CHANGE

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

JO 7210.3EE
CHG 2

Effective Date:
January 22, 2026

SUBJ: Facility Operation and Administration

1. Purpose of This Change. This change transmits revised pages to Federal Aviation Administration Order JO 7210.3EE, 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'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/.

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 Retain this transmittal until superseded by a new basic order.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 2

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

a. 1–2–4. ABBREVIATIONS
3–8–5. EMERGENCY ALTITUDE MAP (EAM)

This change adds new allowances for the development of an emergency altitude map (EAM) in the en route environment if the ARTCC contains designated mountainous terrain. This change incorporates and cancels Notice JO 7210.969, effective October 10, 2025.

b. 1–2–4. ABBREVIATIONS
4–7–4. UNIDENTIFIED FLYING OBJECT (UFO) REPORTS

This change to paragraph 1−2−4 replaces the abbreviation of unidentified flying object (UFO) with unidentified anomalous phenomena (UAP). This change retitles paragraph 4−7−4 and revises subparagraph 4−7−4a with a new requirement for ATC to notify the National Tactical Security Operations (NTSO) Air Traffic Security Coordinator (ATSC) of any pilot reports or air traffic personnel observations of UAP activity, adds a new reporting checklist, and adds a reference to FAA Order JO 7110.65, paragraph 9−8−1. New subparagraph 4−7−4b adds the All-Domain Anomaly Resolution Office (AARO) website link that ATC facilities may refer others wanting to report UAP activity. Old subparagraph 4−7−4b is re-lettered 4−7−4c. This change incorporates and cancels Notice JO 7210.970, effective October 26, 2025.

c. 1–2–4. ABBREVIATIONS
12–6–8. APPROACH RUNWAY VERIFICATION (ARV)

This change adds the abbreviation ARV (Approach Runway Verification) and TCW (Terminal Controller Workstation) in TBL 1–2–1. It corrects the abbreviation TDW as Tower Display Workstation. It adds paragraph 12–6–8, Approach Runway Verification (ARV), to provide guidance for facilities when ARV is enabled/inhibited and renumbers the remaining paragraphs.

d. 1–2–4. ABBREVIATIONS
6–10–1. CONTROLLER PILOT DATA LINK COMMUNICATIONS (CPDLC)
10–4–2. MINIMUM IFR ALTITUDES (MIA)
10–4–3. PRE-DEPARTURE CLEARANCE (PDC)
10–4–4. CONTROLLER PILOT DATA LINK COMMUNICATIONS (CPDLC)
10–4–5. TDLS APPLICATION SPECIALIST (TAS)
10–4–11. MINIMUM IFR ALTITUDES (MIA)

This change adds new abbreviations and adds a new Section 10 to Chapter 6. New paragraphs were added to Chapter 10, Section 4, that move the information from, and effects the cancellation of, FAA Order JO 7210.79 and FAA Order JO 7110.113. The existing FAA Order JO 7110.113G, paragraph 6, Procedures, subparagraph b(10), being incorporated into new paragraph 10–4–3, Pre-Departure Clearance (PDC), subparagraph b10, includes language that should be included in a Letter to Airmen (LTA).

e. 2–1–5. RELEASE OF INFORMATION

This change is intended to provide clarification of Flight Track Data and Sensitive Flight Data (SFD) and the proper handling of such information. The point of contact (POC) has been updated to assist local management concerning inability to determine whether or not a request should be granted. Instructions have been added for any request seeking connectivity to FAA systems for access to NAS data or NAS automation system data. This change incorporates and cancels Notice JO 7210.962, effective August 14, 2025.

f. 2–1–9. HANDLING BOMB THREAT INCIDENTS

This change adds the National Tactical Security Operations (NTSO) Air Traffic Security Coordinator (ATSC) team at the Domestic Events Network (DEN) as a required notification point for bomb threats. In addition, FAA Order 1600.69, FAA Facility Security Management Program, is cited in the opening paragraph. This change incorporates and cancels Notice JO 7210.963, effective August 18, 2025.

g. 2–1–16. AUTHORIZATION FOR SEPARATION SERVICES BY TOWERS
10–5–3. FUNCTIONAL USE OF CERTIFIED TOWER RADAR DISPLAYS

This change corrects obsolete office naming and clarifies delegation of airspace to a tower.

h. 2–1–31. REPORTING SUSPICIOUS AIRCRAFT/PILOT ACTIVITIES
19–5–2. DERELICT BALLOONS/OBJECTS

The change to paragraph 2–1–31 adds subparagraph b10 with a new reporting requirement for suspicious balloons. The change to subparagraph 2–1–31a renames the Domestic Events Network (DEN) Air Traffic Security Coordinator (ATSC) as the National Tactical Security Operations (NTSO) ATSC team on the DEN and is referred to as the NTSO ATSC throughout the paragraph. The change to 19–5–2d2 adds the NTSO ATSC as a required notification for derelict balloons/objects. The change to paragraph 19–5–2d3 requires that notifications for revised position or altitude information must be directed to the NTSO ATSC instead of the ATCSCC. The change to 19–5–2d4 replaces ATCSCC with NTSO ATSC; replaces National Military Command Center (NMCC) with Air Defense Sector (ADS); and deletes the NOTE. Additional editorial changes in paragraph 19–5–2 are made for clarity. This change incorporates and cancels Notice JO 7210.967, effective October 1, 2025.

i. 2–3–3. REQUIREMENTS

This change amends subparagraph b4 to allow an En Route trainee to obtain currency on the Radar Associate position while training on the associated Radar position. A note and reference were added to clarify position responsibility. This change incorporates and cancels Notice JO 7210.965, effective September 1, 2025.

j. 2–4–3. TIME CHECKS

This change permits internal FAA systems equipped with an embedded direct coded time source, such as Standard Terminal Automation Replacement System (STARS), to serve as an approved time source for the purpose of fulfilling requirements outlined in paragraph 2–4–3.

k. 2–6–2. WATCH SUPERVISION ASSIGNMENTS

This change amends subparagraph a to require facilities to establish procedures for standalone watch supervision and provide notification to the District General Manager when standalone watch supervision is not possible. Notes were added to provide clarity and a definition of standalone watch supervision. This change incorporates and cancels Notice JO 7210.959, effective August 1, 2025.

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

This change separates the two Automatic Terminal Information Service (ATIS) formats for clarity: voice and/or text message. The 30-second requirement has also been updated using an average speech rate. The content of subparagraph d has been amended to include taxiway construction. Additionally, a portion of the note under subparagraph i referencing subparagraph h has been deleted, and the reference under subparagraph d to FAA Order JO 7110.65, paragraph 3–9–9, Take-Off Clearance, has been updated to paragraph 3–9–10, Takeoff Clearance.

m. 19–1–2. POLICY
19–1–3. RESPONSIBILITIES
19–1–4. PROCESSING CERTIFICATE OF WAIVER OR AUTHORIZATION (FAA FORM 7711–2) REQUESTS
19–1–8. WAIVER, AUTHORIZATION OR DENIAL PROCEDURE
19–1–9. CANCELLATION OF WAIVERS AND AUTHORIZATIONS
19–2–3. RESPONSIBILITIES
19–3–2. AUTHORIZATION AND EXEMPTION REQUESTS

This change clarifies the delegation of regulatory responsibility in multiple paragraphs in Chapter 19. It updates the responsibilities outlined in paragraph 19–1–3, Responsibility, and clarifies the Office of Primary Responsibility (OPR) for processing waivers and authorizations in paragraph 19–1–4, Processing Certificate of Waiver or Authorization (FAA Form 7711–2) Requests. Finally, it corrects paragraph 19–1–8, Waiver, Authorization or Denial Procedure, and clarifies communication requirements in 19–1–9, Cancellation of Waivers and Authorizations; 19–2–3, Responsibilities; and 19–3–2, Authorization and Exemption Requests. This change incorporates and cancels Notice JO 7210.968, effective October 4, 2025.

n. 20–1–2. AUTHORITY
20–1–4. TYPES OF TFRS
20–1–6. TFR INFORMATION
20–2–1. PURPOSE
20–2–2. TFR CRITERIA
20–2–3. REQUESTING AUTHORITIES/ELIGIBLE ENTITIES
20–2–4. ISSUING TFRS
20–2–5. DEGREE OF RESTRICTIONS

This change adds a new Section 2, Temporary Flight Restrictions for Unmanned Aircraft (49 U.S.C. Section 44812), to Chapter 20. This new Section 2 includes eligible entity requirements and TFR approval authority. This proposal incorporates and cancels Notice JO 7210.960, effective August 7, 2025.

o. 20–7–5. TFR REQUESTS FOR MAJOR SPORTING EVENTS

This change mirrors the disapproval authority the Service Center Operations Support Groups (OSGs) have for processing special use airspace (SUA) proposal requests and provides clear guidance that the OSGs may disapprove major sporting event temporary flight restriction (TFR) requests. This authority does not require providing a disapproval recommendation to the Rules and Regulations Group, AJV–P2.

p. Editorial Changes

Editorial changes include an update showing the current organization that needs to be notified of changes affecting the number and type of areas of specialization in paragraphs 6–1–1, Areas of Operation, 6–3–3, Review Airspace Structure, 9–1–8, Distribution and Amendment, 9–1–7, Instruction for Completing FAA From 7230–14, 6–1–4, Areas of Specialization, and 10–5–3 Functional Use of Certified Tower Radar Displays; a universal editorial change to update terms from the National Aeronautical Charting office to FAA's Aeronautical Information Services (AIS) and updating National Flight Data Center (NFDC) for its replacement AIS, and the term AeroNav Products is removed for the term AIS; and editing language to ensure FAA Order JO 7340.2 references are accurate.

q. Entire Publication

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

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Section 2. Order Use

1–2–1. POLICY

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

1–2–2. ANNOTATIONS

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

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

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

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

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

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

1–2–3. WORD MEANINGS

As used in this order:

a. “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. “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
AAO	Adverse assumption obstacle
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
ARV	Approach Runway Verification
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

Abbreviation	Meaning
CWSU	Center Weather Service Unit
DAS	Delay assignment
DASI	Digital altimeter setting indicator
DCCWU	ATCSCC Weather Unit
DCL	Departure Clearance
DDSO	Deputy Director of System Operations
DEDS	Data entry display system
DEN	Domestic Events Network
DLS	Designated Lead Specialist
DME	Distance measuring equipment
DoD	Department of Defense
DOE	Department of Energy
DOT	Department of Transportation
DP	Instrument Departure Procedure
DRT	Diversion Recovery Tool
DSP	Departure sequencing program
DTM	Digital terrain maps
DVA	Diverse vector area
DVRSN	Diversion
E–MSAW	En Route Minimum Safe Altitude Warning
EAM	Emergency altitude map
EASL	Existing automation service level
EDCT	Expect departure clearance time
EDST	En Route Decision Support Tool
EI	Early Intent
ELT	Emergency locator transmitter
EOVM	Emergency obstruction video map
EOSH	Environmental and Occupational Safety and Health
EPIC	El Paso Intelligence Center
ERAM	En Route Automation Modernization
ERIDS	En Route Information Display System
ERT	Embedded route text
ESL	Emergency service level
ESP	En Route sequencing program
FAA	Federal Aviation Administration
FCA	Flow Constrained Area
FCFSS	Federal Contract Flight Service Station
FDEP	Flight data entry and printout
FDIO	Flight data input/output
FEA	Flow Evaluation Area
FICO	Flight Inspection Central Operations
FOIA	Freedom of Information Act
FOUO	For Official Use Only
FP	Flight plan
FPL	Full performance level
FRD	Fixed Radial Distance
FSA	Flight schedule analyzer
FSDO	Flight Standards district office
FSL	Full service level
FSM	Flight Schedule Monitor
FSS	Flight service station
GA	General aviation
GC	Ground control
GDP	Ground delay program(s)
GENOT	General notice
GI	General information message
GS	Ground stop(s)
HIRL	High intensity runway lights
HRPM	Human Resource Policy Manual
IAFDOF	Inappropriate Altitude for Direction of Flight
IC	Initial contact
ICAO	International Civil Aviation Organization
ICR	Integrated Collaborative Rerouting
ICSS	Integrated communication center
IDS	Information Display System
IFR	Instrument flight rules
ILS	Instrument landing system
INS	Immigration and Naturalization Service
IR	IFR MTR
ITWS	Integrated Terminal Weather System
LAA	Local airport advisory
LAANC	Low Altitude Authorization Notification Capability
LAAS	Low altitude alert system
LADP	Local Airport Deicing Plan
LAHSO	Land and hold short operations
LAWRS	Limited aviation weather reporting station
LC	Local control
LLWAS	Low level wind shear alert system
LLWAS NE	Low Level Wind Shear Alert System Network Expansion
LLWAS–RS	Low Level Wind Shear Alert System Relocation/Sustainment
LLWS	Low Level Wind Shear
LOA	Letter of agreement
LOGT	Log/tally print time
LSAS	Leased Service A System
LTA	Letter to Airmen
MA	Monitor alert
MALS/RAIL	Medium approach light system and runway alignment indicator lights
MAPPS	Management Association for Private Photogrammetric Surveyors
MCI	Mode C intruder
MDM	Main display monitor

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

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

Abbreviation	Meaning
STMCIC	Supervisory Traffic Management Coordinator–in–Charge
STMP	Special traffic management program
SUA	Special use airspace
sUAS	Small Unmanned Aircraft System(s)
SVFR	Special visual flight rules
SWAP	Severe weather avoidance plan
SWS	Surface Weather System
T&A	Time and attendance
TAC	Terminal area chart
TACAN	Tactical air navigation aid
TAS	TDLS Application Specialist
TCA	Tactical Customer Advocate
TCAS	Traffic alert collision and avoidance system
TCDD	Tower cab digital display
TCF	Traffic Flow Management Convective Forecast Produce
TCW	Terminal Controller Workstation
TDLS	Terminal Data Link System
TDW	Tower 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
TO	Technical Operations
TOC	Transfer of communication
TRACAB	Terminal radar approach control in tower cab
TRACON	Terminal radar approach control
TRSA	Terminal Radar Service Area

Abbreviation	Meaning
TSD	Traffic situation display
UA	routine PIREPs
UAS	Unmanned Aircraft System(s)
UASFM	Unmanned Aircraft System(s) Facility Map
UAP	Unidentified anomalous phenomena
UHF	Ultrahigh frequency
UPT	User Preferred Trajectory
USAF	United States Air Force
USN	United States Navy
USS	Unmanned Aircraft System(s) Service Supplier
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

Chapter 2. Administration of Facilities

Section 1. General

2–1–1. INTERREGIONAL REQUIREMENTS

a. An air route traffic control center (ARTCC) is responsible to an En Route and Oceanic Operations Area Office. Terminal and Flight Service facilities located within an ARTCC operational area must comply with the En Route and Oceanic Operations Area Office directives governing interfacility operational requirements. Although these facilities are not under its administrative jurisdiction, the En Route and Oceanic Operations Area Office responsible for the administration of the ARTCC must provide these directives to the appropriate facilities in ARTCC operational areas. These facilities must coordinate directly on mutual procedural or operational requirements.

b. When the resolution of procedural or operational problems is not possible or when the En Route and Oceanic Operations Area Office directives are incompatible with those published by the administratively responsible area office, the facility must notify its own Terminal Operations Area or Flight Service Safety and Operations Group for resolution.

2–1–2. FACILITY STANDARD OPERATING PROCEDURES DIRECTIVE

The air traffic manager must issue a Standard Operating Procedures (SOP) Directive. The directive must specify, as a minimum, the required procedures for maintaining a safe and efficient operation and the jurisdictional boundaries for each operational position/sector.

a. Review SOPs at least annually and update as necessary. Examine current SOPs for practices and/or procedures that are no longer required. Review includes both content and relevance that achieve full operational efficiency and customer flexibility.

b. Review and, if necessary, update SOPs when new or revised instrument flight procedures are published or pertinent national procedures are implemented or changed.

NOTE–
Information related to subscribing for alerts regarding upcoming changes to instrument flight procedures is available at the Instrument Flight Procedures Information Gateway: https://www.faa.gov/air_traffic/flight_info/aeronav/procedures/.

REFERENCE–
FAA Order JO 7210.3, Para 2–1–6, Checking Accuracy of Published Data.
FAA Order JO 7210.3, Para 4–1–1, Correspondence Standards.
FAA Order JO 7210.3, Para 4–3–3, Developing LOA.
FAA Order JO 7210.3, Para 4–3–8, Annual Review/Revisions.

c. Ensure noise abatement procedure commitments are included in the SOP or other facility directives and identified as such.

NOTE–
Noise abatement procedure commitments are the result of the NEPA process or other formal/informal agreements.

2–1–3. POSITION/SECTOR BINDERS

Air traffic managers must develop and maintain binders for each position/sector within the facility. In addition to the above, this must include a supervisor position binder. The supervisor position binder should address procedures that will enhance controller performance in areas such as scanning, coordination, use of proper phraseology, and proficiency/remedial training. The binders must contain as a minimum, but not be limited to, the information listed in the En Route, Terminal, Flight Service Option Specific Guidelines. The binder must contain information that is necessary for the safe and efficient operation of each position/sector, including

examples and formats where appropriate. A copy of each binder must be in a location easily accessible by each position/sector. Data may be stored and displayed via electronic means, e.g., on Information Display Systems (IDS), where available. Air traffic managers in terminal facilities may determine the need for individual binders for associated/coordinator positions.

2–1–4. REFERENCE FILES

Air traffic managers must maintain current sets of orders, facility directives, Letters of Agreement (LOA), aeronautical charts, pertinent International Civil Aviation Organization (ICAO) documents and related publications so that they may be readily available for operational use and study by facility personnel. Also, the air traffic manager must maintain reference materials at appropriate work areas. These materials must consist of pertinent directives, agreements, emergency and overdue aircraft procedures, and a location listing of airports within the area of responsibility including runway alignment, lighting, surface, and length as a minimum. Current telephone numbers of user companies/organizations identifying the source who has the capability of contacting no radio (NORDO) aircraft may also be listed. Air traffic managers must determine the applicability of other materials to be included.

NOTE–
The air traffic manager will ensure that the user list is kept current.

2–1–5. RELEASE OF INFORMATION

a. It is FAA policy to make factual information available to persons, properly and directly concerned, except information held confidential for good cause.

b. Flight Track Data is defined in this order as all flight data related to one or more individual flights, inclusive of plot, track, altitude, heading, positional, and identification data (e.g., call sign, aircraft registration number, aircraft type, beacon code, origination, route of flight, and destination). Flight Track Data is contained in any NAS or ATO information system, automation platform, and/or database that contains data on individual flights. Flight Track Data can be contained and provided in digital, written, graphic, or oral form.

c. Flight Track Data on sensitive U.S. Government flights conducted for the purposes of national defense, homeland security, intelligence, and law enforcement is considered Sensitive Flight Data (SFD). SFD contains multiple types of Sensitive Unclassified Information (SUI), which must be protected from unauthorized disclosure as required by Federal law, government-wide regulation, and agency policy. SFD is not marked or identified as SFD or SUI at the facility level, which means that agency personnel have no authoritative method to differentiate between Flight Track Data that is nonsensitive and Flight Track Data that is SFD. Therefore, in instances where agency personnel are unable to validate that certain Flight Track Data is nonsensitive (i.e., not inclusive of SFD), they must protect that Flight Track Data as SUI.

d. Except as provided in this and other FAA orders, or when specifically authorized to do so by the Secretary of Transportation or the Administrator, agency personnel must not release Flight Track Data to an individual or entity outside of the FAA in response to any request.

1. Agency personnel must not release Flight Track Data to an entity outside the FAA unless it is first determined that the request is being made for an official purpose and/or an ongoing investigation by a U.S. Government agency or law enforcement organization personnel.

2. Agency personnel must not release Flight Track Data considered SFD on U.S. Government aircraft conducting military, homeland security, intelligence, law enforcement, presidential, or other sensitive flights to an entity outside the FAA except as operationally required to assist such flights. In the event that the employee is not able to determine if the Flight Track Data being requested is SFD, the employee must not release the data in question except as operationally required to assist that flight.

3. Each request must be handled in the following manner:

(a) Positively identify the requestor by name, organization or affiliation, and point of contact information (including a telephone call-back number and, if possible, email address).

