1–1–10. WAIVERS TO THIS ORDER

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

Add

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

Add

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

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

OLD

TBL 1–1–2

Military Headquarters

Branch	Address
U.S. Air Force	HQ AFFSA/A3A 7919 Mid–America Blvd Suite 300 Oklahoma City, OK 73135
U.S. Army	Director USAASA (MOAS–AS) 9325 Gunston Road Suite N–319 Ft. Belvoir, VA 22060–5582
U.S. Navy	Department of the Navy Chief of Naval Operations (N885F) 2000 Navy Pentagon Washington, DC 20350–2000

NEW

TBL 1–1–2

Military Headquarters

Branch	Address
U.S. Air Force	HQ AFFSA **5316 S. Douglas Blvd** **Bldg. 8400, Room 232** Oklahoma City, OK 731**50**
U.S. Army	Director USAASA (MOAS–AS) 9325 Gunston Road **Room** N–31**4** Ft. Belvoir, VA 22060–5582
U.S. Navy	Department of the Navy Chief of Naval Operations (**N980A**) **NAATSEA** 2000 Navy Pentagon **(5D453)** Washington, DC 20350–2000

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1. PARAGRAPH NUMBER AND TITLE: 1–1–10. SAFETY MANAGEMENT SYSTEM (SMS)

2. BACKGROUND: The language in realigned paragraph 1–1–11 of FAA Order JO 7210.3 directs employees of the ATO to FAA Order 1100.161, Air Traffic Safety Oversight, and the Safety Management System (SMS) Manual for all information and direction regarding the SMS and its application. The ATO has since established its SMS via FAA Order JO 1000.37. Implementation, as approved by the Air Traffic Safety Oversight Service (AOV), exists in accordance with FAA Order 1100.161 and FAA Order 8000.369, Safety Management System. Recently, there have been concerns over current SMS expectations for facilities. Directing employees to JO 1000.37 and the ATO SMS Toolbox website instead of FAA Order 1100.161 should remedy many of these concerns.

3. CHANGE:

OLD	NEW
1–1–10. SAFETY MANAGEMENT SYSTEM (SMS)	**1–1–11. SAFETY MANAGEMENT SYSTEM (SMS)**
Every employee is responsible to ensure the safety of equipment and procedures used in the provision of services within the National Airspace System (NAS). Risk assessment techniques and mitigations, as appropriate, are intended for implementation of any planned safety significant changes within the NAS, as directed by FAA Order 1100.161, Air Traffic Safety Oversight. Direction regarding the SMS and its application can be found in the FAA Safety Management System Manual and FAA Order 1100.161. The SMS will be implemented through a period of transitional activities. (Additional information pertaining to these requirements and processes can be obtained by contacting the service area offices.)	**Safety is fundamental to the provision of air traffic management and communication, navigation, and surveillance services. The ATO develops, implements, and maintains processes, tools, and guiding principles within the framework of a Safety Management System (SMS) to ensure that performance-based NAS safety goals are achieved. The ATO SMS gives the responsibility for owning and executing the SMS to all employees at all levels of the ATO. All ATO employees must strive not only to maintain safety in the NAS for those services they provide but also to continuously improve the ATO SMS. Direction regarding the ATO SMS and its application is found in FAA Order JO 1000.37, Air Traffic Organization Safety Management System.** Additional information pertaining to **ATO SMS** requirements and processes can be obtained by **visiting the SMS Toolbox, emailing the Office of Safety and Technical Training (AJI) at 9–AJI–SMS@faa.gov, or** contacting the service **center Quality Control Group**. **SMS training is available for all employees via eLMS. Additional courses along with Technical Training for SMS Practitioners and SMS Facilitators are available from AJI.**
Add	***REFERENCE–*** ***ATO SMS Toolbox –*** ***https://my.faa.gov/org/linebusiness/ato/safety/sms.***

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1. PARAGRAPH NUMBER AND TITLE: 10–1–7. USE OF ACTIVE RUNWAYS

2. BACKGROUND: A review of FAA Order JO 7210.3, Facility Operation and Administration, paragraph 10–1–7, Use of Active Runways, revealed several opportunities to make editorial updates.

3. CHANGE:

OLD	NEW
10–1–7. USE OF ACTIVE RUNWAYS	**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.	**a. A**ir 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:	**b. A**ir traffic managers must develop procedures to be included in a facility directive for the mandatory use of an approved **surface** memory aid at the appropriate operational position/s for:
b1 through **b6**	No Change
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.	**c.** Approved memory aids will be maintained in the **Surface Memory Aids** Toolbox. The use of memory aids that are not **already included** in the **T**oolbox must be approved by **the Director, Operational Policy and Implementation,** AJT–2**,** through the appropriate Service Area Director of Air Traffic Operations**, who will coordinate with Runway Safety (AJI–1550) for inclusion (available on CEDAR)**.
NOTE– *Director approved memory aids must be coordinated with Runway Safety for inclusion in the memory aid toolbox.*	Delete
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.	**d. A**ir traffic managers must include procedures in the facility directive to assist the local and ground controllers in maintaining awareness of aircraft positions on the airport.
REFERENCE– *FAA Order JO 7110.65, Para 3–1–4, Coordination Between Local and Ground Controllers.* *FAA Order JO 7110.65, Para 3–1–7, Position Determination.*	No Change

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:

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

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

No Change

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.

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

3. A separate facility directive must 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.

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

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.	Delete
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.	**f. A**ir traffic managers at instrumented airports with operating control towers must, in addition to the above, annually review airport surface diagrams to ensure that the runway centerline heading information is current. This may be accomplished by comparing the posted magnetic headings of the runways shown on the airport obstruction chart, corrected to the current magnetic variation for the facility, with the heading shown on the airport surface diagram. The air traffic manager must review departure procedures to ensure continued compatibility with the runway headings posted on the airport surface diagram.
g. Air traffic managers must develop a facility directive 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.*	**g.** Air traffic managers must develop a facility directive **that** defines the **coordination** responsibilities of local **control** and ground control to ensure that coordination is accomplished to accommodate an aircraft exiting the runway which must enter another taxiway/runway/ramp area **(**other than the one used to exit the landing runway**)** to taxi clear of the runway. ***NOTE–*** *This directive is only required at facilities where an aircraft exiting the runway must enter another taxiway/runway/ramp area, other than the one used to exit the landing runway, to taxi clear of the runway.*

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1. PARAGRAPH NUMBER AND TITLE:
12–1–1. PROGRAM INTENT
12–1–2. IMPLEMENTATION
12–1–3. TRSA
12–1–4. CLASS C AIRSPACE
12–1–5. CLASS B AIRSPACE

2. BACKGROUND: A review of FAA Order JO 7210.3, Facility Operation and Administration, revealed Chapter 12, Section 1, Terminal VFR Radar Services, contained incorrect references and outdated procedures for handling airspace implementation and revisions. Overlapping procedures for Class C and Class B airspace establishment, modification, and withdrawal contained in FAA Order JO 7400.2, Procedures for Handling Airspace Matters, were removed from FAA Order 7210.3. Procedures related to Terminal Radar Service Area (TRSA) airspace are consolidated in a single paragraph. Additional references to the VFR charting programs in Chapter 12 and references to related procedures in FAA Order JO 7110.65, Air Traffic Control, were added.