(b) Inquire about the purpose of the request to determine whether the request is being made for an official purpose and by a duly authorized representative of a U.S. Government agency or law enforcement organization in support of an ongoing investigation.

(c) For requests received from any U.S. Government agency or law enforcement organization, the only information entered into the facility Daily Record of Facility Operation, FAA Form 7230−4, must be that called for by subparagraph d3(a) above, with a brief notation as to whether the request was granted or not.

(d) Notify facility management of all incoming requests.

4. If the request is from an individual not associated with any U.S. Government agency or law enforcement organization, agency personnel must deny the request and may inform the requester that information may be sought under the Freedom of Information Act (FOIA). A FOIA request should be filed in writing with the FOIA Officer, AFN−400, 800 Independence Avenue SW, Washington, DC 20591, or make an electronic request at https://www.faa.gov/foia/email_foia.

5. If it cannot be ascertained whether the purpose of the request from a U.S. Government agency or law enforcement organization is for an official purpose regarding a time-sensitive issue, agency personnel must contact facility management for guidance. If local management is unable to determine whether or not a request should be granted, the official may contact the National Tactical Security Operations (NTSO) Air Traffic Security Coordinator (ATSC) at (540) 422−4423/24/25.

e. FAA Contract Flight Service Stations (FCFSSs) must handle the release of information in accordance with contract requirements.

f. Any requests made by entities external to the FAA seeking connectivity to FAA systems for access to NAS data or NAS automation system data must first be directed to HQ FAA System Operations Security, Operations Security Plans and Procedures NAS Data Release Board (NDRB) Secretariat via email at 9−AJR−NDRB−Executive−Secretariat@faa.gov.

2−1−6. CHECKING ACCURACY OF PUBLISHED DATA

Air traffic managers and air traffic representatives (ATREPs) must ensure, upon receipt of official publications, that a review of data pertaining to their facilities and areas of concern is accomplished to ensure accuracy and completeness. When pertinent national procedures, aeronautical data (to include weather reporting locations), or flight procedures are created or changed, review facility standard operating procedures (SOPs) directives, position/sector binders, reference files, and/or letters of agreement (LOAs) and initiate corrections and briefings as required.

NOTE−

1. *Information related to subscribing for alerts regarding upcoming changes to instrument flight procedures is available at the Instrument Flight Procedures Information Gateway: https://www.faa.gov/air_traffic/flight_info/aeronav/procedures.*

2. *Additional digital aeronautical products and services are available via the following websites:*

a. *https://www.faa.gov/air_traffic/flight_info/aeronav/procedures*

b. *http://aerochart.faa.gov*

3. *Information on aeronautical data changes, including weather reporting locations, is available for free at the Aeronautical Information Services (AJV−A), Aeronautical Data web portal. Check 28-Day Subscription and Transmittal Letters at https://www.faa.gov/air_traffic/flight_info/aer onav/aero_data/.*

4. *Notice to Airmen information may be viewed on the Aeronautical Information System Replacement (AISR) or at https://notams.aim.faa.gov/notamSear ch.*

REFERENCE−

FAA Order JO 7210.3, Para 2−1−2, Facility Standard Operating Procedures Directive.
FAA Order JO 7210.3, Para 2−1−3, Position/Sector Binders.
FAA Order JO 7210.3, Para 2−2−11, Personnel Briefings Regarding Orders, Published Aeronautical Data and Flight Procedures.
FAA Order JO 7210.3, Para 4−3−3, Developing LOA.
FAA Order JO 7210.3, Para 4−3−8, Annual Review/Revisions.
FAA Order 7930.2, Notice to Airmen (NOTAM).
FAA Order JO 8260.19, Flight Procedures and Airspace.

FAA Order JO 8260.3, United States Standard for Terminal Instrument Procedures (TERPS).
FAA Order JO 8260.43, Flight Procedures Management Program.

2–1–7. AIR TRAFFIC SERVICE DURING PLANNED AND UNPLANNED OUTAGES

The air traffic manager (ATM) must develop and maintain guidelines to provide continuity of required services during planned and, to the degree possible, during unplanned outages.

a. The ATM must collaborate with Technical Operations (Tech Ops) during any projected planned maintenance tasks that may impact air traffic control (ATC). The ATM must ensure affected air traffic stakeholders or appropriate subject matter experts (SMEs) are notified of planning meetings.

b. The ATM must review all project risk plans (PRP) received from Tech Ops. A PRP is a living document that promotes coordination and communication and reduces the risk to the National Airspace System (NAS) associated with project implementation. After review, the ATM must forward concur or non–concur via the notification email or directly through the corporate work plan portal link provided in the email. The ATM may forward questions or comments regarding the PRP directly through the notification email or by contacting the point of contact identified in the notification email.

c. Facility Standard Operating Procedures (SOP) must include the use of the Operational Risk Management Plan (ORMP), which is the formal document for review and approval that includes the plan for ATC to protect continuity of service.

NOTE–
Operational Risk Management (ORM) training is available via eLMS.

1. The ORMP must be used in conjunction with local procedures to support the completion of formal ORM maintenance activities and projects.

2. Certain maintenance tasks that do not meet the criteria identified in subparagraph c1 may still have the potential for operational consequences locally. Air Traffic and Technical Operations should jointly identify these additional maintenance activities that will require an ORMP.

d. The ATM must develop an ORM section in the facility SOP. The facility SOP must identify persons or positions authorized to review and/or approve ORMPs for the facility. Additionally, the SOP must identify communication procedures to ensure team members are notified in a timely manner of their team participation responsibilities.

e. All air traffic personnel identified in an ORMP are team members. Additional team members may be added for informational and increased situational awareness purposes and should address any concerns through the point of contact (POC)/reviewer or approver. The required air traffic team members consist of POC/reviewer and approver. Air traffic team members must:

1. Add additional team members as necessary.

2. Participate in ORMP meetings.

3. Review and comment on the ORMP.

4. Assess operational risks, identify any conflicting activities, and propose mitigations.

5. Maintain situational awareness until completion of the activity.

6. Contact the air traffic POC if the situation changes or the ORMP requires reassessment.

f. The air traffic POC/reviewer is responsible for coordination of the ORMP meeting with all affected air traffic stakeholders. The air traffic POC/reviewer:

1. Reviews the composition of the ORMP team and ensures the appropriate air traffic team members and/or air traffic approver have been assigned. When more than one facility is affected, ORMPs may require multiple reviewers or approvers.

2. Adds team members as appropriate.

3. Participates in ORMP meetings.

4. Ensures the completeness and feasibility of executing the ORMP, (shares responsibility with the air traffic approver).

5. Identifies any conflicting activities.

6. When the ORMP has been submitted for Air Traffic review, completes the air traffic mitigation plan element and submits the ORMP for approval. The System Support Center (SSC) manager will submit the plan to the Air Traffic and Tech Ops approvers.

7. Ensures the affected air traffic personnel are briefed and prepared to implement mitigations prior to commencing work.

g. The Air Traffic and Tech Ops approvers are responsible for the final review of the ORMP. Plans approved by Air Traffic and Tech Ops approvers are forwarded to Tech Ops personnel to perform the agreed–upon work. If a plan is not approved, the approver will select the Take 5 button in the ORMP tool and will notify the SSC manager or the initiator of their concern. The approvers:

1. Ensure the completeness and feasibility of executing the ORMP (shared responsibility with the air traffic POC/reviewer).

2. Approve the ORMP or select the Take 5 button with comments for additional consideration or follow-up.

3. Change role assignments or team members as necessary.

4. Identify any conflicting activities.

5. Ensure the High Visibility Event flag is set when it meets the appropriate definition outlined below.

NOTE–
High Visibility Events are those that require upper management awareness because of their potentially significant impact on the NAS. These are events that if the worst–case scenario occurs, even with mitigations in place, could cause a hazardous situation in the NAS, change Operational Contingency Level (OCL), create a significant increase in workload for ATC, or cause aircraft to be held or diverted, especially at High Impact facilities.

h. The majority of interactions with Tech Ops will not involve a PRP or an ORMP. Therefore, the facility must develop and incorporate procedures into the facility SOP for the coordination of maintenance activities which may affect the ability of the facility to provide air traffic services. These procedures must be consistent with the Principles of ORM outlined below and take into consideration the facility's unique operational circumstances. Air traffic personnel will use these procedures when coordinating and executing planned outages and maintenance tasks with Tech Ops.

i. Principles of ORM.

1. Situational Awareness. Understand the current state and dynamics of the operation and remain vigilant for future changes and developments. Considerations include:

(a) Peak and off–peak traffic periods.

(b) Weather conditions.

(c) Known concurrent activities that could impact, or be impacted by this activity. Example: VIP movement, airshows, other outages, etc.

(d) Additional outages in your facility or adjacent facility.

(e) Current staffing/operational oversight.

(f) Other communication/surveillance equipment available as an alternate means of providing air traffic services.

2. Plan Actions. The method and resources needed to accomplish the activity. Considerations include:

(a) Review break rotations/staffing plan to ensure positions are staffed accordingly.

(b) Review applicable (e.g., FAA Order JO 1900.47) Air Traffic Control Operational Contingency Plans.

(c) Brief affected staff prior to outages of the credible risks and potential impacts including worst-case scenarios and alternate procedures.

(d) Identify the Tech Ops POC if immediate contact is needed.

(e) Test back-up equipment before releasing the primary equipment to be worked on (where applicable).

3. Identify operational consequences. Identify the NAS systems and air traffic stakeholders that will, or could potentially be affected during the execution of the plan. Considerations include:

(a) Credible risks and potential impacts including worst−case scenarios that could affect air traffic's ability to provide service.

(b) Affected facilities, sectors/areas, positions, or other stakeholders participating in, or potentially impacted by the activity.

(c) Adverse effects to ATC personnel safety.

4. Communicate. An ongoing exchange of information between Technical Operations and air traffic personnel is essential for the review of the potential operational consequences and development of mitigation strategies. The information must be received, understood, and, in some cases, approved. Considerations include:

(a) Identified credible risks and potential impacts including worst-case scenarios.

(b) Mitigation Strategies.

(1) Include using the back-up equipment/systems, alternate channels, etc.

(2) Confirm proper operation of support equipment, standby equipment and/or backup systems prior to conducting the scheduled activity.

(3) Confirm Technical Operations and Air Traffic are prepared to implement their mitigation strategies.

(c) Notify Tech Ops immediately of any circumstances that may affect the procedure/task, e.g., change in operational hours, unusual circumstances, or operational configurations.

(d) "Take−5," if needed (to gain more information or reassess approval).

(e) Discuss and/or document effectiveness of plan for future reference or training.

5. Coordinate. Considerations include:

(a) Coordinating the activity with the appropriate adjacent facilities.

(b) Additional coordination and notification requirements should there be a change to planned activity.

(c) Notify Regional Operations Center (ROC), Domestic Events Network (DEN), or facility management (when applicable).

(d) Verify the equipment status and configuration upon completion of the activity.

(e) Ensuring that Out for Maintenance (OFM) and Return to Service (RTS) are recorded on FAA Form 7230−4, Daily Record of Facility Operation.

j. For unplanned outages, air traffic managers must develop and maintain operational plans that provide continuity of services to the extent dictated by the outage. The plans must be in accordance with FAA Order JO 1900.47.

k. For unplanned outages of airport traffic control towers, air traffic managers, in coordination with the local airport operator, must ensure operational plans for the temporary use of Common Traffic Advisory Frequency

(CTAF) do not exceed 48 hours, unless an extension is approved by the Service Area Director of Operations because of unforeseen extenuating circumstances.

REFERENCE–
FAA Order JO 1900.47, Air Traffic Control Operational Contingency Plans.
14 CFR 91.129, Operations in Class D Airspace.

2–1–8. OPERATIONS DURING A STAFFING CONSTRAINT

The following steps must be followed when traffic management initiatives (TMI), ATC–0, or any reduction in ATC services are being considered due to staffing constraints:

a. The Air Traffic Manager (ATM) or designee must contact the General Manager (GM) or Assistant General Manager (AGM) or designee and provide the factors of the staffing shortage, expected duration, facility mitigations implemented, and any other related information. If the situation can be mitigated by other means and no TMIs, ATC–0 declaration, or reduction in services is required, the GM or AGM or designee will determine if a Staffing Trigger report should be initiated and coordinated with the Director of Operations (DO), Deputy Director of Operations (DDO), or designee.

b. If it is determined that TMIs are required, ATC–0 is unavoidable, or a reduction in services is required, then the GM, AGM, or designee must notify the DO, DDO, or designee for their concurrence. The GM or AGM or designee must obtain DO, DDO, or designee approval before submitting a Staffing Trigger report to the National Operations Manager (NOM) and Joint Air Traffic Operations Command (JATOC).

NOTE–
1. *Situations involving a minor disruption of air traffic services or a short duration ATC–0 situation that does not have an impact on the NAS should be reported to the DO, DDO, or designee. The DO, DDO, or designee will determine if a Staffing Trigger report is to be submitted to the NOM. (e.g., a facility is opening a few minutes late without flight delays, airborne holding, or flight diversions.)*

2. *The Staffing Trigger report is a collection of key data elements related to a staffing constraint that is captured and available for the JATOC and NOM for upward distribution. The Staffing Trigger report application is accessible at: https://AJTStaffingTriggers.FAA.gov.*

REFERENCE–
FAA Order JO 7110.65, Para 11–1–2, Duties and Responsibilities.
FAA Order JO 7210.3, Chapter 18, Section 7, Traffic Management Initiatives.

2–1–9. HANDLING BOMB THREAT INCIDENTS

Air Traffic facilities must establish procedures to carry out their functions in accordance with FAA Order 1600.69, FAA Facility Security Management Program. The following provisions must be incorporated into facility plans:

a. All air traffic facilities must notify the National Tactical Security Operations (NTSO) Air Traffic Security Coordinator (ATSC) team through the Domestic Events Network (DEN), the respective regional operations center, and other appropriate Service Area office element when a bomb threat occurs.

b. All personnel in the facility will be advised when a bomb threat has been received and of pertinent information regarding the bomb threat.

c. The decision to evacuate a facility will be made by the air traffic manager or his/her designee.

d. If the decision is made to evacuate and air safety is not a factor, immediately release nonessential personnel, instruct aircraft to contact the appropriate facility designated in the facility contingency plan, advise adjacent facilities as appropriate (ARTCCs should advise the ATCSCC of pending evacuation), broadcast that the facility is being evacuated, and evacuate the building.

e. If the decision is made to evacuate and air safety is a factor, immediately release nonessential personnel, resolve traffic conflicts (aircraft on radar vectors should be cleared to resume normal navigation), instruct aircraft to contact the appropriate facility designated in the facility contingency plan, advise adjacent facilities (ARTCCs

should advise the ATCSCC), broadcast that the facility is being evacuated, and evacuate the building as rapidly as personnel can be released. The appropriate actions should be accomplished quickly to minimize personnel exposure. Further, the air traffic manager or his/her designee will determine which personnel will remain on duty until the traffic situation is resolved. Personnel designated to perform this function normally will be selected from the supervisory ranks or persons volunteering temporary services. To be effective this action should be planned in advance. There are various ways in which this can be accomplished. One simple method is that at the beginning of each watch, supervisors will plan their watch coverage should the need to evacuate arise.

f. The evacuation plans will also include recall procedures.

g. Consideration should be given to establishing an alternate site to provide limited flight service or airport air traffic and approach control services.

NOTE–
Processes for the establishment of alternate sites and divestiture of airspace/responsibilities are outlined in FAA Order JO 1900.47 and facility Operational Contingency Plans (OCPs).

h. During bomb threat situations, facility air traffic managers or their designees should exercise discretion regarding admittance of visitors to their facilities.

i. Facilities will take action to increase the security whenever such action is feasible. Measures to protect administrative and operational areas and equipment rooms should be taken. FAA Order 1600.69, FAA Facility Security Management Program, provides additional guidance for the protection of agency facilities, installations, equipment, etc. Examples are:

1. Increase security forces and measures.

2. Ensure that facilities are kept tidy so that out-of-place articles can be easily detected. This concept should be emphasized to all personnel including contractors and their employees.

3. Room or area monitors can be assigned to "look over" the area at frequent intervals for suspicious objects. In this regard, air traffic personnel assigned temporary administrative duties would be given building warden responsibilities.

REFERENCE–
FAA Order JO 7210.3, Para 2–8–2, Medical Clearance Requirements.

4. Outside areas should be kept as neat as possible. Landscaping should, if possible, be done in a manner that will not enhance clandestine activities.

j. Although it is envisioned that the foregoing will be accomplished within existing resources, planning (including budgeting) should be initiated to establish a secure environment.

k. Release information on bomb threat incidents in accordance with the procedures established in current directives. Where no applicable procedures have been established, all information must be treated as "For Official Use Only."

2–1–10. HANDLING MANPADS INCIDENTS

a. Air traffic managers must coordinate with federal, local, and other law enforcement agencies, as needed, to develop notification and contingency plans during a threat or attack from Man–Portable Air Defense Systems (MANPADS).

b. Air traffic managers must establish procedures to ensure the dissemination of MANPADS alert level 2 (credible threat)/alert level 3 (reported attack) and post-event activity via ATIS and/or controller-to-pilot transmissions. These reports must continue until notified otherwise by the Domestic Events Network (DEN) Air Traffic Security Coordinator (ATSC).

REFERENCE–
FAA Order JO 7110.65, Para 2–9–3, Content.
FAA Order JO 7110.65, Para 10–2–13, MANPADS Alert.
FAA Order JO 7610.4, Para 3–1–3, Responsibilities.

c. Air traffic managers must ensure the Operations Manager/OS/controller-in-charge (CIC) notifies the DEN ATSC of any MANPADS threat or attack as soon as possible. In the event of an observed or reported MANPADS launch, the initial report to the DEN ATSC must include the following information:

1. Call sign (if known);

2. Type aircraft (if known);

3. Coordinated Universal time;

4. Position/location of event;

5. Altitude (if known); and

6. Any other pertinent information (e.g., contrail sighting, additional pilot or ATC observation reports, law enforcement contact, etc.).

2–1–11. AIRPORT EMERGENCY PLANS

a. Operational instructions covering airport emergency service at airports served by an ATCT and/or FSS must be issued by the air traffic manager (the ATCT manager at airports with both facilities) in the form of a LOA. Procedures and/or LOAs for alerting airport emergency equipment at other public–use airports served by the ATCT and/or FSS must also be developed, if deemed appropriate.

NOTE–
Facility managers or their designee should meet with Airport Rescue and Fire Fighting (ARFF) personnel on an annual basis to review the local airport emergency service LOA and the effectiveness of local procedures.

REFERENCE–
FAA Advisory Circular AC 150/5210–7, Aircraft Rescue and Fire Fighting Communications.

b. Responsibility for the prompt dispatch of equipment upon alert notice by the FAA ATCT or the FSSs is the joint responsibility of the airport management and the emergency equipment operator. The amount of equipment and number of personnel responding to the emergency will be determined by the equipment operator and should be kept to the minimum required. After receiving the alert and the route to be taken, the personnel operating the equipment are responsible for handling the emergency.

c. Procedures for alerting airport emergency equipment, including additional equipment which may be located off the airport, must consist only of:

1. Stating the nature and the location of the emergency by means of a signalling system; e.g., a siren and/or telephone. When required, the tower must indicate the route to be taken by the emergency equipment. FSSs must not specify such routes.

2. Specifying, when required, the category of alert applicable to the emergency.

3. Initiating the alert when, in the opinion of any of the following, a potential or actual emergency exists:

(a) The FAA specialists on duty.

(b) The pilot of the aircraft concerned.

(c) The operator of the aircraft or his/her representative.

(d) A representative of the airport management.

d. Alert Phases: Operations personnel may categorize local alerts if the category or phase designations have been coordinated locally and agreed to. It may be desirable for emergency equipment to be alerted on a standby or ready basis by use of a two-phase or three-phase alert system, but keep these actions as inconspicuous as possible without impairing efficiency. A three-phase alert may be set up as follows:

1. Alert I: Indicating an aircraft approaching the airport is in minor difficulty; e.g., feathered propeller, oil leak, etc. The emergency equipment and crews would standby at the equipment house for further instructions.