3. CHANGE:

OLD	NEW
12–1–1. PROGRAM INTENT	**12–1–1. PROGRAM INTENT**
Basic Radar Service, TRSA Service, Class B and Class C services are the four types of Radar Services designed to enhance safety by providing air traffic services to VFR aircraft. The services were designed to provide the maximum level of radar services possible with existing equipment. Additional resources (displays, communications, telco, space, etc.) must be justified by requirements other than the volume of radar service provided to VFR aircraft. Pilots should be encouraged to participate by all available methods. This is best accomplished through effective procedures and a clear understanding of the Terminal VFR Radar Services available.	Delete
Add	**a. Basic Radar Service, TRSA Service, Class B Service, and Class C Service are the four types of Terminal VFR Radar Services designed to enhance safety by providing air traffic services to VFR aircraft. The services were designed to provide the maximum level of radar services possible with existing equipment. Additional resources (displays, workstations, communications, telco, space, etc.) must be justified by requirements other than the volume of radar service provided to VFR aircraft. Pilots should be encouraged to participate by all available methods. This is best accomplished through effective procedures and a clear understanding of the Terminal VFR Radar Services available.**
Add	**b. Terminal VFR Radar Services may include military airports. Each case of military airport inclusion or establishment of TRSA/Class B/Class C airspace must be processed through appropriate military channels for thorough examination and individual justification.**
Add	**c. There is no requirement for a radar facility to retain operational jurisdiction of the TRSA/Class B/Class C airspace in its entirety if another facility can more effectively manage a particular portion of the airspace.**
REFERENCE– *P/CG Term – Terminal VFR Radar Services.* *FAA Order JO 7110.65, Chapter 7, Section 6, Basic Radar Service to VFR Aircraft– Terminal.*	No Change

OLD	NEW
12−1−2. IMPLEMENTATION	**12−1−2. IMPLEMENTATION**
a. Facilities unable to meet the following requirements must submit justification to the respective Terminal Operations Area Office:	**a.** Facilities unable to meet the following requirements must submit justification to the respective **Service Area Director of Air Traffic Operations.**
1. Newly commissioned terminal radar facilities must implement basic radar services to VFR aircraft, as prescribed in FAA Order JO 7110.65, Air Traffic Control, paragraph 7−6−1, Application, within 30 to 60 days after full IFR service is available. All radar facilities must provide basic radar service at primary airports and, where operationally feasible, at satellite airports with a control tower.	**1.** Newly commissioned terminal radar facilities must implement basic radar services to VFR aircraft, as prescribed in FAA Order JO 7110.65, Air Traffic Control, paragraph 7−6−1, Application, within 30 to 60 days after full IFR service is available.
2. TRSA Service: In addition to basic radar service, provide separation between all participating aircraft operating in an established TRSA. If a need exists, facilities may develop coded VFR departure routes for TRSA service. When such routes are established, the following provisions apply:	**2. All radar facilities must provide basic radar service at primary airport(s) and, where operationally feasible, at all other airports with an operating airport traffic control tower within their area of jurisdiction.**
(a) Prior to implementing coded VFR departure routes, the facility must coordinate with local user groups.	Delete
(b) A letter to airmen must be issued advising pilots of the procedure.	Delete
(c) These routes must only be issued to local users familiar with the procedure.	Delete
(d) Detailed departure instructions must be furnished when requested by the pilot.	Delete
3. Facility air traffic managers must address in writing, as a minimum, the following pertinent factors when submitting for service area office approval, either a recommendation for revision or withdrawal of an existing TRSA.	Delete
(a) Safety record/NMAC analysis.	Delete
(b) Airspace and operational efficiency.	Delete
(c) Unique geographical features.	Delete
(d) Hourly air carrier traffic density.	Delete
(e) User input. (User meetings, while highly desirable, are not required for withdrawals.)	Delete

b. Revisions to TRSAs must be submitted to System Operations Airspace and Aeronautical Information Services (AIS) at least 9 weeks prior to one of the appropriate publication dates; i.e., Sectional Charts, Notice to Air Missions, or the Chart Supplement. The following are considered sufficient justification to warrant revision:	Delete
1. Changes in configuration, frequencies, or primary airport status (name, elevation, closed, abandoned, etc.).	Delete
2. Additions or deletions to the VFR checkpoints/NAVAIDs.	Delete
3. Typographical errors.	Delete
c. Advertising Basic Radar Services:	**b.** Advertising **b**asic **r**adar **s**ervices:
1. A sufficient number of user group meetings must be held to publicize implementation of basic radar services to as many local pilots as practicable.	No Change
2. Disseminate a letter to airmen explaining the program and including a drawing of the basic radar service area. The drawing should be on a cutout from the appropriate sectional chart and should show the following:	**2.** Disseminate a **L**etter to **A**irmen **(LTA)** explaining the program and including a drawing of the basic radar service area. The drawing should be on a cutout from the appropriate sectional chart**, labeled "not for navigational use,"** and should show the following:
(a) Lateral and vertical dimensions.	No Change
(b) Frequency for each sector.	No Change
(c) Initial VFR checkpoints indicated by flags.	No Change
3. The facility air traffic manager must seek the cooperation of the FSDO in informing aviation interests about their responsibilities while operating in a basic radar service environment. Special emphasis should be placed on such points as:	No Change
(a) Pilot participation is urged, but it is not mandatory.	No Change
(b) Pilots should be aware that aircraft sequencing and traffic advisories are primarily based on aircraft maintaining assigned headings and altitudes.	**(b)** Pilots should be aware that aircraft sequencing and traffic advisories are based on aircraft **complying with ATC instructions.**
(c) If a pilot cannot abide with an ATC instruction or clearance, he/she should notify ATC immediately.	**(c) A** pilot **who** cannot abide with an ATC instruction or clearance **must** notify ATC immediately.
4. Follow–up meetings ("HOW GOES IT" type) must be conducted.	No Change

OLD	NEW
12–1–3. TRSA	**12–1–3. TRSA**
a. TRSAs are not officially designated by airspace action and were established solely to define an area within which a separation service will be provided. Therefore, at all TRSA locations it is intended that facilities must provide the full extent of TRSA services throughout the entire advertised TRSA area. Although the TRSA area extends downward to the surface within the surface area of Class D airspace at the primary airport, a base should be established outside this surface area of Class D airspace to permit free movement of nonparticipating aircraft. The base of the TRSA must not be below the base of an associated Class E airspace.	**a.** TRSAs are not officially designated by airspace action**,** and **are** established solely to define an area **where, in addition to basic radar services, participating VFR aircraft will be separated from IFR aircraft and other participating VFR aircraft.** Therefore, at all TRSA locations it is intended that facilities must provide the full extent of TRSA services throughout the entire advertised TRSA area. Although the TRSA area extends downward to the surface within the surface area of Class D airspace at the primary airport, a base should be established outside this surface area of Class D airspace to permit free movement of nonparticipating aircraft. The base of the TRSA must not be below the base of an associated Class E airspace.
Add	***REFERENCE–*** ***FAA Order JO 7110.65, Chapter 7, Section 7, Terminal Radar Service Area (TRSA)– Terminal.***
b. The size and shape (laterally/vertically) of the TRSA will vary depending upon operational requirements. However, each TRSA must reflect the most efficient and reasonable configuration to contain large turbine–powered aircraft while achieving a higher level of overall safety.	**b.** The size and shape of the TRSA will vary depending upon **location-specific ATC** operational **and safety** requirements. TRSA **design** must reflect the most efficient and reasonable configuration to contain large turbine**-**powered aircraft while achieving a higher level of overall safety.
NOTE– *There is no requirement for the TRSA facility to retain operational jurisdiction of the airspace in its entirety if another facility can more effectively manage a particular portion of the airspace. The requirement is that the system provides the required service.*	Delete
c and **d**	No Change
Add	**e. If a need exists, facilities may develop coded VFR departure routes for TRSA service. When such routes are established, the following provisions apply:**
Add	**1. Prior to implementing coded VFR departure routes, the ATM must coordinate with local user groups.**
Add	**2. An LTA must be issued advising pilots of the procedure.**
Add	**3. These routes must only be assigned to local users familiar with the procedure.**