2. Alert II: Indicating an aircraft approaching the airport is in major difficulty; e.g., engine on fire, faulty landing gear, no hydraulic pressure, etc. This could mean emergency equipment would proceed to a predetermined location (end of runway, etc.) to await development of the potential emergency.

3. Alert III: Indicating an aircraft involved in an accident on or near the airport and emergency equipment should proceed immediately to the scene.

e. After alerting the emergency equipment, notify only the local aircraft operator or his/her representative and the airport management.

NOTE–
Airport management is responsible for notifying other agencies or personnel.

REFERENCE–
Advisory Circular AC 150/5210–7, Aircraft Rescue and Fire Fighting Communications.

2–1–12. EXPLOSIVES DETECTION K–9 TEAMS

At many of our major airports a program has been established by the FAA and the Law Enforcement Assistance Administration to make available an explosives detection K–9 team. ATC facilities must take the following actions should they receive an aircraft request for the location of the nearest explosives detection K–9 team:

a. The facility will relay the pilot's request to the FAA Washington Operations Center, AEO–100, telephone: commercial (202) 267–3333; ETN 521–0111; or DSN 851–3750 providing the aircraft's identification and position.

b. AEO–100 will provide the facility with the nearest location. The facility will have AEO–100 standby while the information is relayed to the pilot.

c. After it has been determined that the aircraft wishes to divert to the airport location provided, the air traffic facility will ascertain estimated arrival time and advise AEO–100. AEO–100 will then notify the appropriate airport authority at the diversion airport. In the event the K–9 team is not available at this airport, AEO–100 will relay this information to the air traffic facility providing them with the secondary location. ATC will then relay this to the pilot concerned for appropriate action.

2–1–13. INTERSECTION TAKEOFFS

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

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

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

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

EXAMPLE–
/NO TKOFF/

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

2–1–14. AIRCRAFT IDENTIFICATION PROBLEMS

FAA CONTRACT TOWERS NOT APPLICABLE

To reduce any potential misunderstandings of aircraft identifications caused by duplicate, phonetically similar-sounding, or hard to distinguish registration numbers or call signs operating in the same area, facility managers must ensure that those occurrences are processed using the Similar Sounding Call Sign Submission Tool. Where possible, facility managers must ensure computers in operating quarters are provided with a bookmarked hyperlink to https://ksn2.faa.gov/ATO/AJT-BURST-Team-Tools/SSCS/SitePages/Home.aspx. Where no internet-connected computers are accessible in operations areas, specify procedures in a facility directive for forwarding pertinent information to personnel that can make the entry into the tool as soon as practical. Ensure that the following additional actions are taken.

a. Scheduled air carrier aircraft: When two or more air carriers with duplicate flight numbers or phonetically similar-sounding call signs operate within 30 minutes of each other at the same airport or within the same sector and cause an identification problem on a recurring basis, request that the flight identification numbers be changed by:

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

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

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

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

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

d. The designated facility officer must maintain a record of actions taken using the Similar Sounding Call Sign Documentation Tool accessed via https://ksn2.faa.gov/ATO/AJT-BURST-Team-Tools/SSCS/SitePages/Home.aspx.

2–1–15. APPROACH CONTROL AIRSPACE

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

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

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

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

2. The agreement has been approved by the Service Area Director of Air Traffic Operations; and

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

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

c. An authorization for towers to provide separation services other than those prescribed in subparagraphs a and b must be supported by a staff study prepared by the authorizing facility that addresses at least:

1. The proposed procedures.

2. Operational benefits.

3. Operational impact.

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

5. Improved services to users.

6. Additional radar training.

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

8. On-site spares, maintenance support/restoration requirements.

9. Savings and/or additional costs.

10. The number of additional people required.

d. The staff study must, following OSG review and concurrence by the District General Manager, be forwarded to the Service Area Director of Air Traffic Operations for approval.

2−1−17. BIRD HAZARDS

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

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

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

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

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

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

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

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

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

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

1. Explosives detonation.

2. Ground firing of various types.

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

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

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

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

2–1–19. SPECIAL ACTIVITY AIRSPACE (SAA) SCHEDULING, COORDINATION, AND DISSEMINATION

Air Traffic Managers (ATMs) must develop procedures for SAA information and integrate them into facility Standard Operating Procedures (SOPs) and Letters of Agreement (LOAs). The following processing actions must be included in SOPs and LOAs.

a. SAA Scheduling/Airspace Request Processing.

1. Receive and process requests for SAA (e.g., times and altitudes).

2. Check the Special Use Airspace Management System (SAMS) or other information sources to obtain SAA schedules/changes.

3. SAA schedule verification/approval and conflict resolution.

b. SAA Implementation Coordination Process and impacted organizations.

1. Department of Defense (DoD) facilities.

2. FAA ATC facilities.

3. Air Traffic Control System Command Center (ATCSCC) Central Altitude Reservation Function (CARF).

4. Others (e.g., Department of Energy [DOE], National Aeronautics and Space Administration [NASA], and other civilian entities).

c. Activation/Deactivation/Change Dissemination Procedures.

1. Enter SAA information in FAA systems.

2. Methods for distributing SAA information to external ATC facilities (e.g., GI message).

3. Methods of intra-facility dissemination of SAA information.

4. Publishing to Notices to Airmen (NOTAMs), if applicable.

2–1–20. SPECIAL AIR TRAFFIC RULES (SATR) AND SPECIAL FLIGHT RULES AREA (SFRA)

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

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

REFERENCE–
14 CFR Part 93, Special Air Traffic Rules.
P/CG Term – Special Air Traffic Rules (SATR).
P/CG Term – Special Flight Rules Area (SFRA).

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

2–1–21. ATC SECURITY SERVICES FOR THE WASHINGTON, DC, SPECIAL FLIGHT RULES AREA (DC SFRA)

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

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

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

c. Facility manager must:

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

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

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

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

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

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

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

e. Adjacent Airport Operations.

1. Aircraft that will enter the designated airspace after departing controlled airports within or adjacent to security areas must be provided security services by the appropriate ATC facility having jurisdiction over the affected airspace. Procedures for handling this situation must be covered in a Letter of Agreement (LOA) or facility directive as appropriate.

2. Aircraft departing uncontrolled airports within security areas must be handled using procedures contained in a NOTAM or rule designating the area where ATC security services are required.

2–1–22. AIRPORT TRAFFIC PATTERNS

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

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

2–1–23. OBSTACLE IDENTIFICATION SURFACES, OBSTACLE FREE ZONES, RUNWAY SAFETY AREAS, APPROACH/ DEPARTURE HOLD AREAS, AND CLEARWAYS

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

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

c. At locations where potential for conflict exists, take action to rectify the situation by developing proposed solutions and establishing local procedures to define conditions when the Approach/Departure Hold Areas and other surfaces must be protected. These procedures must be included in a facility directive and the signage at the intended hold position must be consistent with the phraseology identified in FAA Order JO 7110.65, paragraph 3–7–2, Taxi and Ground Movement Operations.

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

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

2–1–24. FACILITY IDENTIFICATION

a. Service Area Directors are the focal point to review/approve requests for waivers for facility identification changes in FAA Order JO 7110.65, Air Traffic Control, paragraph 2–4–19, Facility Identification, subparagraphs a, b, and c. The Flight Service Safety and Operations Group (AJR–B100) is the focal point to review/approve requests for waivers for facility identification changes in FAA Order JO 7110.10, Flight Services, paragraph 2–5–2, Facility Identification. If the waiver request is approved, the Service Area Director or the Director of Flight Service, as appropriate, must ensure that all aeronautical publications are changed to reflect the new identification and that a Letter to Airmen is published notifying the users of the change.

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

2–1–25. DISPOSITION OF OBSOLETE CHARTS

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

b. There are hundreds of changes that appear on each new edition of a chart. When pilots are given obsolete charts they are not aware of critical changes that have occurred. Further, the use of such a chart could result in a Code of Federal Regulations (CFR) violation or an accident which would have serious legal implications for the agency.

2–1–26. OUTDOOR LASER DEMONSTRATIONS

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

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

2–1–27. COMBINE/RECOMBINE AN ATCT/TRACON

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

2–1–28. SUBMISSION OF AIR TRAFFIC CONTROL ASSIGNED AIRSPACE (ATCAA) DATA

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

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

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

NOTE–
If only part of the description of an existing area is being amended, the attachment should show just the changed information rather than the full legal description.

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

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

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

2–1–29. SUBMISSION OF SUA AND PAJA FREQUENCY INFORMATION

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

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

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

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

2–1–30. REPORTING UNAUTHORIZED LASER ILLUMINATION OF AIRCRAFT

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

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

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

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

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

1. UTC date and time of event.

2. Call Sign, or aircraft registration number.

3. Type of aircraft.

4. Nearest major city.

5. Altitude.

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

7. Brief description of the event.

8. Any other pertinent information.

9. Law enforcement contact information.

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

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

2–1–31. REPORTING SUSPICIOUS AIRCRAFT/PILOT ACTIVITIES

a. Facility air traffic managers must ensure that the operations manager, operations supervisor, or controller-in-charge promptly reports any suspicious aircraft/pilot activities to the National Tactical Security Operations (NTSO) Air Traffic Security Coordinator (ATSC) team on the Domestic Events Network (DEN).

REFERENCE–
FAA Order JO 7110.65, Para 2–1–2, Duty Priority.

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

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

1. Radio communications are lost or not established. Consider any IFR aircraft that is NORDO for more than 5 minutes as suspicious. This includes all aircraft (for example, general aviation, law enforcement, military,

MEDEVAC) regardless of transponder code. ATC actions taken to establish communications with the NORDO aircraft must be reported to the NTSO ATSC.

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

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

4. Phantom or deceptive transmissions such as impersonating a pilot or controller relaying ATC instructions, or unusual questions about military activities or sensitive/secure areas.

REFERENCE–
FAA Order JO 7110.65, Para 2–4–6, False or Deceptive Communications.

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

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

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

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

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

10. All reported or identified balloon activities of unknown origin or intent that are near, entering or within U.S. territorial airspace, and/or other balloon flights that deviate from coordinated mission parameters.

11. Any other situation that may indicate a suspicious aircraft.

REFERENCE–
FAA Order JO 7210.3, Para 2–1–34, Reporting Suspicious UAS Activities.

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

2–1–32. REPORTING DIVERTED AIRCRAFT ARRIVING FROM INTERNATIONAL LOCATIONS

Any aircraft departing from an international location that diverts to a U.S. Airport, or is diverted and lands at a U.S. airport different from the original U.S. destination airport, must be reported to the Domestic Events Network (DEN) Air Traffic Security Coordinator (ATSC). In addition, any diverted aircraft that ATC identifies as suspicious (in accordance with paragraph 2–1–31) must be promptly reported to the DEN ATSC.

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

2–1–33. REPORTING INOPERATIVE OR MALFUNCTIONING ADS–B TRANSMITTERS

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

a. The aircraft identification used for the flight;

b. Location of the occurrence;

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

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

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

REFERENCE–
FAA Order JO 7210.3, Para 5–4–2, Requests for Deviation from ADS–B Out Requirements.
FAA Order JO 7210.3, Para 5–4–9, ADS–B Out OFF Operations.
FAA Order JO 7110.65, Para 5–2–22, Inoperative or Malfunctioning ADS–B Transmitter.
FAA Order JO 7110.65, Para 5–2–23, ADS–B Alerts.
FAA Order JO 7110.65, Para 5–2–24, ADS–B Out OFF Operations.

2–1–34. REPORTING SUSPICIOUS UAS ACTIVITIES

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

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

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

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

d. Notify the air traffic manager.

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

1. UTC date and time of incident.

2. Reporting source(s).

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

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

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

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

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

1. Size and color.

2. Number of reported/sighted UAS.

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

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

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

1. Items a through f of this paragraph.

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

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

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

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

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

2–1–35. USE OF UAS DETECTION SYSTEMS

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

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

b. ATC facilities must not enter into any verbal or written agreement with a government entity, commercial vendor, or an airport authority regarding UAS detection systems with detection-only capabilities without prior coordination and approval from ATO System Operations Security, UAS Security and C–UAS Integration (AJR–26), via email at 9–AJR–UAS–Ops–Security@faa.gov.

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

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

2–1–36. USE OF COUNTER UNMANNED AIRCRAFT SYSTEMS (C–UAS)

Select Departments and Agencies, which have been legally authorized to use counter unmanned aircraft systems (C–UAS), are operationally using this technology in the NAS to protect certain facilities and assets. C–UAS operations are capable of disabling, disrupting, or seizing control of a suspicious UAS, and may integrate or be linked to UAS detection capabilities. These Departments and Agencies are required to coordinate with the FAA

to assess and mitigate risks to the NAS posed by C–UAS operations. C–UAS deployment may affect ATC and other Air Navigation Services systems (e.g., radio frequency (RF) interference with radars), which could impact other air traffic in the vicinity including legitimate, compliant UAS flights. Additionally, the C–UAS response may involve the deployment of ground/airborne operational security assets, which must be coordinated with ATC.

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

a. ATO System Operations Security, UAS Security and C–UAS Integration (AJR–26), is responsible for coordinating known C–UAS activities with affected ATC facilities, as needed.

b. C–UAS operations performed by interagency partners are law enforcement sensitive and/or classified. The Air Traffic Manager must ensure that controllers and other facility personnel maintain the security of C–UAS operations as follows:

1. C–UAS communications must be made via landline and not be broadcast over radios, shout lines, or direct dial lines to air traffic controllers on position.

2. Personnel must only discuss C–UAS operations with FAA personnel (e.g., DEN ATSC, overlying TRACON or ARTCC), airport operations, or law enforcement.

c. ATC facilities must not enter into any verbal or written agreement with a government entity, commercial vendor, or an airport authority, regarding C–UAS activities without prior coordination and approval from ATO System Operations Security, UAS Security and C–UAS Integration (AJR–26).

d. Inquiries may be referred to UAS Security and C–UAS Integration (AJR–26) via email at 9–AJR–UAS–Ops–Security@faa.gov.

2–1–37. REPORTING DEATH, ILLNESS, OR OTHER PUBLIC HEALTH RISK ON BOARD AIRCRAFT

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

1. Call sign.

2. Number of suspected cases of illness on board.

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

4. Number of persons on board.

5. Number of deaths, if applicable.

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

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

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

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

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

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

1. Call sign.

2. Number of suspected cases of illness on board.

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

4. Number of persons on board.

5. Number of deaths, if applicable.

6. Departure airport.

7. Arrival airport.

8. Estimated time of arrival.

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

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

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

2–1–38. OPPOSITE DIRECTION OPERATIONS

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

REFERENCE–
FAA Order JO 7110.65, Para 1–2–2, Course Definitions.

a. Each facility must:

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

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

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

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

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

(a) An arrival and a departure.

(b) An arrival and an arrival.

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

3. Require traffic advisories to both aircraft.

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

4. Require the use of a memory aid.

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

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

7. Contain the following minimum coordination requirements:

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

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

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

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

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

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

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

1. Aircraft performance.

2. Type of approach.

3. Operational position configuration.

4. Runway configuration.

5. Weather conditions.

6. Existing facility waivers.

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

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

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

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

3. Require traffic advisories to both aircraft.

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

4. Require the use of a memory aid.

5. Contain the following minimum coordination requirements:

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

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

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

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

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

2. Traffic advisories to both aircraft.

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

4. Memory Aids.

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

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

2–1–39. SPECIAL INTEREST SITES

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

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

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

2–1–40. TRANSPORTATION SECURITY ADMINISTRATION AND FAA JOINT OPERATING PROCEDURES

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

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

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

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

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

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

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

2–1–41. DISPLAYING SPACE LAUNCH AND REENTRY AREAS ON THE SITUATION DISPLAY

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

2–1–42. DISPLAYING DEBRIS RESPONSE AREAS ON THE SITUATION DISPLAY

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

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

2–1–43. ACCESS TO FALCON REPLAY SYSTEM

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

a. Facility management and Quality Control personnel.

b. Training Team Members.

c. Local Safety Council Members.

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

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

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

2–1–44. OBTAINING PILOT CONTACT INFORMATION

There are times when it is necessary for ATC to obtain pilot contact information, including urgent or emergency situations where acquiring this information may be time sensitive. If contacting the pilot of an aircraft is necessary, utilize one of the following options or any other methods appropriate for the situation:

a. Use ERAM/FDIO entries to display or print flight plan item 18/ORGN or item 18/OPR.

b. Use Aeronautical Information System Replacement (AISR).

c. Contact the appropriate FSS.

d. Contact the appropriate ARTCC Flight Data position.

e. Contact the aircraft's departure or destination airport authority. Local airport authorities may have access to tenant or transient pilot contact information.

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

2–3–1. GENERAL

a. It is the responsibility of the employees identified in paragraph 2–3–2, Application, to work in conjunction with their supervisors to ensure they adhere to the requirements of this section.

b. Facility managers must develop procedures for tracking and reporting currency for those employees identified in subparagraph 2–3–2b.

2–3–2. APPLICATION

a. Air traffic managers, assistant managers, executive officers, staff managers, operations managers, support managers, traffic management officers and support specialists, who as a condition of employment are not required to maintain currency, must maintain familiarity with control room operations to perform their required duties in an efficient manner.

b. Air traffic control specialists (ATCS), traffic management coordinators (TMC), national traffic management specialists (NTMS), developmental specialists (ATCS/TMC/NTMS), first–level supervisors (including facility managers who also serve as first–level supervisors), operations supervisors (OS), supervisory traffic management coordinators (STMC), national traffic manager officers (NTMO), and air traffic assistants (ATA) are required to meet currency requirements in order to perform their duties.

2–3–3. REQUIREMENTS

a. *Familiarization*. The methods used for personnel identified in paragraph 2–3–2a, Application, to maintain familiarization must be specified in a local facility directive.

b. *Currency.* Personnel must rotate through all positions on which they maintain currency each calendar month. Additionally, they must meet the following requirements:

1. Number of positions required to maintain currency.

(a) ATCSs, TMCs, NTMSs, developmental specialists (ATCS/TMC/NTMS) and ATAs must maintain currency on all operational/control positions on which certified.

(b) First-level supervisors (OS, STMC, NTMO) and support specialists (who maintain currency) must maintain currency on a minimum of two operational/control positions.

(c) TMCs/STMCs required to maintain currency on operational positions within the traffic management unit (TMU), and control positions outside the TMU (dual currency), must maintain currency on a minimum of two operational/control positions outside the TMU.

NOTE–
Operational/control positions are: Local and/or Ground (Tower), Satellite Radar, Departure Radar, Arrival Radar and/or Final Radar (TRACON), Radar Position, Radar Associate Position and/or ATOP Position (ARTCC).

2. The following minimum time must be met each calendar month: a minimum of one hour per position is required; time working combined positions satisfies the requirement for each of the combined positions. Time working the assistant controller, flight data, and clearance delivery position is counted for flight service stations (FSS) and air traffic assistants only.

NOTE–
Hand-off, Tracker, CAB/TRACON/NTMS Coordinator, Final Monitor, OS/OSIC, and managerial (in-charge) positions do not have a currency requirement and time spent working those positions is not counted.

(a) ATCSs, Developmental (Dev) ATCSs, and ATAs.

(1) TERMINAL. Radar/tower operational/control positions: A minimum of eight hours tower and eight hours radar. If certified in only one area of operation (tower or radar), a minimum of 16 hours is required.

(2) EN ROUTE, FSS, and ATAs. A minimum of 16 hours on operational/control positions is required.

(b) TMCs, NTMSs, and developmental TMCs/NTMS are required to maintain operational/ control position currency as follows: a minimum of 16 hours on operational/control positions.

(c) Support specialists who maintain currency.

(1) TERMINAL. Radar/tower operational/control positions: a minimum of four hours tower and four hours radar. If certified in only one area of operation (tower or radar), a minimum of eight hours is required.

(2) EN ROUTE/ATCSCC. A minimum of eight hours on operational/control positions is required.

(d) OSs (including facility managers who also serve as first-level supervisors).

(1) TERMINAL. Radar/tower operational/control positions (excluding the OS/OSIC position): a minimum of four hours tower and four hours radar. If certified in only one area of operation (tower or radar), a minimum of eight hours is required.

(2) EN ROUTE, FSS. A minimum of eight hours on operational/control positions (excluding managerial (in-charge) positions) is required.