Add	**f. The ATM is responsible for submitting requests for establishment, revision, or withdrawal of TRSA airspace to the Service Area Director of Air Traffic Operations. The Service Area Director of Air Traffic Operations has approval authority for TRSA establishment, withdrawal, or modification. If TRSA actions are approved, the OSG will review and submit the TRSA airspace to AIS for publication. The following are the minimum pertinent factors for TRSA airspace action:**
Add	***REFERENCE–*** ***FAA Order JO 7210.3, Para 4–1–6, Preliminary Environmental Review.***
Add	**1. TRSA Establishment or Withdrawal:**
Add	**(a) Safety record/NMAC analysis.**
Add	**(b) Airspace and operational efficiency.**
Add	**(c) Unique geographical features.**
Add	**(d) Hourly air carrier traffic density.**
Add	**(e) User input. (User meetings, while highly desirable, are not required for withdrawals.)**
Add	**2. TRSA Revision:**
Add	**(a) Changes in TRSA configuration, frequencies, or primary airport status (name, elevation, closed, abandoned, etc.).**
Add	**(b) Additions or deletions to VFR checkpoints/NAVAIDs.**
Add	**(c) Typographical errors.**
Add	**(d) User input.**

OLD	NEW
12–1–4. CLASS C AIRSPACE	**12–1–4. CLASS C AIRSPACE**
Class C airspace must be officially designated by airspace action in 14 CFR Part 71 and is established solely to define the airspace in which all aircraft are subject to operating rules and equipment requirements specified in 14 CFR Part 91.	No Change
NOTE– *While the regulatory nature of this airspace requires pilots to establish two–way communications with ATC prior to entering, aircraft should not be unnecessarily prohibited from entering Class C airspace.*	No Change
Add	***REFERENCE–*** ***FAA Order JO 7110.65, Chapter 7, Section 8, Class C Service–Terminal.***
a. Facility managers who determine a need for Class C airspace establishment must prepare and submit a staff study in accordance with FAA Order JO 7400.2, Procedures for Handling Airspace Matters.	**a. Procedures for Class C airspace establishment, modification, or withdrawal are contained in** FAA Order JO 7400.2, Procedures for Handling Airspace Matters.

b	No Change
c. Encompassing each Class C airspace must be a site specific Outer Area with a normal radius of 20 NM. The Outer Area must extend outward from the primary Class C airspace airport and extend from the lower limits of radar/radio coverage up to the ceiling of the approach control delegated airspace excluding the Class C airspace and other airspace as appropriate.	**c.** Encompassing each Class C airspace must be a site-specific Outer Area with a normal radius of 20 NM. The Outer Area must extend outward from the primary Class C airspace airport and extend from the lower limits of radar/radio coverage up to the ceiling of the approach control delegated airspace excluding the Class C airspace and other airspace as appropriate. **The Class C Outer Area must be defined in a facility directive.**
d through **h**	No Change
i. The *National Terminal Radar Program* includes military as well as civil airports. Each case of military airport inclusion or establishment of Class C airspace must be processed through appropriate military channels for thorough examination and individual justification.	**i. Procedures to accommodate VFR aircraft desiring to transit complex terminal areas, including Class C airspace, are contained in separate sections of this chapter.**
Add	***REFERENCE–*** ***FAA Order JO 7210.3, Chapter 12, Section 4, Helicopter Route Chart Program.*** ***FAA Order JO 7210.3, Chapter 12, Section 5, Terminal Area VFR Route Program.***
j. When recommending a location for withdrawal from the Class C airspace, facility air traffic managers must prepare and submit a staff study to Washington headquarters, Airspace and Rules through the appropriate Terminal Operations Service Area Office in accordance with FAA Order JO 7400.2, Procedures for Handling Airspace Matters.	Delete

OLD	**NEW**
12–1–5. CLASS B AIRSPACE	**12–1–5. CLASS B AIRSPACE**
a. Class B airspace must be officially designated by airspace action in 14 CFR Part 71 and is established solely to define the airspace in which all aircraft are subject to operating rules and pilot and equipment requirements specified in 14 CFR Section 91.131.	No Change
Add	***REFERENCE–*** ***FAA Order JO 7110.65, Chapter 7, Section 9, Class B Service Area–Terminal.***
b. The size and shape (laterally/vertically) of the Class B airspace will vary depending upon operational requirements. However, each Class B airspace must reflect the most efficient and reasonable configuration to contain large turbine–powered aircraft while achieving a higher level of overall safety.	**b. Procedures for Class B airspace establishment, modification or withdrawal are contained in FAA Order JO 7400.2, Procedures for Handling Airspace Matters.** Class B airspace must reflect the most efficient and reasonable configuration to contain large turbine-powered aircraft while achieving a higher level of overall safety.

NOTE– *There is no requirement for the Class B airspace facility to retain operational jurisdiction of the airspace in its entirety if another facility can more effectively manage a particular portion of the airspace. The requirement is that the system provide the required service.*	Delete
c. All IFR procedures used by large turbine–powered aircraft arriving and departing designated airports must be fully contained in the Class B airspace. Each Class B airspace should be configured to ensure the most efficient use of airspace.	Delete
d. Arriving and departing large turbine–powered aircraft should enter/exit the Class B airspace through the ceiling. However, arriving aircraft at altitudes below the ceiling are not required to climb to achieve this objective, nor are departing aircraft filed at lower altitudes.	**c.** Arriving and departing large turbine-powered aircraft should enter/exit the Class B airspace through the ceiling. However, arriving aircraft at altitudes below the ceiling are not required to climb to achieve this objective, nor are departing aircraft filed at lower altitudes.
e. Procedures must be developed to accommodate VFR aircraft desiring to transit the Class B airspace. If VFR corridors are published, recommend the establishment of frequency 122.750 for pilots to exchange position information when transiting the associated Class B airspace VFR corridor.	**d.** Procedures to accommodate VFR aircraft desiring to transit Class B airspace **are contained in separate sections of this chapter**. If VFR corridors are published, recommend the establishment of frequency 122.750 for pilots to exchange position information when transiting the associated Class B airspace VFR corridor.
Add	***REFERENCE–*** ***FAA Order JO 7210.3, Chapter 12, Section 3, Charted VFR Flyway Planning Chart Program.*** ***FAA Order JO 7210.3, Chapter 12, Section 4, Helicopter Route Chart Program.*** ***FAA Order JO 7210.3, Chapter 12, Section 5, Terminal Area VFR Route Program.***

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1. PARAGRAPH NUMBER AND TITLE: 12–7–1. ASDE SYSTEM OPERATION

2. BACKGROUND: The Multilateration (MLAT) component of the Airport Surface Detection Equipment Model X (ASDE–X) and Airport Surface Surveillance Capability (ASSC) systems is being removed due to parts obsolescence, sustainment costs, and the increased availability/reliability of Automatic Dependent Surveillance–Broadcast (ADS–B) technology. A Safety Risk Management Panel (SRMP) convened in March 2022 to assess the risks of removing MLAT from the ASDE–X and ASSC systems, identify any differences/changes in system operations, and determine whether these differences introduce new hazards or increase existing hazard risks in the NAS. The SRMP reconvened in April 2023 to refine the safety requirement created at the first SRMP. The revised final safety mitigation determined when the Airport Surveillance Radar (ASR) supporting the ASDE–X/ASSC system is inoperative, only the affected Airport Traffic Control Tower (ATCT) must enable the ADS–B indicator at the applicable Local Control position(s). This procedure will enable the applicable Local Control position(s) to identify any aircraft on final approach not transmitting ADS–B. Though this revised requirement did not include specific updates to FAA Order JO 7210.3, it was observed during the process of developing the change for FAA Order JO 7110.65 that subparagraph 12–7–1c in FAA Order JO 7210.3 did not reflect the addition of ADS–B as a surveillance source for ASDE, and the subsequent loss of ADS–B data as a reason for ASDE–X/ASSC to enter radar-only mode. Subparagraphs 12–7–1c1 and c2 were removed as the content is covered in qualification technical training and site-specific training pertaining to ASDE–X/ASSC systems.