(e) STMCs/NTMOs are required to maintain operational/control position currency as follows: a minimum of eight hours on operational/control positions excluding managerial (in-charge) positions.

(f) Dual Currency. TMCs/STMCs at all Air Route Traffic Control Centers (ARTCCs), New York TRACON (N90), Northern California TRACON (NCT), Philadelphia TRACON (PHL), Potomac TRACON (PCT), and Southern California TRACON (SCT) are required to maintain currency only within the TMU. TMCs/STMCs at all other facilities are required to maintain dual currency.

(1) TERMINAL. Radar/tower operational/control positions: a minimum of four hours tower and four hours radar. If certified in only one area of operation (tower or radar), a minimum of 8 hours is required.

(2) EN ROUTE. A minimum of eight hours on operational/control positions is required.

(3) TMC/STMC optional. Staffing and workload permitting, TMCs/STMCs not required to maintain dual currency may elect to maintain dual currency. Dual currency is not subject to the provisions of paragraph 2–3–4; Differential.

(g) Airport Surveillance Radar (ASR) approaches (where published): three each calendar quarter, one of which must be a no-gyro. Radar simulation may be used to satisfy these requirements.

3. Time spent performing on-the-job-training (OJT) instruction as an OJT instructor (OJTI) is not counted toward operational/control position currency.

4. Time spent receiving OJT on combined positions, where the employee is certified on some of the combined positions:

(a) TERMINAL: does not count toward operational/control position currency.

(b) EN ROUTE: does count toward operational/control position currency on the Radar Associate position when receiving OJT on the Radar Position.

NOTE–
OJTI is responsible for all positions combined during OJT.

REFERENCE–
FAA Order JO 3120.4 Air Traffic Technical Training, Chapter 2. Roles and Responsibilities, Para 5f(6) OJTI.

5. Time spent performing certification skills checks, operational skills assessments, skills checks, over-the-shoulders, etc., is not counted toward operational/control position currency.

NOTE–
Initial operational/control position certification completed in a month meets the requirements for that position for that month. Individuals recertified in a month must meet currency requirements for that month regardless of the day of recertification.

TBL 2–3–1
Currency Requirements

Position	Operational/ Control Position Currency	Total Minimum Currency Requirements
ATCS/Developmental ATCSTMC/ Developmental TMC FSS Specialist/Dev FSS Spec NTMS/Dev NTMS/ATA	Min 16 hours/month Min 1 hr per position	16 hours
Support Specialist (if maintaining currency)	Min 8 hours/month Min 1 hr per position Min 2 positions	8 hours
OS STMC/NTMO FSS OS	Min 8 hours/month Min 1 hr per position Min 2 positions	8 hours
TMC - Dual Currency	Within TMU: Min 16 hours/month Min 1 hr per position Outside TMU: Min 8 hours/month Min 1 hr per position Min 2 positions	24 hours
STMC – Dual Currency	Within TMU: Min 8 hours/month Min 1 hr per position Min 2 positions Outside TMU: Min 8 hours/month Min 1 hr per position Min 2 positions	16 hours

2–3–4. DIFFERENTIAL

To qualify for currency differential as outlined in the Air Traffic Control Revitalization Act, personnel must be certified and maintain currency on at least two positions excluding clearance delivery and flight data positions.

2–3–5. TRACKING

a. Operational/control position currency time must be documented in accordance with processes described in paragraph 2–2–6, Sign In/Out and On/Off Procedures, and tracked.

b. Air traffic managers must document, in a facility directive, a quality control process to ensure that personnel who do not meet currency requirements in a calendar month do not work an operational/control position prior to recertification in accordance with FAA Order JO 3120.4, Air Traffic Technical Training.

Section 4. Hours of Duty

2–4–1. SERVICE HOURS

ATC must be provided during published hours of operation. Early opening or late closing may be occasionally necessary to accommodate traffic which may otherwise divert or cancel its operation because air traffic control is not available at the airport. Good judgment, based on known or observed traffic, must be exercised when deciding to extend operating hours.

2–4–2. TIME STANDARDS

Use Coordinated Universal Time (UTC) in all operational activities. The word "local" or the time zone equivalent must be used to denote local when local time is given during radio and telephone communications. When written, a time zone designator is used to indicate local time, e.g., "0205M" (Mountain). The local time may be based on the 24-hour clock system. The day begins 0000 and ends 2359. The term "ZULU" may be used to denote UTC. In general, operational forms will be recorded in UTC and administrative forms recorded in local time.

2–4–3. TIME CHECKS

a. Facilities without a direct coded time source must, at 8-hour intervals, obtain an accurate time check from ARTCC/s equipped with coded time source, FAA equipment within their facility with a direct coded time source, or from any one of the following standard frequency and time radio stations:

1. WWV, Fort Collins, Colorado, on 2.5, 5, 10, 20, and 25 MHz, which broadcasts continuously except 45 to 49 minutes after each hour. The telephone number for WWV is (303) 499–7111.

2. WWVH, Kekaha, Kauai, Hawaii, on 2.5, 5, 10, 15 and 20 MHz, which broadcasts continuously except 15 to 19 minutes after each hour.

3. CHU, Ottawa, Canada, on 3.33, 7.34, and 14.670 MHz, which broadcasts continuously on all frequencies.

4. U.S. Naval Observatory, Washington, D.C., telephone number (202) 762–1401.

NOTE–
Facility Technical Operations may assist Air Traffic in determining equipment to reference that has an embedded direct coded time source. Equipment may be listed in a local SOP.

b. Facilities are exempt from performing time checks if they meet the following requirements:

1. The facility clocks are digital.

2. The clocks are tied to the direct coded time source or Global Positioning System (GPS) receiver on the Digital Audio Legal Recorder (DALR) system, National Voice Recorder (NVR) system, or a facility GPS or Network Time Protocol (NTP) synchronized time server.

2–4–4. STATUS OF SERVICE

Part-time facilities must establish procedures for opening and closing their facilities. The procedures must be coordinated with the facility having IFR jurisdiction and must include, as a minimum, the following:

a. Broadcast an announcement upon resuming/ terminating service on appropriate frequencies. This broadcast must include, as a minimum, a statement that indicates ATC service and the airspace class of service being resumed or terminated, e.g, "[Time] Waukesha Tower is terminating airport traffic control service; Class E/G airspace now in effect."

b. At locations where neither a tower nor FSS continues service or the FSS does not have lighting controls/approach aid monitoring capability, do the following as appropriate:

1. Include, in the termination broadcast, the status of the airport and essential components; e.g., Navigational Aids (NAVAIDs), airport and approach lighting, weather, NOTAMs concerning NAS, and field conditions.

2. If there is an approach procedure for the airport, inform the facility having IFR jurisdiction of the information determined appropriate in subparagraph b1. Runway information, approach information, airport status information, and pertinent NOTAMs must be verbally relayed, to include any pertinent NOTAMs planned to take effect during the hours the facility is closed.

c. At the time of closure, the facility having IFR jurisdiction must inform all inbound flights with which it has communications and which will use any of the components associated with the airport of the information received from the closing facility.

d. If a collocated FSS operates when the tower is closed, pertinent flight data must be exchanged before the tower opens/closes.

Section 6. Watch Supervision–Terminal/En Route

2–6–1. WATCH SUPERVISION

Watch supervision requires maintaining operational oversight. Operational oversight is the duty of the individual in charge of the operation to effectively lead and manage the delivery of air traffic services by maintaining intentional engagement, situational awareness, and accountability within the area of supervision. Situational awareness is defined as a continuous extraction of environmental information, integration of this information with previous knowledge to form a coherent mental picture, and the use of that picture in directing further perception and anticipating future events. Watch supervision requires the active monitoring of operational conditions to provide timely assistance to specialists and ensures resources are deployed for optimal efficiency.

a. Watch supervision may be performed by a manager, supervisor, or controller-in-charge (CIC).

b. Administrative duties must not be accomplished to the detriment of any operational duty.

c. The minimum objectives and tasks of watch supervision are listed below. Any additional objectives or tasks necessary to maintain a safe and efficient operation must be specified in a facility directive that is focused on operational requirements.

1. Providing guidance and goals for the shift.

2. Workload permitting, monitoring of frequency and landline communications.

3. Making on-the-spot corrections.

4. Monitoring/managing traffic volume/flow.

5. Managing the operational environment with a goal toward reducing or eliminating distractions of:

(a) Non-operationally related activities or tasks.

(b) Non-operationally needed items and equipment.

6. Assigning positions/relief from positions.

7. Assigning training.

8. Processing leave requests.

9. Configuring/monitoring/reporting equipment status.

10. Performing data collection and reporting.

11. Active monitoring and reporting of NAS operations security requirements. This includes, but is not limited to, the monitoring of presidential movements, reporting of suspicious aircraft/pilot, UAS and other activities, and maintaining situational awareness of security TFRs.

NOTE–
1. *On-the-spot corrections are not considered an evaluation of performance and are required as part of CIC duties.*

2. *Individuals medically disqualified or taking medically disqualifying substances must not be assigned watch supervision duties, in accordance with paragraph 2–8–6, Restricted Drugs.*

d. In the role of watch supervision, a CIC must perform these duties in accordance with management direction, with the following exceptions:

1. Evaluating and counseling employees on their performance.

2. Recommending selections, promotions, awards, disciplinary actions, and separations.

3. Site Coordinator for drug or alcohol testing.

e. When barometric pressure within an ARTCC area of jurisdiction is greater than, or forecast to be greater than, 31.00 inches mercury (31" Hg), the affected ARTCC must request a "high barometric pressure procedures in effect" NOTAM for the geographical area affected.

EXAMPLE–
HIGH BAROMETRIC PRESSURE PROCEDURES ARE IN EFFECT FOR THE MEMPHIS CENTER AREA UP TO 17,999 FEET. SEE AERONAUTICAL INFORMATION MANUAL 7–2–3 AND AERONAUTICAL INFORMATION PUBLICATION ENR 1.7 SUBPARAGRAPH 3.3.1 FOR RESTRICTIONS AND SPECIAL REQUIREMENTS.

2–6–2. WATCH SUPERVISION ASSIGNMENTS

a. Standalone watch supervision is critical to the safety and efficiency of air traffic services. Facilities must establish local procedures to ensure the standalone watch supervision position is staffed to the maximum extent possible. All periods when standalone watch supervision is not possible must be reported by facility management to the District General Manager.

NOTE–
1. *Standalone watch supervision is achieved when no other operational duties are assigned.*

2. *Unless resources permit or the circumstances warrant it, this would not generally apply to midwatch operations, where the majority of hours fall between 10:30 p.m. and 6:30 a.m.*

b. Where authorized, when two or more operations managers are assigned to the shift, one must be designated as the Operations Manager in Charge (OMIC). The OMIC is responsible for the day-to-day, shift by shift, management of the control room operation.

c. When two or more supervisory traffic management coordinators (STMC) are on duty, one must be assigned as supervisory traffic management coordinator-in-charge (STMCIC).

d. When two or more operations supervisory personnel are on duty in an operational area (for example, radar room, tower, ARTCC area, etc.), one must be assigned as in charge.

NOTE–
These "in charge" personnel may be called OSIC, operations supervisor-in-charge (OS/CIC), or other names designated by the facility manager.

e. When two or more specialists are on duty and no supervisory personnel are available, one specialist who is fully qualified and rated in the assigned operational area must be designated as CIC to perform the watch supervision duties.

NOTE–
In combined radar/tower facilities, when there's a tower CIC and TRACON CIC, one must be designated as the overall controller-in-charge (OCIC).

f. At facilities where a specialist stands a watch alone, the responsibility for watch supervision becomes part of his/her duties.

g. Personnel performing watch supervision duties may be required to perform operational duties in addition to watch supervision duties. The performance of operational duties should be done on a limited basis such as during periods of low activity.

h. An individual is considered available for watch supervision when he/she is physically present in the operational area and is able to perform the primary duties of the function. If the supervisor/CIC leaves the operational area or is engaged in an activity which will interfere with or preclude the performance of watch supervision duties, then another qualified individual must be designated to supervise the watch.

i. EN ROUTE. Operations Supervisors (OS) may only be assigned watch supervision for one area of specialization. The Service Area Director of Air Traffic Operations may approve an air traffic facility manager (ATM) to assign a OS watch supervision to one additional area outside their home area of specialization. The approval must be renewed annually**.**

1. The ATM must document training requirements in their local orders.

2. The OS must comply with the required tasks in paragraph 2–6–1, Watch Supervision.

3. The OS may provide watch supervision in their two approved areas simultaneously provided the following conditions are met:

(a) The supervisor must have direct line of sight to both areas.

(b) May only be assigned during mid-shift configurations and/or during facility defined times included in the approval.

NOTE–
This does not apply when the OS is assigned the Operations Manager in Charge (OMIC) position during midnight operations.

2–6–3. CONTROLLER-IN-CHARGE (CIC) DESIGNATION

a. Prior to being designated as a CIC, specialists must meet the following prerequisites:

1. Have been certified for 6 months in the area/facility CIC duties to be performed. (The Director of En Route and Oceanic Operations Area Office or Terminal Operations Service Area Office may issue a facility waiver for the 6 month requirement where a more immediate assignment is needed. Waivers to facilities will be for 1 year, with renewals based on the result of a yearly evaluation by the area office director.)

2. Be operationally current.

3. Be selected by the air traffic manager or his/her designee.

4. Successfully complete CIC training.

b. Specialists who have been designated as a CIC and subsequently transfer to another facility are not required to fulfill the requirement of subparagraph 2–6–3a1 at the new facility; however, they must meet all other prerequisites.

c. In facilities that use CICs to provide midwatch coverage, specialists that provide such coverage must be designated as a CIC only for the purpose of providing midwatch coverage upon facility/area certification and completion of the local CIC training course. Air traffic managers must ensure the local CIC training course is completed within 30 days of facility/area certification/rating.

NOTE–
In combined radar/tower facilities, specialists who are certified in the tower cab may be designated as CIC in the tower, provided all of the above prerequisites are met.

2–6–4. CONTROLLER-IN-CHARGE (CIC) SELECTION PROCESS

a. All eligible employees who meet the prerequisites of subparagraphs 2–6–3a1 and 2 must be considered for selection as CIC. Air traffic managers, when determining facility requirements for CICs, must consider the following:

1. Facility operational needs.

2. Scheduling concerns.

3. Staffing concerns.

4. Special events.

5. Other issues.

b. When facility requirements are established, air traffic managers may designate a panel to forward recommendations for CIC candidates to the designated selecting official. A facility may have one recommendation panel for each area of specialization.

c. The recommendation panel must consider the following knowledge, skills, and abilities (KSA) in reviewing each candidate. These KSAs must include but are not limited to:

1. Problem solving and analytical ability.

2. Planning and organizing.

3. Decisiveness.

4. Judgement.

5. Communication skill.

6. Interpersonal skill.

d. The recommendation panel must forward its recommendations to the air traffic manager or his/her designee. Written feedback must be provided to the selecting official for all candidates not recommended including dissenting opinions.

e. Candidates who are not selected to be a CIC, upon request, must be advised of the reasons for nonselection. If applicable, specific areas the employee needs to improve must be identified. Employees may request assistance from their immediate supervisor in developing options to improve the identified areas.

NOTE–
These provisions do not apply to midwatch CIC coverage.

2–6–5. CONSOLIDATING POSITIONS

a. Assign personnel to positions as required by activity, equipment, and facility function. Positions may be consolidated in consideration of activity and the qualifications of the personnel involved.

b. To the extent staffing resources permit, and where the position is established, the tower associate (local assist) position must be staffed. This position is considered essential to the operational integrity and safety levels required to minimize the potential for surface errors and land-over incidents. Nonlocal control functions must not be consolidated/combined at the local control position except during periods of significantly reduced traffic levels.

c. When conducting line up and wait (LUAW) operations, local control position must not be consolidated/combined with any other non-local control position.

REFERENCE–
FAA Order JO 7210.3, Para 10–3–8, Line Up and Wait (LUAW) Operations.

2–6–6. RELIEF PERIODS

a. Personnel performing watch supervision duties are responsible for ensuring that breaks are administered in an equitable manner and applied so as to promote the efficiency of the agency. They are also responsible for ensuring that breaks are of a reasonable duration.

NOTE–
Breaks to recuperate are provided to enable employees to engage in activities necessary to rejuvenate themselves in order to effectively manage fatigue.

b. Personnel performing watch supervision duties are responsible for knowing the whereabouts of employees to ensure their availability for position assignments.

c. Personnel performing watch supervision duties must not condone or permit individuals to sleep during any period duties are assigned. Any such instance must be handled in accordance with applicable Agency policy and the applicable collective bargaining agreement.

2–6–7. BASIC WATCH SCHEDULE

a. Facility watch schedules must take into account normal traffic flow, thereby permitting the posting of a continuing schedule for an indefinite period of time. Facility management is responsible for ensuring watch schedules are in accordance with collective bargaining agreements.

b. Air traffic control specialists whose primary duties are those directly related to the control and separation of aircraft must meet the following criteria:

1. Do not work more than 10 operational hours in a shift.

2. Hours worked before a shift, whether operational or not, will count as operational hours.

3. All work beyond 10 hours must be nonoperational.

4. Have at least a 10-hour break from the time work ends to the start of any shift. This requirement applies to all shift changes, swaps, and overtime to include scheduled, call-in, and holdover assignments.

5. Have an off-duty period of at least 12 hours preceding and following a midnight shift. (A midnight shift is defined as a shift in which the majority of hours are worked between 10:30 p.m. and 6:30 a.m.)

6. If an employee is assigned more than two (2) consecutive ten (10) hour midnight shifts, all of the consecutive ten (10) hour midnight shifts require a 2100L (Non flex) start time.

7. Ten (10) hour midnight shifts are limited to no more than four (4) in any six (6) day period.

8. No day shift may immediately precede a ten (10) hour midnight shift.

9. Eight (8) hour midnight shifts may be extended by no more than one (1) hour per single shift.

10. A 0530L start time or later is required when working an eight (8) hour day shift prior to an eight (8) hour midnight shift. Employees may not flex to an earlier start time than 0530L.

11. Do not work more than six shifts without taking a regular day off.

12. Have at least 30 consecutive hours off-duty within each seven-day period.

13. Authorized leave, compensatory time used, and credit hours used are considered hours of work.

14. These criteria apply to shift adjustments, including the exchange of shifts and/or days off and the change of shifts and/or days off.

2–6–8. OVERTIME DUTY

Facility air traffic managers must ensure that overtime duty is equitably distributed among all eligible employees who desire it. Retain overtime duty records for 12 months.

2–6–9. HOLIDAY STAFFING

a. Facility Air Traffic Managers must ensure that the scheduled staffing is adjusted on holidays to a level consistent with the anticipated workload. Application of this policy is not intended to result in a standardized holiday staffing schedule for all holidays. Holiday staffing schedules may vary for individual holidays since the traffic in a particular area cannot always be expected to be the same for each holiday.

b. Prior to establishing work schedules for a Federal holiday, facility air traffic managers must:

1. Consider the previous year's traffic statistics for each holiday.

2. Check, as appropriate, with local sources (Air National Guard, USN, USAF Reserves, local flying schools, fixed base operators, etc.), for information concerning anticipated activity.

2–6–10. ADMINISTRATIVE HOURS OF DUTY

Hours of duty of facility air traffic managers and administrative staffs should conform with the duty hours of their respective service area office.

2–6–11. FACILITY COMPLEMENTS

Facility air traffic managers will be currently informed by the service area office of their authorized facility personnel complements. The authorized complement will always be the end-of-year employment ceiling

authorization. Circumstances may result in the establishment of a complement different from that provided in workload formulas.

2–6–12. CONSOLIDATING TOWER/TRACON FUNCTIONS

a. At facilities where both tower and radar/nonradar approach control services are provided, the Air Traffic Manager (ATM) must ensure, to the maximum extent possible, that these functions are not normally consolidated during non-midwatch operations.

b. The ATM must stipulate, in a facility directive, procedures for consolidating approach control functions in the tower cab. The directive, at a minimum, must address:

1. When it is appropriate to permit the consolidation of operations to the tower cab.

2. Required upward reporting to the General Manager during non-midwatch operations.

c. At those locations with only one certified tower radar display (CTRD) in the tower cab, the facility directive must also address radar separation responsibilities, and other issues inherent in operations conducted with one CTRD in the tower cab.

d. During midwatch operations (where the majority of hours fall between 10:30 p.m. and 6:30 a.m.) when traffic permits, all functions may be consolidated for meals or breaks.

e. Air traffic managers must ensure that no less than two fully-certified and current operational personnel are assigned to midnight shift, unless no such personnel are available for assignment.