3. CHANGE:

OLD	NEW
12−7−1. ASDE SYSTEM OPERATION	**12−7−1. ASDE SYSTEM OPERATION**
Title through **b**	No Change
c. In the event of a Multilateration (MLAT) failure, ASDE−X/ASSC will stay operational. In this case, ASDE−X/ASSC will operate in radar−only mode. The system automatically transitions to radar−only mode when it senses an MLAT fault. No action is required by the operator to enable radar−only mode.	**c.** In the event of a **simultaneous loss of** Multilateration (MLAT) **and ADS−B data, or an ADS−B data loss when MLAT is not present**, ASDE−X/ASSC will **remain** operational. In this case, ASDE−X/ASSC will operate in radar-only mode. The system automatically transitions to radar-only mode when it senses **a simultaneous** MLAT **and ADS−B data loss, or an ADS−B data loss when MLAT is not present**.
1. The controller displays will keep maps and track data. Tracks that were currently being tracked when MLAT failed will keep their data blocks while in the coverage area. Tracks on arrival with ASR coverage will also keep a data block while in the coverage area. Tracks moving from a radar−only mode zone to a fully operational zone will display the tracks as it enters the operational zone.	Delete
2. New tracks will start as unknown icons and must be manually tagged to receive a data block. ASDE−X/ASSC safety logic processing is not affected by radar−only mode operation. The system automatically transitions to normal operation once the MLAT subsystem is back online. Full core alerting capabilities are provided in radar−only mode.	Delete

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1. PARAGRAPH NUMBER AND TITLE:
Chapter 12, Section 11. UAS Operations at Towered Airports
12−11−1. sUAS OPERATIONS OVER NON-MOVEMENT/CLOSED MOVEMENT AREAS

2. BACKGROUND: The FAA is committed to the safe integration of unmanned aircraft systems (UAS) in the National Airspace System (NAS), including small unmanned aircraft systems (sUAS) operations on and near airports. Requests for sUAS to operate on airports with operating control towers have increased annually. Possible requests may include aircraft, runway and airfield inspections, package delivery and recreational operations, etc. In order to provide consistency in approving or denying these requests a standard process to evaluate them and issue an appropriate determination is required.

3. CHANGE:

OLD	NEW
Add	**Section 11. UAS Operations at Towered Airports**

OLD	NEW
Add	**12−11−1. sUAS OPERATIONS OVER NON-MOVEMENT/CLOSED MOVEMENT AREAS**
Add	**a. sUAS operations on or in the vicinity of an airport may be approved in Class B, C, or D airspace or within the lateral boundaries of the surface area of Class E airspace designated for an airport at or below 400 feet above ground level (AGL) without any additional mitigations provided the following conditions are met:**
Add	**1. Restricted to non-movement areas as defined by Airport Authority and Airport Traffic Control Tower LOA, or Airport Layout Plan (ALP), or**
Add	**2. Restricted to movement areas as defined by Airport Authority and Airport Traffic Control Tower LOA, or ALP which have been closed by Airport Authority.**
Add	**3. Limited to locations and altitudes that do not require services for the sUAS and do not interfere with traffic patterns or manned aircraft operations.**
Add	**4. In the event of command-and-control link failure, the sUAS must remain within the area covered under the authorization and land as soon as practicable.**
Add	**b. Operational requests outside of those covered under subparagraph a above, require additional safety analysis and may be restricted through additional conditions or mitigations. Safety analysis must be conducted in accordance with the Air Traffic Organization Safety Management System (SMS) Manual.**

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1. PARAGRAPH NUMBER AND TITLE: 16−2−2. UHF EN ROUTE CHANNEL

2. BACKGROUND: The FAA has a nationwide network of 283 radios (transmitters and receivers) on Ultra High Frequency (UHF) 255.400 MHz intended to provide flight services exclusively to the Department of Defense (DoD). The DoD rarely uses this frequency to request flight services. Instead, the DoD uses the frequency to broadcast to other participating tactical aircraft entering or exiting Military Training Routes (MTR). A Flight Service specialist will at times hear a military pilot broadcast their intentions to enter an MTR but does not do anything with the information received nor does the specialist have a requirement to do so. Flight Service decommissioned these UHF frequencies in flight service stations effective May 1, 2023.