2–6–13. SINGLE PERSON MIDNIGHT OPERATIONS

a. In order to ensure that a receiving controller is prepared to accept an aircraft, coordination between facilities/operational areas must be accomplished either manually via landline, or positively acknowledged via automation, (for example, acceptance of the handoff by keystroke entry), when an operational area is operated with one ATCS between the hours of 0000L to 0500L.

1. Coordination procedures during the time period defined in paragraph a can be suspended during periods of increased of traffic. An increase of traffic may include, but is not limited to, the following:

(a) Late night SWAP events.

(b) Military movement/exercises.

(c) Multiple arrivals/departures in a short period of time.

2. The coordination procedures do not supersede existing requirements in FAA Order JO 7110.65.

3. Facilities must have local procedures to be used during the hours identified above. Such procedures are to be placed into local SOP or LOAs between facilities.

NOTE–
Automated coordination cannot be hand-offs that do not include human interaction.

b. In the event there is no response from the facility/operational area with which coordination is attempted, immediate action must be taken to determine the status of the unresponsive controller and begin appropriate notification.

c. When operations permit, it is expected that functions will be consolidated to facilitate breaks in up/down facilities during midnight shifts.

3–8–4. EMERGENCY OBSTRUCTION VIDEO MAP (EOVM)

a. An EOVM must be established at all terminal radar facilities that have designated mountainous areas as defined in 14 CFR part 95, subpart B, within their delegated area of control. This map is intended to facilitate advisory service to an aircraft in an emergency situation in the event an appropriate terrain/obstacle clearance minimum altitude cannot be maintained.

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

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

c. EOVM Design:

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

(a) Base contour lines of the mountains with the highest peak elevation of each depicted mountain plus 200 feet for natural low obstacle growth.

(b) Highest elevations of adjacent topography; e.g., valleys, canyons, plateaus, flatland, etc., plus 200 feet, or water.

(c) Prominent man-made obstacles; e.g., antennas, power plant chimneys, tall towers, etc., and their elevations.

(d) Operational airports which could serve in an emergency as follows:

(1) Primary Airport,

(2) Public-use satellite airports, and

(3) Private airports, only after declaration by the airport owner that the airport is suitable for emergency use. Facility validation of suitability for emergency use must be documented every two years during the EOVM coordination process with AJV–A and retained in facility files.

NOTE–
1. *Mission Support Services, Aeronautical Information Services, AJV–A2 will verify the accuracy of video maps they produce to ensure the video maps depict only operational airports as defined by the Office of Airport Safety and Standards, AAS–1. Facilities will be notified by AJV–A2 that a new EOVM will be sent when a depicted airport is no longer operational.*

2. *AJV–A2 has developed a local template that will be provided to the facility when the coordination process starts. In addition, those facilities depicting private airports will be expected to fill out the template and return to AJV–A2 during the EOVM review process.*

(e) Other information deemed essential by the facility.

NOTE–
To avoid clutter and facilitate maintenance, information depicted on the EOVM should be restricted to only that which is absolutely essential.

2. All elevations identified on the EOVM must be rounded up to the next 100–foot increment and expressed as MSL altitudes.

NOTE–
To avoid unnecessary map clutter, the last two digits are not required.

EXAMPLE–
2=200, 57=5700, 90=9000, 132=13200

d. EOVM Production: The initial preparation and procurement of the EOVM must be accomplished in accordance with FAA Order 7910.1, Aeronautical Video Map Program.

e. EOVM Verification: The initial and subsequent EOVM procurement package must be checked for adequacy and then coordinated with AJV−A2 to verify the accuracy of its information. At least once every 2 years, the EOVM must be reviewed for adequacy and coordinated with AJV−A2 for accuracy.

f. Facilities will receive a new EOVM from AJV−A2, regardless of whether changes were made or requested. ATMs must revise maps immediately when changes affecting the EOVM occur. Newly received EOVMs must be implemented by facility managers as soon as possible, but no later than 60 days after the map production date.

NOTE−
AJV−A2's review cycle may not be the same as a facility's 2-year review cycle. In an effort to reduce duplication of work, ATMs should align their 2-year review dates with that of AJV−A2's review.

g. Similar maps often titled VFR or EMERGENCY are EOVM−like maps. These video maps do not follow the EOVM validation process, except for the depiction of operational private airports. Facilities must follow the provisions of c1(d)(3) above concerning suitability for depiction. AJV−A2 will provide their local template during coordination of the video map for private airport depiction.

3−8−5. EMERGENCY ALTITUDE MAP (EAM)

a. An EAM may be established at en route facilities that have designated mountainous areas as defined in 14 CFR part 95, subpart B, within their delegated area of control. This map is intended to facilitate advisory service to an aircraft in an emergency situation in the event an appropriate terrain/obstacle clearance minimum altitude cannot be maintained.

NOTE−
Appropriate terrain/obstacle clearance minimum altitudes may be defined as minimum IFR altitude (MIA), minimum en route altitude (MEA), minimum obstruction clearance altitude (MOCA), or minimum vectoring altitude (MVA).

b. The EAM may be used, and the advisory service provided only when a pilot has declared an emergency, or a controller determines that an emergency condition exists or is imminent because of the inability of an aircraft to maintain the appropriate terrain/obstacle clearance minimum altitude(s).

c. EAM Design:

1. EAM lateral limits must be the same as the associated MIA lateral limits.

2. The posted EAM altitude must be the higher of the following:

(a) The highest terrain elevation value rounded up to the nearest 100 feet, plus an additional 200-foot buffer for any adverse assumption obstacle (AAO); or

(b) The highest obstacle elevation value rounded up to the nearest 100 feet, plus an additional 100-foot buffer.

d. All EAM values must be adapted within ERAM as follows:

1. Expressed as MSL altitudes in hundreds of feet.

2. Displayed within parentheses to differentiate them from MIA values.

3. Located as closely as possible to and directly below the MIA values on the associated video map.

EXAMPLE−
An EAM value of 4,500 feet will be displayed as (045).

e. EAM Verification:

1. Any ERAM EAM adaptation must be checked for adequacy and then coordinated with AJV−A to verify the accuracy of its information.

2. Subsequent verifications must be completed at least once every 2 years or whenever the lateral boundaries of any MIA area are changed, whichever is earlier.

3. Changes within the Digital Obstacle File (DOF) data that adversely affect EAM values must be incorporated into the operational ERAM adaptation as soon as possible and appropriate actions must be taken to ensure operational personnel are informed.

3–8–6. ESTABLISHING DIVERSE VECTOR AREA/S (DVA)

a. DVAs may be established at the request of the ATM at ATCT locations without published SIDs. DVA requests will be coordinated jointly with the appropriate Service Area respective OSG and Mission Support Services, Instrument Flight Procedures Group, for candidate airports within the facility's area of jurisdiction after considering and fulfilling the following steps:

1. DVAs should be considered when obstacles penetrate the airport's diverse departure obstacle clearance surface (OCS). The OCS is a 40:1 sloping surface and is intended to protect the minimum 200 feet/NM climb gradient. If there are no obstacle penetrations of this surface, then standard takeoff minimums apply, obstacle clearance requirements are satisfied, and vectoring of IFR aircraft is permitted below the MVA/MIA.

2. When the OCS is penetrated, the Instrument Flight Procedures Group procedural designer may develop an obstacle departure procedure (ODP). An ODP may consist of obstacle notes, nonstandard takeoff minimums consisting of nonstandard ceiling and visibility or climb gradient, a specified departure route, or any combination thereof. If an ODP is developed for a runway, it may be a candidate for a DVA. The ATM must determine that sufficient surveillance coverage exists for any airport with a published instrument approach and an operating control tower.

3. Where established, reduced air traffic separation from obstacles, as provided for in TERPS diverse departure criteria, can be used to vector departing IFR aircraft below the MVA/MIA.

4. To assist in determining if obstacles penetrate the 40:1 surface, ATMs may request the Instrument Flight Procedures Group or the Service Center Flight Procedures Team (FPT) to provide a graphic depiction of any departure penetrations.

5. If the location is listed in the Terminal Procedure Publication (TPP) index, check the take-off minimums and (Obstacle) Departure Procedures in section C of the TPP for the DVA runway. If nothing is listed, or only low, close-in obstacle notes appear, then a DVA is not necessary. If a DP appears, development of a DVA becomes an option.

6. If the location is not listed, query the AIS website at http://www.faa.gov/air_traffic/flight_info/aeronav/Aero_Data/ and select the Special Procedures link to determine if a "special" instrument approach procedure exists at that airport/heliport. If there is a special procedure, the Regional Flight Standards All Weather Office (AWO) can supply FAA Form 8260–15A for ODP information when requested by the facility.

NOTE–
If the TPP or AWO indicates IFR departures N/A for any given runway, then a DVA is not authorized.

7. If the ATM elects to request a DVA, use the sample memorandum below as a guide (see FIG 3–8–1). Specify if the request is to establish, modify, or cancel a DVA. If modifying or canceling a DVA, attach the memorandum that authorizes the current DVA. The DVA request must include the following:

(a) Airport identifier.

(b) Desired DVA runway(s).

(c) Requested DVA method. Specify a range of operational headings by starting from the extreme left heading proceeding clockwise (CW) to the extreme right heading as viewed from the departure runway in the direction of departure (for example, Runway 36, 290 CW 120), or isolate a penetrating obstacle(s) by identifying that obstacle(s) either by DOF number or range/bearing from airport.

(d) Maximum Extent (Distance) from Departure Runway.

(e) Radar Type/Beacon Type. Provide whether the facility has an ASR–8, 9, or 11, and its associated beacon system or monopulse secondary surveillance radar (MSSR), if applicable.

(f) Facility Hours of Operation.

FIG 3–8–1
Sample DVA Memo

Federal Aviation Administration

Memorandum

Date: March 10, 2011

To: John Bickerstaff, Manager, Terminal Procedures and Charting Group, AJV-35
THRU: Mark Ward, Manager, Eastern Operations Support Group, AJV-E2

From: Steve Jones, Air Traffic Manager, XYZ TRACON

Prepared by: Joseph B. Specialist, Support Specialist

Subject: Diverse Vector Area (DVA) Request

XYZ TRACON requests the following DVA action as specified for the following airport(s) based on the information provided below:

ACTION	AIRPORT	RWY	REQUESTED DVA METHOD	DIST FROM RWY
			Range of Headings	
ESTABLISH	KABC	35R	320 CW 020	Within 18NM
			Range of Headings	
ESTABLISH	KABC	17L	140 CW 200	Within 20NM
			Isolate Penetrating Obstacle	
MODIFY	KXYZ	15	DOF 05-00234	
CANCEL	KDEF	22		

Radar Type/Beacon Type: ASR-8 with ATCBI-5

Hours of Operation: 0600-2300 local

POC is Joe Specialist, XYZ TRACON, 416-555-9988.

Attachments:
1. KXYZ DVA authorization memorandum dated October 28, 2008.
2. KDEF DVA authorization memorandum dated February, 16, 2009.

Section 7. Reports

4–7–1. MONTHLY REPORTS

Facilities must submit monthly reports to the appropriate Service Area office by the 5th day of the following month. Distribution must be made in accordance with appropriate instructions.

4–7–2. DELAY REPORTING

Air traffic personnel are responsible for reporting delays of 15 minutes or more that occur in facilities or airspace under their control. The cause of the delay, as well as the type aircraft involved (commercial, air taxi, general aviation, or military), and the duration of the delay must be included in the daily reporting system. The air traffic operations network (OPSNET) is utilized for the purpose of submitting these reports electronically. For more detailed information on OPSNET reporting, policies, and procedures refer to FAA Order JO 7210.55, Operational Data Reporting Requirements.

4–7–3. SYSTEM IMPACT REPORTS

The ATCSCC is the focal point for collecting information relating to operational system impacts; for example, NAVAID/radar shutdowns, runway closures, landline/frequency outages, or any system event that has the potential to create an operational impact in the NAS.

a. Therefore, all air traffic facilities must follow procedures and responsibilities in paragraph 18–5–13, Electronic System Impact Reports. This process streamlines reporting and disseminating information that has an impact within the NAS.

b. This does not eliminate, or in any way alter, current operational error/deviation or accident/incident reporting procedures with Safety Investigations, regional operations centers, and FAA Operations Center as set forth in this order, FAA Order JO 8020.16, Air Traffic Organization Aircraft Accident and Incident Notification, Investigation, and Reporting, and other appropriate directives.

4–7–4. UNIDENTIFIED ANOMALOUS PHENOMENA (UAP) REPORTS

a. Pilot reports and/or air traffic personnel observations of unidentified anomalous phenomena (UAP) activity must be reported to the National Tactical Security Operations (NTSO) Air Traffic Security Coordinator (ATSC) team on the Domestic Events Network (DEN). Report the following items if available:

REFERENCE–
FAA Order JO 7110.65, Para 9–8–1, General.

1. Call sign of aircraft that reported the UAP or, otherwise, if an air traffic personnel observation;

2. Location, altitude, and flight direction of the reporting aircraft or location of the reporting air traffic personnel;

3. UAP location in relation to aircraft position or air traffic personnel;

4. General description of the UAP, including any known pertinent information (i.e., altitude, direction of flight, speed); and

5. If UAP depicted on ATC radar displays.

b. Other persons wanting to report UAP activity may be referred to the All-Domain Anomaly Resolution Office (AARO) website at https://www.aaro.mil/.

c. If concern is expressed that life or property might be endangered by UAP activity, report the activity to the local law enforcement department

Part 2. AIR ROUTE TRAFFIC CONTROL CENTERS

Chapter 6. En Route Operations and Services

Section 1. General

6–1–1. AREAS OF OPERATION

The control room is divided into easily managed segments or areas of operation. An area of operation consists of a group of sectors requiring the service of ATCSs. The number of areas authorized is based on the ARTCC's requirements and staffing needs. Approval from the Vice President of Air Traffic Services must be obtained prior to changing the number of areas of operation.

6–1–2. SECTORS

The basic unit in each area of operation is the sector. Sectors are classified as one Radar and one Radar Associate, or one ATOP Position.

6–1–3. SECTOR CONFIGURATION

a. The size and configuration of sectors are determined by:

1. Traffic volume.

2. Traffic flow.

3. Types of aircraft.

4. Location and activity of terminals.

5. Special operations/procedures.

6. Coordination requirements.

7. Consolidation capability.

8. Radar/radio coverage.

9. Equipment limitations.

10. Airway alignments.

b. Accordingly:

1. Align sector boundaries so as to contain the longest possible segments of airways.

2. Align sector consoles to conform with the primary traffic flow.

3. Distribute the workload equitably among the sectors.

4. Provide for a sector consolidation capability.

c. The lateral boundaries of sectors in different altitude strata need not coincide.

d. A LOA must be prepared when adjacent sectors of two facilities are stratified at different levels.

6–1–4. AREAS OF SPECIALIZATION

ARTCC air traffic managers must divide their control rooms into areas of specialization as sector complexity dictates. ATCSs must be assigned to one or more areas of specialization commensurate with individual

qualifications. An area of specialization is a group of interrelated sectors on which an ATCS is required to maintain currency. ARTCC air traffic managers should strive to make areas of specialization coincident with areas of operation. There may be more than one area of specialization in an area of operation. Avoid, if possible, establishing an area of specialization encompassing portions of two areas of operation. The Service Area Director of Air Traffic Operations should be notified of changes affecting the number and type of areas of specialization.

6–1–5. OPERATING POSITION DESIGNATORS

a. The following designators may be used to identify operating positions in an ARTCC: (See TBL 6–1–1).

TBL 6–1–1
Operating Position Designators

	Designator	*Position*
1.	A	Developmental Controller
2.	C	Coordinator
3.	D	Sector Controller
4.	DR	Radio Controller
5.	DSC	Data Systems Coordinator
6.	ERM	ERM Route Metering
7.	FDCS	Flight Data Communications Specialist
8.	M	AMIS Controller
9.	MC	Mission Coordinator
10.	OM	Operations Manager
11.	OS	Operations Supervisor
12.	R	Radar Controller
13.	RH	Radar Handoff
14.	SDCS	Supervisory Data Communications Specialist
15.	STMCIC	Supervisory Traffic Management Coordinator-in-Charge
16.	TMC	Traffic Management Coordinator
17.	WC	Weather Coordinator

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

6–1–6. FLIGHT PROGRESS STRIP USAGE

Air traffic managers may authorize optional strip marking at specific sectors provided all of the following are met:

a. The sector/position is using an automated system with System Analysis Recording (SAR) capabilities;

b. Computer generated flight progress strips are being posted;

c. Radio and interphone transmissions are being recorded;

d. Control instructions or coordination not recorded on a voice recorder must be documented on the flight progress strip;

e. Standard strip marking procedures are used until the aircraft is in radar contact, the hand–off has been accepted and direct radio communications has been established, except where automated, electronic strips or equivalent are in use (e.g., ATOP);

Section 3. Operations

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

a. SIGMETs and CWAs:

1. The CWSU meteorologist is the focal point for the review of SIGMETs to determine application to the ARTCC area of responsibility and may issue a CWA to modify or redefine the SIGMET information.

2. The CWSU meteorologist may also issue a CWA in advance of a SIGMET when the observed or the expected weather conditions meet SIGMET criteria or when conditions do not meet SIGMET criteria but are considered significant.

3. The weather coordinator (WC) has the primary responsibility for the inter/intrafacility dissemination of AIRMETs (except over CONUS), SIGMETs, urgent PIREPs (UUA), routine PIREPs (UA), and CWAs, and must ensure that sufficient information is disseminated to facilitate the required alert broadcasts.

NOTE–
In recognition that there are several uses/definitions for the acronym CONUS, references herein to CONUS are specific to the contiguous United States (i.e., "lower 48").

REFERENCE–
FAA Order JO 7210.3, Chapter 18, Section 26, Weather Management.
FAA Order JO 7110.65, Para 2–6–6, Hazardous Inflight Weather Advisory.

4. Terminal ATC facilities must relay the SIGMET and the CWA information to towers under their jurisdiction.

b. PIREPs:

1. The WC is the focal point for handling PIREP requests and for the dissemination of urgent and routine PIREPs within the ARTCC and to terminal ATC facilities without Leased Service A System (LSAS) which are or may be affected.

2. The CWSU meteorologist solicits PIREPs through the weather coordinator or directly from the controllers when required.

(a) Both solicited and unsolicited PIREPs that meet the urgent PIREP criteria must be distributed immediately via the LSAS.

(b) Solicited and unsolicited routine PIREPs must be distributed in a timely manner.

c. PIREP classification: Categorize PIREPs as follows:

1. URGENT: Weather phenomena reported by a pilot which represents a hazard or a potential hazard to flight operations. Disseminate reports of the following conditions as URGENT PIREPs:

(a) Tornadoes, funnel clouds, or waterspouts.

(b) Severe or extreme turbulence (including clear air turbulence).

(c) Severe icing.

(d) Hail.

(e) Low level wind shear.

NOTE–
Defined as wind shear within 2,000 feet of the surface.

(f) Volcanic eruptions and volcanic ash clouds.

(g) Detection of sulfur gases (SO_2 or H_2S), associated with volcanic activity, in the cabin.

NOTE–
The smell of sulfur gases in the cockpit may indicate volcanic activity that has not yet been detected or reported and/or possible entry into an ash-bearing cloud. SO_2 is identifiable as the sharp, acrid odor of a freshly struck match. H_2S has the odor of rotten eggs.

(h) Any other weather phenomena reported which are considered by the specialist as being hazardous or potentially hazardous to flight operations.

2. ROUTINE: Classify all solicited and unsolicited PIREPs as routine unless otherwise indicated.

6–3–2. RECEIPT OF NOTAM DATA

ARTCC air traffic managers must coordinate with other air traffic facilities in their area to ensure that adequate procedures are established for the receipt and distribution of NOTAMs. NOTAM distribution may be accomplished via the Aeronautical Information System Replacement (AISR) or accessed at https://notams.aim.faa.gov/notamSearch as a source for NOTAM information.