3. CHANGE:

OLD	NEW
16–2–2. UHF EN ROUTE CHANNEL	Delete
Frequency 255.4 MHz must be the UHF channel for en route communications with military aircraft and must be provided as necessary to meet military en route requirements.	Delete

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1. PARAGRAPH NUMBER AND TITLE:
21–4–7. UAS SPECIAL GOVERNMENTAL INTEREST (SGI) OPERATIONS
21–5–4. UAS SGI ADDENDUM REQUEST PROCESS AND COORDINATION

2. BACKGROUND: Code of Federal Regulations (CFR) Section 89.105, Remote Identification Requirement, provides key authorization references and guidance for Unmanned Aircraft System (UAS) Special Government Interest (SGI) missions that must operate without broadcasting remote identification message elements. This information is essential when UAS SGI operation requests are made to System Operations Security. This change adds CFR Part 89 references in paragraphs 21–4–7 and 21–5–4 of FAA Order JO 7210.3.

3. CHANGE:

OLD

21–4–7. UAS SPECIAL GOVERNMENTAL INTEREST (SGI) OPERATIONS

Title through **a**

b. Requests for UAS SGI operations are processed as either a COA addendum, modification, or a Part 107 authorization and granted through the SGI process managed by System Operations Security, and applied under the authority of their System Operations Support Center (SOSC).

NEW

21–4–7. UAS SPECIAL GOVERNMENTAL INTEREST (SGI) OPERATIONS

No Change

b. Requests for UAS SGI operations are processed as either a COA addendum, modification, or a **14 CFR Part 89/**Part 107 authorization and granted through the SGI process managed by System Operations Security and applied under the authority of their System Operations Support Center (SOSC).

OLD

21–5–4. UAS SGI ADDENDUM REQUEST PROCESS AND COORDINATION

Title through **a1**

2. The UAS operations to be authorized would be conducted within a timeframe incompatible with the processing time required for regular COA or Part 107 processes.

a3 through **f3**

NEW

21–5–4. UAS SGI ADDENDUM REQUEST PROCESS AND COORDINATION

No Change

2. The UAS operations to be authorized would be conducted within a timeframe incompatible with the processing time required for regular COA or **14 CFR Part 89/**Part 107 processes.

No Change

g. These mitigations and other authorizations, including deviations from the operator's current COA or Part 107 authorization or waiver, will be implemented through COA addendum or Part 107 authorization/waiver, and other operational measures (e.g., coordinated ATC action and/or the application of Temporary Flight Restrictions).

NOTE–
LOAs may be used in conjunction with airspace authorizations/waivers when the ATM deems it necessary; they cannot be used in lieu of the SGI process.

g. These mitigations and other authorizations, including deviations from the operator's current COA or **14 CFR Part 89/**Part 107 authorization or waiver, will be implemented through COA addendum or **14 CFR Part 89/**Part 107 authorization/waiver, and other operational measures (e.g., coordinated ATC action and/or the application of Temporary Flight Restrictions).

No Change

g. These mitigations and other authorizations, including deviations from the operator's current COA or Part 107 authorization or waiver, will be implemented through COA addendum or Part 107 authorization/waiver, and other operational measures (e.g., coordinated ATC action and/or the application of Temporary Flight Restrictions).

NOTE–
LOAs may be used in conjunction with airspace authorizations/waivers when the ATM deems it necessary; they cannot be used in lieu of the SGI process.

g. These mitigations and other authorizations, including deviations from the operator's current COA or **14 CFR Part 89/**Part 107 authorization or waiver, will be implemented through COA addendum or **14 CFR Part 89/**Part 107 authorization/waiver, and other operational measures (e.g., coordinated ATC action and/or the application of Temporary Flight Restrictions).

No Change