6–3–3. REVIEW AIRSPACE STRUCTURE

Although magnetic radials are used in planning airways/routes, conversion to true radials is required for designation. The final magnetic radials are not determined until the airspace action is charted. As a result, differences from planned magnetic radials may occur in the conversion of true to magnetic radials. Differences may also occur later due to changes in the magnetic variation, which is recomputed every 5 years. These differences could contribute to the misapplication of the VFR altitude hemispheric rule. Therefore, ARTCC air traffic managers must conduct a continuing review of the airway and jet route structures and proposed new airspace cases and bring any differences to the attention of the Service Area Director of Air Traffic Operations.

6–3–4. FLIGHT DATA UNIT

a. The Flight Data Unit (FDU) is responsible for processing and disseminating operational information necessary for NAS operations.

b. The FDU must provide system support during outage(s) of critical systems and/or software. These responsibilities include data recovery, manual processing, and disseminating information or data products as necessary for safe and efficient operations.

c. The Air Traffic Manager (ATM) must:

1. Ensure all FDU responsibilities and procedures listed below are established in local orders or directives.

2. Assign additional duties of a recurring nature based on unique facility requirements.

3. Provide FDU specialists a copy of, or access to, the following;

(a) FAA Order JO 7110.10, Flight Services.

(b) FAA Order JO 7110.65, Air Traffic Control.

(c) FAA Order JO 7900.5, Surface Weather Observing–METAR.

(d) FAA Order 7930.2, Notice to Airmen (NOTAM).

(e) Position binder, which includes:

(1) Procedures for accomplishing assigned position related duties and responsibilities.

(2) Examples and formats for seldom used procedures.

(3) Cross references to documents and lists contained in other publications which may be used where applicable.

d. Unless otherwise specified in a facility directive or a letter of agreement, the Flight Data Communications Specialist (FDCS) performs the following:

1. Flight Plan Data.

(a) Process domestic flight plan(s) proposals, corrections, amendments, and remove strip requests.

(b) Process international flight plan(s) proposals, corrections, amendments, remove strip requests, and departure messages.

(c) Process military flight plans.

(d) Provide data search assistance for Search and Rescue (SAR) information requests.

2. Weather Products:

(a) Support the TMU weather coordinator with inter/intrafacility dissemination of the weather data products described in the Weather Management section of this order. This should include both urgent PIREPs (UUA) and routine PIREPs (UA).

REFERENCE–
FAA Order JO 7210.3, Para 18–26–4, Weather Management, Subpara b1.

(b) Provide inter/ intrafacility dissemination of international weather products as needed.

(c) Perform altimeter and weather data checks and system updates as required.

(d) Provide backup services for terminal facility PIREP and METAR entries.

REFERENCE–
FAA Order JO 7110.65, Para 2–6–3, Weather Information, Subpara c.

3. NOTAMs:

(a) Process and disseminate FDC, Special Use Airspace (SUA), and Temporary Flight Restriction (TFR) NOTAMs.

(b) Provide assistance with formatting and inputting Special Activity Airspace (SAA) NOTAMs.

(c) Process and disseminate NOTAM D information as necessary, to include ERIDS backup services.

4. System/Administrative Messages: Process and disseminate the following messages:

(a) GENOTs,

(b) CIRNOTs,

(c) Oceanic track,

(d) ALTRV movement/change.

5. Classified National Security Information (CNSI) and Communications Security (COMSEC): Handle, safeguard, and protect CNSI and COMSEC material in accordance with national policies, FAA orders, and local SOPs.

6. Clearance Relay:

(a) Responds to telephone requests for ATC clearances received from pilots by contacting the appropriate sector within the ARTCC or approach control facility and relays clearance issued to the pilot verbatim.

(b) Advises appropriate ARTCC sector or approach control facility of IFR Flight Plan cancellations received over the telephone.

6–3–5. CHANGES TO MTR AND MOA PUBLISHED ACTIVITY SCHEDULES

ARTCCs must use the procedures as outlined in FAA Order 7930.2, Notice to Airmen (NOTAM), paragraph 6-1-2, Special Activity Airspace (SAA), when MTR or MOA activity is scheduled to occur at other than published or charted times.

Section 5. Air Carrier Computer Interface Program

6–5–1. GENERAL

Apply the provisions of this section when coordinating and implementing the air carrier computer interface program. The term *air carrier* used in this section includes scheduled air taxi operators that have the capability to transmit flight plans via the NADIN/Center B interface to ARTCC computer programs.

6–5–2. FACILITY RESPONSIBILITIES

The ARTCC, upon request from an air carrier to participate in this program, must:

a. Obtain local contacts from the air carrier for coordinating the program.

b. Provide the air carrier with a contact for the continued coordination of the program.

c. Ensure that the air carrier is apprised of the criteria in paragraph 6–5–3, Criteria for Participation.

6–5–3. CRITERIA FOR PARTICIPATION

Air carriers participating in the program must be advised of the following criteria:

a. Departure points and destinations must be contained within the CONUS. However, some users have made previous arrangements with various ICAO States (Puerto Rico, Panama, Canada, etc.) to accept domestic format. These agreements must be honored.

b. Flight plans must not be filed more than 3 hours in advance of the proposed departure times. Flight plans must be telephoned to the appropriate facility if less than 45 minutes from the proposed departure time. All changes in the flight plan after filing must be telephoned to the appropriate facility.

c. All flight plans must adhere to the format convention and content specified in paragraph 6–5–4, Format Conventions, and paragraph 6–5–5, Message Content.

6–5–4. FORMAT CONVENTIONS

Flight plans must be filed in the following format:

a. Data input must adhere to a fixed order and not exceed the stated maximum number of characters or elements allowed for each field in messages addressed to an ARTCC computer.

b. Each field of data is composed of one or more elements. Discrete elements of information within a field are separated by delimiters; generally, virgules (/) or periods.

c. Some fields contain the necessary functions to operate the computer adapters and are designated by alpha characters. Do not separate these fields with spaces.

d. One space character must be entered at the end of each data field, except:

1. The first data field of a message must not be preceded by a space.

2. The last data field of message need not be followed by a space.

3. The Remarks (Field 11) terminate with the last nonspace character transmitted.

6–5–5. MESSAGE CONTENT

The complete message content, the order of data, the number of characters allowed within any data field or element, and any associated operational procedure or restrictions must be as follows: (See FIG 6–5–1).

a. Start of Message Code (Field A). Appropriate individual company coding to ensure entry into the AFTN system.

b. Preamble Line (Field B). Consists of priority and addressees in ICAO format.

c. End of Line Function (Field C). Three characters composed of carriage return, carriage return, line feed.

d. Computer Adapter Turn-on Code (Field D). Three characters specifying the facility adapter code plus carriage return, carriage return, line feed.

e. Source Identification (Field 00). Ten characters followed by a space character in the following order:

1. Three-character address of the originating office.

2. Four-character (digits) time in UTC.

3. Three characters (digits) representing the number of the message being transmitted to the specific facility. All facilities will have individual sequence numbers beginning with number 000 at 0000Z.

f. Message Type (Field 01). The letters "FP" followed by a space character.

g. Aircraft Identification (Field 02). Consists of two to seven characters followed by a space character. The first character of the identification must be a letter.

h. Aircraft Data (Field 03). Consists of two to nine characters followed by a space character. Aircraft data within the field may vary from one to three elements consisting of:

1. Super or heavy aircraft indicator (H/): When aircraft are designated super or heavy, the heavy indicator is mandatory.

2. Type of Aircraft: This element is mandatory and contains the standard aircraft type designator, in accordance with FAA Order JO 7360.1, Aircraft Type Designators.

3. Equipment Suffix: This element is optional and consists of a slash followed by one letter which is one of the approved designators identifying transponder and/or navigation equipment.

i. Airspeed (Field 05): Consists of two to four characters followed by a space character. This field must include the filed true airspeed in knots or Mach speed.

j. Departure Point (Field 06): The airport of departure must be two to a maximum of five characters using the authorized identifier accessible through FAA Order JO 7350.9, Location Identifiers, and must duplicate the first element of the route of flight (Field 10).

k. Proposed Departure Time (Field 07): Consists of five characters followed by a space character. This field contains the letter "P" followed by a four-digit time group (in UTC).

l. Requested Altitude (Field 09): Consists of two to three characters followed by a space character. Altitudes or flight levels, as appropriate, must be expressed in hundreds of feet.

m. Route of Flight (Field 10): The route of flight consists of the departure point, the route of flight, and a destination:

1. Field 10 is fixed sequence field and must begin with a fix; e.g., fix.route.fix.route., etc. An element is separated from another element by a period character.

2. When consecutive fix elements or route elements are filed, the fixed sequence format is maintained by inserting two period characters between the filed Field 10 elements; e.g., fix..fix or route..route.

3. The maximum number of filed field elements for computer-addressed flight plans is 40. Double period insertions do not count against the 40-element limitation.

(a) Fix Descriptions: A fix identifies a geographic point and must be one of either domestic, Canadian, or international identifiers, which are two to twelve alphanumeric characters.

Section 10. En Route Data Communications

6–10–1. CONTROLLER PILOT DATA LINK COMMUNICATIONS (CPDLC)

All ARTCC ATMs must ensure that the following requirements are incorporated into facility documents, as appropriate, prior to the operational use of CPDLC.

a. CPDLC shutdowns must be coordinated with all affected personnel and users unless operational conditions require an emergency shutdown of the service.

1. The Operations Manager-in-Charge (OMIC) must coordinate with each area to ensure controllers stop using CPDLC.

2. Controllers must use voice to broadcast a message alerting pilots to the shutdown.

NOTE–
A NOTAM may be issued for a longer-term outage.

3. Controllers must take action to ensure that any open or abnormally closed uplinks at the time of the shutdown will be resolved, by voice, with each aircraft.

b. A record of the operational status of CPDLC and its components must be maintained to include system on/off status, initial contact (IC) on/off status, service provider outages, service volume antenna outages, and other pertinent information.

c. Ensure Operations Supervisor (OS) and Controllers-in-Charge (CIC) brief the operational status of CPDLC and its components when relieved of position.

d. Establish procedures to update the frequency management tables to accurately reflect current frequency assignments.

NOTE–
Frequency management tables are used by the CPDLC system to determine the proper radio frequency to use when sending a transfer of communication (TOC) uplink to an aircraft.

e. Establish procedures to coordinate any changes to frequency management tables that will impact adjacent facilities.

NOTE–
1. *When a frequency is out of service, any adjacent ARTCC that might use that frequency in a TOC uplink has to be informed so its frequency management tables can be updated.*

2. *Prior to CPDLC implementation, sector combinations and frequency assignments were normally coordinated across facility boundaries between controllers at the operational positions. With the implementation of CPDLC, controllers should forward that information to the OS/CIC on duty so that the frequency management tables can be updated.*

f. Technical Operations (TO) personnel must be notified when an outage or problem occurs with any element of the Terminal Data Link System (TDLS).

NOTE–
Oceanic operations are not categorized as Departures, Arrivals, and Overs.

(a) IFR flight which penetrates an oceanic ARTCC's area. This count is independent of the Domestic count to be taken.

(1) Only one Domestic and one Oceanic count is normally accrued by a flight transiting domestic and oceanic areas. If the aircraft exits the FIR and then subsequently reenters, or exits ARTCC airspace to another ARTCC and then reenters, additional counts may be taken.

(2) ARTCCs must not take more than one Domestic count, even though the aircraft exits an ARTCC's domestic area, crosses the same ARTCC's oceanic area, and again enters the domestic area.

(3) An Oceanic count must not be taken for each hour an aircraft is operating "on station."

(b) IFR flight which originates in an ARTCC's oceanic airspace.

9–1–4. MILITARY AIRCRAFT MOVEMENTS

The military services frequently fly several aircraft in formation receiving ATC services as if they were a single unit. Such operations must qualify for a Departure, Arrival, or Over count using the guidelines in paragraph 9–1–3*,* Criteria for IFR Aircraft Handled Count. Count such military aircraft movements as follows:

a. Consider flights of more than one aircraft operating in a formation and handled as a single aircraft as a single unit, however, if the formation breaks up into smaller formations, take another count for each individual formation or individual flight.

b. Consider as a military mission any operation involving two or more military aircraft flying over routes which require coordination to reserve an altitude or a block of altitudes and count the entire mission as one flight.

NOTE–
"Military Mission" refers to an "altitude reservation" that is approved by CARF or by the ARTCC when the operation is not covered in a letter of agreement.

c. Take a separate operations count for each aircraft in a military mission when:

1. Radar service is provided to individual aircraft (or flights).

2. Aircraft operating outside areas of radar coverage have at least 15 minutes separation.

9–1–5. USE OF AUTOMATED COUNTS

ARTCCs may elect to use automated counting procedures, manual counting procedures, or both. For example, a computer count may be used for Departures and Overs, while military and oceanic Overs are added manually. The accuracy of computer counts must be verified periodically to be within plus/minus 3 percent of the actual traffic count.

9–1–6. FAA FORM 7230–14, ARTCC OPERATIONS DAILY SUMMARY

When using manual counting procedures, FAA Form 7230–14 is a monthly form which must be used by ARTCCs and CERAPs for reporting their daily and monthly operational traffic counts. The front side of the form is for Domestic operations and VFR advisory counts. This side will meet the normal requirements of most facilities. The back of the form is for Oceanic operations and must be filled out by those facilities having oceanic airspace. Forms forwarded as the official facility traffic count must be neat and readable as each column will be entered into the computer for processing and storage.

9–1–7. INSTRUCTIONS FOR COMPLETING FAA FORM 7230–14

a. FRONT SIDE: Enter the facility's name and location. Use two digits for the month and the year (March 2019 would be 03, 19), and fill in the facility's three-letter identifier.

1. *Domestic Operations:* Each day record by category the count for Departures, Arrivals, and Overs. These columns are added across to get the "Domestic Aircraft Handled" column. Those facilities not using an arrival count must leave those columns blank, enter the actual number of departures in the departure column, and reflect departures multiplied by 2 plus overs in the "Domestic Aircraft Handled" column. Safety and Operations Support does not keypunch the "Domestic Aircraft Handled" column. Rather, it uses a computer routine to add the individual entries, and that column is provided only for the convenience of the facilities and the Service Area office. At the bottom of the form, a row marked "TOTAL" is for the monthly total of each column. Below that row, and at the very bottom, is a row marked "1," which may be used any way the facility desires to use it.

2. *VFR Advisories:* The far right−hand column is for the VFR Advisories count. The count is used in various studies of expanded ARTCC service.

b. REVERSE SIDE: Facilities that need to use the back of the form must repeat the entries for the month, the year, and the facility location identifier.

1. *Oceanic Operations:* The primary use of the back of the form is for Oceanic operations. If a facility has oceanic airspace, unless reported by other means, Oceanic operations must be filled in each day by category. If a category has no Oceanic operations for a day, leave it blank, (do not use a zero). These columns are added horizontally to get the "TOTAL" Oceanic operations column. At the bottom of the form, a row marked "TOTAL" is for the monthly total of each column.

2. *Grand Total:* Add the Domestic total to the Oceanic total to get a grand total for the day. The form is designed to be folded so that the three columns are side by side. Folding instructions are printed on the form.

3. *Special Use:* Routinely these columns are not used but are provided for the occasional special project which may be directed by Washington Headquarters or The Service Area Director of Air Traffic Operations.

4. *Remarks:* The remarks column may be used at any time to enter pertinent remarks concerning other portions of the form.

9−1−8. DISTRIBUTION AND AMENDMENT

a. Distribute FAA Form 7230−14 as follows (it may be combined in one envelope with the other monthly forms):

1. The original and one copy to the Service Area office not later than the 2nd workday (Monday−Friday) of the following month.

2. One copy to the facility's files.

b. Correct any errors in the forms sent in last month by completing a new form, circling the revised fields, and marking the form "AMENDED COPY." Amended copies of forms more than 1 month old will not be accepted unless approval has been obtained from Acquisition and Business Services, ATO Information Technology, Data Services. Send amended copies along with the current reporting month's forms to the Service Area Director of Air Traffic Operations.

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 Instrument 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 10–4–12, 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, Strategic Operations, AJT–1. 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).

10–3–17. 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.

1. The specialist preparing a voice recording must ensure:

(a) The speech rate is not excessive.

(b) The enunciation is of the highest quality.

(c) Each part of the message is easily understood.

2. When appropriate, voice/text must be cross-checked to ensure the message content is the same.

d. At airports with runway and/or taxiway construction, facilities must ensure ATIS message content is complete, accurate, and contains the proper information related to runway closures and available length (feet). When staffing permits, ATIS messages(s) with runway and/or taxiway construction must be reviewed by the OS/CIC to ensure message content is correct.

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. The optimum duration will be obtained by using an average speech rate.

NOTE–
The following example would be approximately 30 to 40 seconds using an average speech rate of 100 to 150 words per minute.

EXAMPLE–
"Boston Tower Information Delta. One four zero zero Zulu. Wind two five zero at one zero. Visibility one zero. Ceiling four thousand five hundred broken. Temperature three four. Dew point two eight. Altimeter three zero one zero. ILS–DME Runway two seven Approach in use. Departing Runway two two right. Hazardous weather information for (geographical area) available on Flight Service frequencies. Advise on initial contact you have Information Delta."

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:

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.

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.

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. MINIMUM IFR ALTITUDES (MIA)

At terminal facilities that require minimum IFR altitude (MIA) charts, determine MIA information for each control sector and display them at the sector. This must include off-airway minimum IFR altitude information to assist controllers in applying 14 CFR section 91.177 for off-airway vectors and direct route operations. Facility air traffic managers must determine the appropriate chart/map method for displaying this information at the sector. Forward charts and chart data records to the appropriate Service Center Operations Support Group for certification and annual review.

NOTE–
1. *For guidance in the preparation and review of Minimum IFR Altitude charts, see FAA Order JO 7210.37, En Route Instrument Flight Rules (IFR) Minimum IFR Altitude (MIA) Sector Charts.*

2. *This may be accomplished by appending the data on sector charts or MVA charts; special translucent sectional charts are also available. For assistance in obtaining MIA sector charts, contact the Radar Video Map group at 9–AJV–HQ–ATCPRODUCTS@faa.gov.*

10–4–3. PRE-DEPARTURE CLEARANCE (PDC)

a. The ATM must determine the mode of PDC operation. Prior to use of the "AUTO" mode, facilities must establish procedures to immediately detect and promptly correct any data transmitted in error.

1. Facilities must not transmit clearance information through the use of "auto" mode 2 hours prior to closing, in cases where the facility is part-time.

2. Facilities must establish procedures to disable the automatic sending of clearances prior to closing and include clearance void time instructions.

b. The ATM must establish a facility directive for transmitting automated clearances. The directive must contain local procedures and responsibilities for processing clearances and must include the following:

1. Procedures to review clearances for accuracy and route integrity. Include procedures for correcting information prior to transmitting and/or to verbally correct information that has changed or been transmitted in error.

2. Procedures for issuing Departure Procedures (DP), Standard Instrument Departure (SID) procedures, climb-out procedures, altitude information, departure frequencies, and other air traffic control information in accordance with FAA Order JO 7110.65, Air Traffic Control, Chapter 14, Data Link Communications.

3. Responsible positions and procedures to ensure that all applicable clearance information, in accordance with FAA Order JO 7110.65, Air Traffic Control, is conveyed to the pilot either via Selectable Fields or verbal communication.

4. Local procedures for use of Selectable Fields in accordance with FAA Order JO 7110.65, Air Traffic Control, Chapter 14, Data Link Communications.

5. Procedures for monitoring and reporting routes, which are routinely generated by automation, that differ from the filed route (indicated with plus signs on flight progress strip) to the facility POC TAS, who will report to the appropriate ARTCC POC as necessary.

6. Only include information that is not contrary to that in an assigned SID and necessary for a facility specific operation. Once transmitted, if any clearance information changes or if it is contrary to the information in an assigned SID, that information must be issued verbally.

7. Do not imply or use terms such as “cleared as filed” or “as filed” in a PDC automated clearance.

8. Only standard contractions found in FAA Order JO 7340.2, Contractions, must be used in populating Selectable Fields.

9. Procedures for operating in “AUTO” mode, when applicable.

(a) Facilities must not transmit clearance information through the use of “auto” mode 2 hours prior to closing, in cases where the facility is part-time.

(b) Establish procedures to disable the automatic sending of clearances prior to closing and include clearance void time instructions.

10. A Letter to Airmen (LTA) outlining the services being provided by PDC must be issued for a minimum of 2 years following commissioning of the system.

(a) The LTA should include facility-specific limitations, flight plan requirements, or restrictions that would reject PDCs.

(b) The LTA must direct applicants who request to participate in PDC to contact Terminal Data Link System (TDLS) Second Level Engineering Team, AJW−17, at AMC−ATOW−TDLS−Support@faa.gov.

10−4−4. CONTROLLER PILOT DATA LINK COMMUNICATIONS (CPDLC)

The ATM must establish a facility directive for transmitting automated clearances. The directive must contain local procedures and responsibilities for processing clearances and must include the following:

a. Procedures to review all clearances, including initial and revised clearances for accuracy and route integrity.

b. Procedures for correcting errors via voice if unable to use CPDLC.

PHRASEOLOGY−
DISREGARD CPDLC MESSAGE

c. Procedures for issuing DPs, SIDs, climb-out procedures, altitude information, departure frequencies, and other air traffic control information in accordance with FAA Order JO 7110.65, Air Traffic Control, Chapter 14, Data Link Communications.

d. Procedures for accomplishing coordination prior to transmitting revised clearances.

e. Procedures for ensuring acknowledgment of WILCO, UNABLE, and STANDBY for revised clearances.

f. Procedures for handling all flight deck responses.

g. Procedures for handling controller alerts, errors, and timeouts.

h. Responsible positions and procedures to ensure that all applicable clearance information in accordance with FAA Order JO 7110.65, Air Traffic Control, is conveyed to the pilot either via verbal communication or CPDLC.

i. Procedures for operating in "AUTO" mode, when applicable.

1. Facilities must not transmit clearance information through the use of "auto" mode 2 hours prior to closing, in cases where the facility is part-time.

2. Establish procedures to disable the automatic sending of clearances prior to closing and include clearance void time instructions.

10–4–5. TDLS APPLICATION SPECIALIST (TAS)

The ATM must designate two air traffic personnel as facility TASs. The TASs must:

a. Complete the TDLS Application Specialist Course #50085001 prior to editing adaptations at the Maintenance TDLS Menu (MTM) Console.

b. Configure air traffic components of TDLS, incorporate air traffic operational data, monitor data and configurations to ensure accuracy and currency, make adjustments to TDLS as required, and maintain the TDLS adaptation for currency and optimum usability.

NOTE–
When configuring the TDLS MTM, the TAS should use published SID codes and transitions. For each SID in their local adaptation, enter the SID name and number, the common point, and all associated transitions, if any. If a facility deviates from this, local documentation should be established outlining the deviations. Coordination with overlying and adjacent facilities may be necessary if deviating from the above settings.

c. Share responsibility and coordinate with the Technical Operations (TO) TDLS System Administrator(s) as necessary.

d. Receive reports and monitor routes, which are routinely generated by automation, that differ from the filed route (indicated with plus signs on flight progress strip). Investigate likely causes of multiple, repeated occurrences. Report the findings to appropriate ARTCC DCL POC.

10–4–6. 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.

10–4–7. 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.

1. Pilots must contact GC/CD prior to starting engines to receive start time or taxi time, as appropriate. The sequence for departure must be maintained in accordance with the initial callup unless modified by flow control restrictions.

2. Develop notification procedures for aircraft unable to transmit without engine(s) running.

NOTE–
Inability to contact GC/CD prior to engine start must not be justification to alter the departure sequence.

3. The operator has the final authority to decide whether to absorb the delay at the gate, have the aircraft towed to another area, or taxi to a delay absorbing area.

4. GC/CD frequency is to be monitored by the pilot. A new proposed engine start time or taxi time must be issued if the delay changes.

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

10–4–8. ADVISORY SERVICE TO ARRIVING VFR FLIGHTS

When it is desirable to reduce the workload at the LC position, procedures should be established whereby arriving aircraft make their first contact with the control tower on the approach control frequency, regardless of weather, provided the following conditions exist:

a. Approach control and LC positions use separate frequencies.

b. ATC service to IFR flights is not affected.

c. Use of the procedure will not hinder the operation of VFR aircraft by requiring excessive routing or spacing.

d. Consideration is given to establishing radio contact points based on time or distance rather than on landmarks with which some pilots may not be familiar.

e. Where possible, radio contact points and the routes between them and the airport are different from those used by IFR flights.

f. Pilot participation is encouraged rather than required, and compliance with the procedures is not made mandatory.

10–4–9. PRACTICE INSTRUMENT APPROACHES

a. VFR aircraft practicing instrument approaches at the approach control's primary airport(s) must be provided IFR separation in accordance with FAA Order JO 7110.65, Air Traffic Control, Chapter 4, Section 8. The primary airport is the airport from which approach control service is provided, except for remoted facilities where the ATM will designate the primary airport(s). The primary airport(s) must be specified in a facility directive.

b. ATMs must evaluate those airports where basic radar service is available for determining where IFR separation to VFR aircraft conducting practice instrument approaches will be provided. The ATM must consider the impact on operations and service requirements when determining the airports that will receive this additional service.

c. The ATM must issue a Letter to Airmen (LTA) advising the users of airports where IFR separation is provided for VFR aircraft conducting practice instrument approaches. The LTA must specify which facility will handle the aircraft practicing instrument approaches and include the appropriate frequencies. Airport(s) where this service is provided must be specified in a facility directive.

REFERENCE–
FAA Order JO 7210.3, Para 4–1–3, Service Area Review.
FAA Order JO 7210.3, Para 4–5–2, Letters to Airmen.

d. Where a facility directive requires the application of IFR separation to VFR aircraft practicing instrument approaches, IFR separation must be provided in accordance with FAA Order JO 7110.65, Chapter 4, Section 8.

e. Temporary conditions (e.g., available staffing, equipment operating status, VIP movement, TFRs, or unusual operations) may impact a facility's ability to provide practice instrument approach services. Facilities may elect to suspend practice instrument approaches when a temporary condition exists.

f. At airports with a nonapproach control tower, or an airport with a Flight Service Station (FSS) that provides Local Airport Advisory (LAA), procedures for handling VFR aircraft conducting practice instrument approaches must be included in an LOA, if applicable.

10–4–10. SIMULTANEOUS INDEPENDENT APPROACHES

a. Simultaneous independent approaches may be conducted when:

1. Dual parallel runway centerlines are at least 3,600 feet apart, or dual parallel runway centerlines are at least 3,000 feet apart with a 2.5º to 3.0º offset approach to either runway.

2. Triple parallel approaches may be conducted when:

(a) Parallel runway centerlines are at least 3,900 feet apart; or

(b) Parallel runway centerlines are at least 3,000 feet apart, a 2.5º to 3.0º offset approach to both outside runways; or

(c) Parallel runway centerlines are at least 3,000 feet apart, a single 2.5º to 3.0º offset approach to either outside runway while parallel approaches to the remaining two runways are separated by at least 3,900 feet.

(d) Parallel approaches to airports where the airport field elevation is more than 2,000 feet MSL require the use of the final monitor aid (FMA) system.

HIGH UPDATE RATE SURVEILLANCE

b. At locations with high update rate surveillance capable of update rates of 1.2 seconds or faster, and where fusion display mode is utilized, simultaneous independent approaches may be conducted under the following conditions:

1. Dual parallel runway centerlines are at least 3,100 feet apart, or dual parallel runway centerlines are at least 2,500 feet apart with a 2.5º to 3.0º offset approach to either runway.

2. Triple parallel runway centerlines are at least 3,100 feet apart, or triple parallel runway centerlines are at least 2,500 feet apart with a 2.5º to 3.0º offset approach to both outside runways, or triple parallel runway centerlines are at least 2,500 feet apart, and a single 2.5º to 3.0º offset approach to either outside runway while parallel approaches to the remaining two runways are separated by at least 3,100 feet.

3. A surveillance update rate of at least 1.2 seconds is required for monitoring the no transgression zone (NTZ) when conducting simultaneous independent approaches to the runway centerline spacing (RCLS) provided in this paragraph.

NOTE–
1. *The facility ATM notifies the Safety Performance Monitoring Team (AJI–313) when implementing HUR surveillance procedures for the first time.*

2. *Where RCLS is ≤3400 feet, the normal operating zone (NOZ) is constant at 700 feet; and for RCLS ≥3400 feet, the no transgression zone (NTZ) remains constant at 2000 feet.*

3. *Technical Operations' Navigation & Surveillance Enterprise Control Center (NECC) monitors the health and status of the ADS–B Service 24/7/365. The NECC notifies those locations using HUR procedures when the ADS–B service is not providing the required target update performance along the full length of the NTZ. When informed by the NECC that the required target update performance is not meeting expectations, facility is expected to cease HUR procedures.*

4. *At this time, STARS cannot provide the controller with real time notification of target update performance that meet the requirements to achieve HUR surveillance benefits.*

5. *Parallel approach turn-on at or above 5,000 feet MSL with RCLS less than 3,400 feet may result in increased TCAS RA events.*

REFERENCE–
FAA Order 6000.15, General Maintenance Handbook for National Airspace System (NAS) Facilities, Appendix K.

c. Instrument approach procedures are annotated with "simultaneous approach authorized."

d. Equipment required to maintain communication, navigation, and surveillance systems is operational with the glide slope exception as noted below.

e. During glide slope outages, facilities may continue to conduct simultaneous independent approaches without vertical guidance for a period of no more than 29 days, provided the following requirements are identified in an Air Traffic Safety Oversight Service (AOV) approved contingency plan. Submit glide slope outage contingency plans for approval to the Director, Strategic Operations, AJT–1, for processing. At a minimum, the following special provisions, conditions, and limitations must be identified in the plan, if applicable, along with any other facility-specific requirements:

1. An LOA with the ATCT (or facility directive for a combined facility) must contain a description of the procedures, requirements, and any limitations as specified in the facility contingency plan for glide slope out of service procedures.

2. The ATC facility must notify Technical Operations personnel of the glide slope outage.

REFERENCE–
FAA Order JO 7210.3, Para 3–5–2, System Component Malfunctions.

3. The ATC facility must notify arriving pilots that the glide slope is out of service and that the Chart Note stating "LNAV Procedure NA during simultaneous operations" is NOTAMed not applicable. This can be accomplished via the ATIS broadcast.

4. When informed of a full ILS or glideslope outage, ATC facilities that conduct simultaneous approaches must include in a facility directive to notify the Flight Procedure NOTAM center at 405–954–8260 to issue a NOTAM for the RNAV (GPS) approach for the runway with the outage. The NOTAM informs users to disregard the LNAV procedure NA chart note. The facility must also inform the Flight Procedure NOTAM center to cancel the NOTAM when appropriate.

5. Any other requirements specified in the local facility contingency plan for glide slope out procedures must be complied with before conducting simultaneous independent approach procedures.

6. Controllers must be trained and provided annual refresher training concerning the application of these procedures.

7. The ATC facility must record when the glide slope outage occurs and any adverse impact on the operation on FAA Form 7230−4, Daily Record of Facility Operation.

8. Any loss of separation or break out associated with operations under a contingency plan for glide slope out or RNAV approaches to LNAV minimums must be reported to the Director, Strategic Operations, AJT−1.

9. The facility must have radar coverage down to the decision altitude or minimum descent altitude, as applicable.

10. Approaches must be terminated to the runway without a glide slope or RNAV approach to LNAV minima whenever the reported visibility is below the straight-in localizer or RNAV approach to LNAV minimum for that runway.

11. Any required equipment for the approach with the glide slope out of service must be operational, such as DME or VORTAC.

f. Simultaneous approaches with the glide slope unusable must be discontinued after 29 days unless granted a Letter of Authorization by AOV. (See Appendix 4.)

g. When simultaneous approaches are being conducted, the pilot is expected to inform approach control, prior to departing an outer fix, if the aircraft does not have the appropriate airborne equipment or they do not choose to conduct a simultaneous approach. Provide individual handling to such aircraft.

h. Prior to implementing Established on RNP (EoR) operations to parallel runways with centerline spacing 9,000 feet or less (9,200 feet or less at field locations above 5,000 MSL), air traffic managers must:

1. Document all approach and/or transition pairings to be used during EoR operations. Document any existing approach and/or transition that requires application of incorrect flight procedure track separation (see FAA Order 8260.3, Chapter 16).

2. Ensure approved EoR approach pairings comply with the EoR procedure criteria identified in FAA Order 8260.3, Chapter 16.

3. Obtain authorization from the Service Area Director of Air Traffic Operations for the approved instrument approach pairings.

4. Ensure facility directives/letters of agreement list the authorized approach pairs and address the integration of EoR operations with straight−in operations to the same or parallel runway/s. Facility directives/letters of agreement must address, at a minimum, breakout procedures, monitoring, and training requirements.

REFERENCE−
FAA Order JO 7110.65, Para 5−9−7, Simultaneous Independent Approaches−Dual & Triple.
P/CG Term − Established on RNP Concept.

10−4−11. SIMULTANEOUS WIDELY-SPACED PARALLEL OPERATIONS

a. Simultaneous independent approaches to widely-spaced parallel runways without final monitors may be conducted when:

1. Instrument approach procedures are annotated with “Simultaneous Approach Authorized.”

2. A separate approach system is required for each parallel runway. A minimum distance of more than 9,000 feet between centerlines is required when approaches are conducted at airports with field elevations at or below 5,000 feet MSL, or 9,200 feet between runway centerlines is required with a field elevation above 5,000 feet

MSL. Other integral parts of the total Simultaneous Approach System include radar, communications, ATC procedures, and appropriate airborne equipment.

3. Weather activity is closely monitored that could impact the final approach course. Weather conditions in the vicinity of either final approach course may dictate a change of the approach in use.

4. All turn-ons and final approaches are monitored by radar. Since the primary responsibility for navigation rests with the pilot, instructions from the controller are limited to those necessary to ensure separation between aircraft. Information and instructions are issued as necessary to contain the aircraft on the final approach course. Aircraft which are observed deviating from the assigned final approach course are instructed to alter course left or right, as appropriate, to return to the desired course. Unless altitude separation is assured between aircraft, immediate action must be taken by the controller monitoring the adjacent parallel approach course to require the aircraft in potential conflict to alter its flight path to avoid the deviating aircraft.

5. Missed approach procedures are established with climbs on diverging courses. To reduce the possibility of error, the missed approach procedure for a single runway operation should be revised, as necessary, to be identical with that of a simultaneous approach operation.

6. Separate radar and local control positions are established for each final approach course.

b. Record the time the operation begins and ends on the facility log.

c. Where possible, establish standard breakout procedures for each simultaneous operation. If traffic patterns and airspace permit, the standard breakout altitude should be the same as the missed approach altitude.

d. Provide individual handling to an aircraft when the crew informs you that the aircraft does not have the appropriate airborne equipment or they choose not to conduct a simultaneous approach.

e. Facility ATMs must ensure approach pairings, when conducted under the EoR concept, are identified in a Facility Directive and a Letter of Agreement (LOA), if applicable.

REFERENCE–
FAA Order JO 7110.65, Para 5-9-10, Simultaneous Independent Approaches to Widely-Spaced Parallel Runways Without Final Monitors.
P/CG–Term Established on RNP Concept.

10–4–12. SIMULTANEOUS CONVERGING INSTRUMENT APPROACHES

a. The procedures to conduct Simultaneous Converging Instrument Approaches (SCIA) must be developed in accordance with the following paragraphs.

1. The ATM must:

(a) Determine that the volume and complexity of aircraft operations requires the use of simultaneous converging instrument approaches. Additionally, no adverse impact on the users or air traffic control facilities can result from the implementation of the procedure.

(b) Coordinate with airport operations to ensure that runway intersection identification markings are in accordance with appropriate standards if the runways intersect.

(c) Coordinate with the responsible Service Area Flight Procedures Team (FPT) through the service area Operations Support Group (OSG) for the feasibility of SCIA procedural design and the ability to achieve minimums sufficient to justify procedural development. The FPT must consider all aspects of the approach, including NAVAIDS, approach lighting, and airport lighting.

(d) Prepare a staff study which includes:

(1) Type of aircraft and user groups that will be involved in SCIA operations.

(2) Anticipated effect on airport/ airspace capacity, including projected reductions in departure delays, airport arrival rate and projected savings in aircraft fuel consumption.

(3) Daily time periods during which the procedure would be applied.

(4) A preliminary environmental assessment in accordance with FAA Order 1050.1, Environmental Impacts: Policies and Procedures (see paragraph 4−1−6, Preliminary Environmental Review).

2. After completing steps 1 through 4 above, the ATM must:

(a) Submit the request for SCIA operations, to include the completed staff study and a draft graphic of the ILS/GLS or other Approach with Vertical Guidance (APV), to their OSG for review.

(1) The OSG must coordinate the procedure with the appropriate Flight Standards Group within the Office of Safety Standards.

(2) When approved, the OSG will process the package through the FPT for development.

(b) Develop a Letter to Airmen defining local procedures to be used at least 30 days before the effective date. Additional means of publicizing local procedures must be employed in accordance with paragraph 4−2−4, Coordination of ATC Procedures.

b. The requirements for conducting SCIA operations to converging runways are:

1. Operational air traffic control radar.

2. Precision Approaches and/or Approach with Vertical Guidance (APV) must be established on each runway. The authorized approach types are: ILS, GLS, RNAV (GPS) with LPV and/or LNAV/VNAV minimums, or RNAV (RNP).

3. Non-intersecting final approach segments.

4. SIAP specifically titled "Converging" and is published in parenthesis after the title of the procedure, for example, ILS V Rwy 17 (Converging).

(a) Missed approach points (MAP) must be at least 3 nautical miles (NM) apart, and

(b) Published missed approach procedures diverge by at least 45 degrees and the associated primary TERPS surfaces do not overlap.

REFERENCE−
FAA Order 8260.3, United States Standard for Terminal Instrument Procedures (TERPS), Section 10−3.

(c) The ATM must designate a primary and secondary runway for SCIA runway configurations including separation responsibility and procedures to be applied in the event a missed approach is initiated inside the MAP.

(d) Flight Procedures will determine the appropriate approach minimums for both primary and secondary runways for each SCIA configuration.

5. Converging approaches must not be conducted simultaneously to runways that intersect, when the ceiling is less than 1,000 feet or the visibility is less than 3 miles.

6. Converging approaches to runways that do not intersect may be conducted when the ceiling is less than 1,000 feet or visibility less than 3 miles provided all other conditions of this directive are met.

7. Application of this procedure to intersecting runways does not relieve the controller of the responsibility to provide intersecting runways separation as required in FAA Order JO 7110.65, paragraph 3-10-4.

8. A facility directive or letter of agreement must be developed specifying as a minimum:

(a) The runway configurations to be used during SCIA operations,

(b) Separation responsibility and procedures, to be applied, in the event a missed approach is initiated inside the MAP,

(c) Coordination requirements,

(d) Weather minima applicable to each configuration, if different from published minima.

NOTE−
The ATM may establish higher minima than published on the SIAP to preclude, to the extent feasible, the possibility of a weather related missed approach.

c. Authorize simultaneous instrument approaches to converging runways under the following conditions:

1. Only straight-in approaches must be made.

2. All appropriate communication, navigation, and surveillance systems are operating normally.

3. Aircraft must be informed on initial contact, or as soon as possible, that simultaneous converging approaches are in use. Broadcasting this information on the ATIS satisfies this requirement.

4. Weather activity that could impact the final approach courses must be closely monitored. Discontinue SCIA operations if weather trends indicate deteriorating conditions which would make a missed approach likely.

d. Record any occurrence of simultaneous missed approaches while conducting SCIA on FAA Form 7230-4, Daily Record of Facility Operation and submit a mandatory occurrence report (MOR).

10–4–13. SIMULTANEOUS OFFSET INSTRUMENT APPROACHES

a. Simultaneous Offset Instrument Approaches (SOIA) may be conducted at airports with dual parallel runways with centerlines separated by at least 750 feet and less than 3,000 feet, with one straight–in Instrument Landing System (ILS) and one Localizer Directional Aid (LDA), offset by 2.5 to 3.0 degrees in accordance with the provisions of an authorization issued by the Director, Strategic Operations, AJT–1 in coordination with AFS. A color digital display set to a 4 to 1 (4:1) aspect ratio (AR) with visual and aural alerts, such as STARS final monitor aid (FMA) is required.

b. Notification procedures for pilots unable to accept an ILS PRM or LDA PRM approach clearance can be found on the Attention All Users Page (AAUP) of the Standard Instrument Approach Procedures (SIAP) for the specific airport PRM approach.

c. Closely monitor weather activity that could impact the final approach course. Weather conditions in the vicinity of either final approach course may dictate a change of the approach in use. (See paragraph 10–1–6, Selecting Active Runways, subparagraph b Note.)

d. All turn-ons and final approaches are monitored by radar. Since the primary responsibility for navigation rests with the pilot, instructions from the controller are limited to those necessary to ensure separation between aircraft and to prevent aircraft from penetrating the NTZ. Information and instructions are issued, as necessary, to contain the aircraft's flight path within the Normal Operating Zone (NOZ). Aircraft which are observed approaching the No Transgression Zone (NTZ) are instructed to alter course left or right, as appropriate, to return to the desired course. Unless altitude separation is assured between aircraft, immediate action must be taken by the controller monitoring the adjacent parallel approach course to require the aircraft in potential conflict to alter its flight path to avoid the deviating aircraft.

e. Missed approach procedures are established with climbs on diverging courses. To reduce the possibility of error, the missed approach procedure for a single runway operation should be revised, as necessary, to be identical with that of the SOIA operation.

f. Where possible, establish standard breakout procedures for each simultaneous operation. If traffic patterns and airspace permit, the standard breakout altitude should be the same as the missed approach altitude.

g. The following requirements must be met for conducting SOIA:

1. All PRM, FMA, ILS, LDA with glideslope, distance measuring equipment, and communications frequencies must be fully operational.

2. The common NOZ and NTZ lines between the final approach course centerlines must be depicted on the radar video map. The NTZ must be 2,000 feet wide and centered an equal distance from the final approach centerlines. The remaining spaces between the final approach courses are the NOZs associated with each course.

3. Establish monitor positions for each final approach course that have override transmit and receive capability on the appropriate control tower frequencies. A check of the override capability at each monitor

position must be completed before monitoring begins. Monitor displays must be located in such proximity to permit direct verbal coordination between monitor controllers. A single display may be used for two monitor positions.

4. Facility directives must define the position responsible for providing the minimum applicable longitudinal separation between aircraft on the same final approach course.

h. Dual local control positions, while not mandatory, are desirable.

i. Where possible, establish standard breakout procedures for each simultaneous operation. If traffic patterns and airspace permit, the standard breakout altitude should be the same as the missed approach altitude.

j. Wake turbulence requirements between aircraft on adjacent final approach courses inside the LDA MAP are as follows (standard in–trail wake separation must be applied between aircraft on the same approach course):

1. When runways are at least 2,500 feet apart, there are no wake turbulence requirements between aircraft on adjacent final approach courses.

2. For runways less than 2,500 feet apart, whenever the ceiling is greater than or equal to 500 feet above the MVA, wake vortex spacing between aircraft on adjacent final approach courses need not be applied.

3. For runways less than 2,500 feet apart, whenever the ceiling is less than 500 feet above the MVA, wake vortex spacing between aircraft on adjacent final approach courses, as described in FAA Order JO 7110.65, Air Traffic Control, paragraph 5–5–4, Minima, must be applied unless acceptable mitigating techniques and operational procedures are approved by the Director, Strategic Operations, AJT–1, pursuant to an AFS safety assessment. A request for a safety assessment must be submitted to the Director, Strategic Operations, AJT–1, through the Service Area Director of Air Traffic Operations. The wake turbulence mitigation techniques employed will be based on each airport's specific runway geometry and meteorological conditions and implemented through local facility directives.

4. All applicable wake turbulence advisories must be issued.

k. A local implementation team must be established at each facility conducting SOIA. The team should be comprised of representatives from the local airport sponsor and other aviation organizations. The team will monitor local operational integrity issues and report/refer issues for national consideration as appropriate.

l. For any new proposal to conduct SOIA, an operational need must be identified by the ATC facility manager, validated by the appropriate Service Area Director of Air Traffic Operations, and forwarded to the Director, Strategic Operations, AJT–1, for appropriate action. The statement of operational need should identify any required site-specific procedures.

10–4–14. REDUCED SEPARATION ON FINAL

Separation between aircraft may be reduced to 2.5 NM in-trail separation on the final approach course within 10 NM of the runway provided an average Runway Occupancy Time (ROT) of 50 seconds or less is documented for each runway. ROT is the length of time required for an arriving aircraft to proceed from over the runway threshold to a point clear of the runway. The average ROT is calculated by using the average of the ROT of no less than 250 arrivals. The 250 arrivals need not be consecutive but must contain a representative sample of the types of aircraft that use the runway. Average ROT documentation must be revalidated within 30 days if there is a significant change in runway/taxiway configuration, fleet mix, or other factors that may increase ROT. Revalidation need not be done for situations that are temporary in nature. Only the ROT for the affected runway(s) will need to be revalidated. All validation and revalidation documentation must be retained and contain the following information for each arrival:

a. Aircraft call sign.

b. Aircraft type.

c. Time across the threshold.

d. Time clear of the runway.

e. Items c and d above may be omitted if using a stopwatch. Record the total number of seconds required for an aircraft to proceed from over the landing threshold to a point clear of the runway when using a stopwatch.

REFERENCE–
FAA Order JO 7110.65, Para 5–5–4, Minima, Subpara j.

Section 5. Terminal Radar

10–5–1. SHUTDOWN OF PAR ANTENNAS

When PAR equipment is not required for ATC controller training, maintenance, or other use, shut down the antenna. Keep the main power supply and the high voltage system energized to permit immediate restoration of PAR equipment for operational use.

10–5–2. RADAR DISPLAY INDICATORS

a. Radar approach and departure control functions will normally be conducted from a TRACON. Either direct view or a CTRD may be used. These functions may be performed from the tower cab:

1. If not more than two radar operating positions are required and CTRDs are used on a permanent basis.

2. If more than two operating positions are required and CTRDs are installed on an interim basis pending the establishment of a TRACON.

3. On a temporary basis if other than CTRDs are installed.

b. Consider the following if scan conversion type bright display equipment is used:

1. A standard bright display installation consists of one operational and one standby scan conversion unit. The range and centering selected for the master bright display will be the same on all slaved bright display indicators.

2. If the particular radar operating positions concerned require a capability for individual beacon decoding, each bright display position will require a separate scan conversion unit.

3. That a determination must be made if surveillance approach capability would be lost using only scan conversion bright display indicators. If the determination is that it would be lost, at least one direct view indicator must be retained.

c. VFR Radar Advisory Service functions will normally be conducted from the TRACON.

d. A CTRD installed in the tower cab for LC use must be positioned where it can be conveniently viewed from the local controller's normal sitting or standing position.

e. PAR functions will normally be conducted in a TRACON.

f. ASDE indicators must be placed in the tower cab so as to serve the LC and GC positions.

g. The CTRD may be used for any terminal radar function.

h. The 12–inch or larger display monitor may be used in lieu of a CTRD when authorized by the region and the display is certified by Technical Operations (Tech Ops). Any display monitor less than 12 inches must not be used for ATC separation purposes. It is primarily to provide alphanumeric readout capability to the CD/FD position at locations where that position has keyboard access to STARS.

10–5–3. FUNCTIONAL USE OF CERTIFIED TOWER RADAR DISPLAYS

a. At towers combined with full radar approach control facilities where controllers rotate between the approach control and the tower, CTRDs may be used by local controllers for any terminal radar function provided their ability to satisfy FAA's air traffic responsibilities regarding the aircraft operating on the runways or within the surface area for which the tower has responsibility is not impaired. The conditions and/or limitations for the radar usage must be specified by a facility directive.

b. At towers combined with full radar approach control facilities where controllers do not rotate between the approach control and the tower, or at towers not combined with full radar approach control facilities, CTRDs may be used by local controllers for the following functions:

1. To determine an aircraft's identification, exact location, or spatial relationship to other aircraft.

NOTE–
This authorization does not alter visual separation procedures. When employing visual separation, the provisions of FAA Order JO 7110.65, Air Traffic Control, paragraph 7–2–1, Visual Separation, apply.

2. To provide aircraft with radar traffic advisories.

3. To provide a direction or suggested headings to VFR aircraft as a method for radar identification or as an advisory aid to navigation.

4. To provide information and instructions to aircraft operating within the surface area for which the tower has responsibility.

5. To ensure separation between successive departures, between arrivals and departures, and between overflights and departures within the surface area for which the tower has responsibility provided:

(a) There is no airspace delegated to the tower;

(b) The local controllers have radar training and certification commensurate with their radar duties;

(c) An LOA, approved by the Service Area Director of Air Traffic Operations, exists with the IFR facility having control jurisdiction which authorizes the specific radar function and prescribes the procedures to be used;

(d) The LOA prescribes the process for a transition to nonradar procedures or the suspension of separation authority in the event of a radar outage;

(e) The procedures for giving and receiving radar handoffs or point outs do not impair the local controller's ability to satisfy FAA's air traffic responsibilities regarding the aircraft operating on the runways or within the surface area for which the tower has responsibility; and

(f) The procedures for ensuring radar separation do not require the tower to provide radar vectors.

c. At locations where uncertified tower displays are in use, the services and phraseology set forth in FAA Order JO 7110.65, Air Traffic Control, Chapter 5, Radar, must not be utilized. Uncertified displays must be used only as an aid to assist controllers in visually locating aircraft or in determining their spatial relationship to known geographical points.

d. Operational applications of tower radar displays other than those outlined in subparagraphs a and b, and/or where the tower has been delegated airspace, require a staff study as prescribed in paragraph 2–1–16, Authorization for Separation Services by Towers.

10–5–4. ASR PERFORMANCE CHECKS

Each radar controller is responsible for determining on a day–to–day basis if the quality of their radar display and video display accuracy is satisfactory for ATC purposes.

a. At locations using digital terminal automation systems (DTAS) such as STARS or MEARTS, daily ASR performance checks are not required. DTAS conducts continuous self–monitoring checks for performance and alignment.

b. At facilities that do not use a DTAS, radar quality and performance is determined by comparing identified targets against data obtained during the commissioning flight check or through minimum performance criteria determined jointly by air traffic and Technical Operations personnel. Radar controllers must be familiar with commissioning flight check and minimum performance data. Air traffic managers must make this information available to the controllers. Aircraft selected for these daily checks should be small aircraft similar in size to those used in the commissioning flight checks.

c. The daily radar performance check must be a part of the routine checks of equipment. (See paragraph 4–6–5, Preparation of FAA Form 7230-4). The check must be accomplished once each watch. It is recognized that on some watches this check may not be accomplished because of the lack of traffic.

c. MSAW General Terrain Maps (GTMs) must be kept current.

d. Facility air traffic managers must ensure that:

1. The magnetic variation of the facility's MSAW GTM coincides with the magnetic variation of the facility's adapted radar site settings.

NOTE–
The DTM is constructed to align with the radar antenna offset for magnetic north. Consequently, any change in antenna offset will result in a corresponding change in relative positions of the terrain points and obstacles used to determine DTM bin altitude assignments. This will require not only generating and verifying a new DTM, but also readapting the MSAW and CA data bases; e.g., airport areas, inhibit volume areas, capture boxes, etc., to coincide with the changed declination.

2. MSAW parameters are modified, as appropriate, to minimize the extent of inhibit areas as specified in the Standards and Guidelines for STARS.

3. An aural test of the MSAW speakers located in the operational quarters is included as part of the equipment checklist required during each watch. The purpose of this test is to ensure the aural alarm is functioning and audible to the appropriate operational personnel.

4. Controllers are aware of the towers geographic locations where aural alarms sound. (MSAW aural alarm areas.)

5. Tower aural alarm areas are identified.

6. MSAW and CA nuisance alarms are minimized by monitoring alarm frequency and location and forwarding suspected problem areas to the servicing Operational Support Facility along with any supporting documentation, via a National Automation Request (NAR) form.

12–6–8. APPROACH RUNWAY VERIFICATION (ARV)

ARV is a feature within STARS that provides visual and audible alerting for aircraft that may be aligned with the wrong surface, a closed runway, or the wrong airport.

NOTE–
ARV processing/alerting is not available when TDWs are operating in direct sensor mode.

a. ATMs may temporarily inhibit ARV when its continued use would adversely impact operational priorities.

1. A facility ATM may inhibit ARV at all or select STARS Terminal Controller Workstations (TCWs)/Tower Display Workstations (TDWs).

2. The ATM must notify the Service Area Director of Air Traffic Operations when a facility inhibits ARV, and the rationale for the decision.

b. Unless ARV is inhibited, audible alerting must not be disabled for any TDW.

c. Where adapted and enabled, ATMs must specify in a facility directive whether TRACON controllers are responsible for coordinating ARV alerts with towers that have a TDW.

d. Where adapted and enabled, ATMs must ensure a facility directive requires the overlying TRACON to coordinate ARV alerts with the appropriate tower under their jurisdiction that:

1. is not equipped with a TDW, or

2. is equipped with a TDW, but the TDW is not operational.

12–6–9. MAGNETIC VARIATION AT STARS FACILITIES

Air traffic managers must ensure that the magnetic variation of MSAW GTMs, and radar site settings coincide. The magnetic variation must be verified annually and a change of 3 degrees or more requires a recompiling of the affected map or maps.

NOTE–
The adapted radar site settings are the primary reference for maintaining radar antenna alignment.

REFERENCE–
FAA Order JO 7210.3, Para 12–6–7, Minimum Safe Altitude Warning (MSAW) and Conflict Alert (CA).
FAA Order JO 7210.3, Para 12–6–10, MSAW GTM Cartographic Certification, Updates, and Recompilation.

12–6–10. MSAW GTM CARTOGRAPHIC CERTIFICATION, UPDATES, AND RECOMPILATION

a. Aeronautical Information Services, Radar Video Map Team (AJV–A2) performs the certification of the terrain elevations and the obstacle elevations. Each new or recompiled MSAW GTM must be certified by AJV–A2.

b. The MSAW GTM must be recompiled by the AJV–A2 if:

1. The Point of Tangency on which the map is based is relocated more than 300 feet away from its original position and/or,

2. The magnetic variation of the site changes by 3 degrees or more.

NOTE–
Requests for new or recompiled MSAW GTMs are routed to AJV–A2. AJV-A2 can take up to eight weeks to build and deliver a GTM, particularly for mountainous terrain areas.

12–6–11. DIGITAL MAP VERIFICATION

Verification of the accuracy of new or modified digital maps must be accomplished through the use of "targets of opportunity" flying over displayed fixes, navigational aids, etc. Any observed discrepancies must be documented to indicate the observed direction and displacement. If any identified error cannot be corrected or if a facility is otherwise dissatisfied with the results from "targets of opportunity," a request may be made through the FICO for a flight inspection.

12–6–12. MODE C INTRUDER (MCI) ALERT PARAMETERS

a. Use the nominal value of parameters specified in the appropriate NAS Configuration Management Document and Site Program Bulletins for the MCI Alert functions, except for the base altitude parameter, as specified in subparagraphs b or c below. These parameters are set by the Operational Support Facility (OSF).

b. MCI Alert base altitude must be set at any value between ground level and 500 feet AGL at the discretion of the facility air traffic manager. Any instance of base altitudes above 500 feet AGL must be documented by the OSF.

c. Facility air traffic managers are authorized to temporarily adjust the MCI Alert base altitude at a sector(s)/position(s) when excessive MCI Alerts derogate the separation of IFR traffic. For the purpose of this section, temporary is considered to be of less than 4 hours duration, not necessarily continuous, during any calendar day. Log each occurrence on FAA Form 7230–4, when this procedure is being used, including the sector/position and temporary altitude.

d. Facility air traffic managers are authorized to inhibit the display of MCI Alert at specified sectors/position.

12–6–13. OPERATIONAL MODE TRANSITION PROCEDURES

a. Facilities must develop and maintain current detailed procedures for transition to and from the various automated and nonautomated modes of operation.

NOTE–
The architecture of STARS allows for different operational modes during display component failures. For example, a system component failure could result in positions within the same facility operating in EASL, ESL, or FSL mode. Facilities are encouraged to take advantage of this capability to minimize the impact of display system outages.

b. The transition plans must include as a minimum:

1. Transition decision authority; i.e., the individual responsible for making the transition decision.

2. Specific transition procedures.

3. Detailed checklists specifying the duties and the responsibilities for the OSIC and other appropriate positions. The checklist must include, as a minimum, the following information/procedures:

(a) Transition decision authority.

(b) Coordination/notification procedures (intra– and interfacility).

(c) Specific duties/responsibilities (including detection and resolution of potential conflicts).

NOTE–
Whenever possible, coordination/notification procedures and duties/responsibilities should be listed in the sequence in which they are to be accomplished.

12–6–14. RADAR SELECTION PROCEDURES

a. Facilities must develop and maintain current detailed procedures for selection of radar sites.

NOTE–
The architecture of STARS allows for the selection of up to 16 different radars including short range and long-range radars at each display. This could result in positions within the same facility working and receiving radar information from different radars. Facilities are encouraged to take advantage of this capability to minimize the impact of radar outages, blind areas, limited radar coverage, etc.

b. The selection plans must include as a minimum:

1. Radar selection decision authority; i.e., the individual responsible for making the radar selection decision.

2. Specific radar selection procedures.

3. Detailed checklists specifying the duties and the responsibilities for the OSIC and other appropriate positions. The checklist must include, as a minimum, the following information/procedures:

(a) Radar selection decision authority.

(b) Coordination/notification procedures (intra– and interfacility).

(c) Specific duties/responsibilities (including detection and resolution of potential conflicts).

NOTE–
Whenever possible, coordination/notification procedures and duties/responsibilities should be listed in the sequence in which they are to be accomplished.

12–6–15. MULTI–SENSOR RADAR OPERATIONS

a. Facilities must develop and maintain current detailed procedures for selection and use of multi–sensor radar operations.

NOTE–
The architecture of STARS allows for the use of multi–sensor radar coverage. This could result in positions within the same facility working in both single sensor slant range mode and multi–sensor mode. Facilities are encouraged to take advantage of this capability to minimize the impact of radar outages, blind areas, limited radar coverage, etc.

b. The plans must include as a minimum:

1. Decision authority to use multi–sensor coverage; i.e., the individual responsible for making the decision.

2. Specific multi–sensor radar procedures.

3. Detailed checklists specifying the duties and the responsibilities for the OSIC and other appropriate positions. The checklist must include, as a minimum, the following information/procedures:

(a) Decision authority to use multi−sensor radar coverage.

(b) Coordination/notification procedures (intra− and interfacility).

(c) Specific duties/responsibilities (including detection and resolution of potential conflicts).

NOTE−
Whenever possible, coordination/notification procedures and duties/responsibilities should be listed in the sequence in which they are to be accomplished.

Section 8. VFR Waypoint Chart Program

12–8–1. POLICY

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

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

12–8–2. DEFINITION

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

12–8–3. CRITERIA

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

a. Applications.

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

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

NOTE–
For VFR routes, refer to Section 5, VFR Transition Route Program.

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

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

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

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

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

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

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

5. VFR waypoints are not for use in ATC communications; therefore, the VFR waypoint names are not pronounceable. If it is desired that a VFR waypoint be used for communications, then a new VFR checkpoint

must be established. VFR checkpoints can be established by submitting a request to Aeronautical Information Services, through the Service Area Operations Support Group (OSG) describing the checkpoint and providing the latitude/longitude location.

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

b. VFR chart depiction:

1. VFR waypoint names (for computer-entry and flight plans) consist of five letters beginning with the letters "VP" and are retrievable from navigation databases.

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

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

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

12–8–4. RESPONSIBILITIES

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

b. Air traffic facilities must:

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

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

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

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

(b) A completed Appendix D, FAA Form 8260–2, Data Worksheet, in accordance with FAA Order 8260.19, Flight Procedures and Airspace. A list of available VFR waypoint five-letter names can be obtained from the Service Area OSG or from Aeronautical Information Services (AIS). Flight checks are not required.

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

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

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

c. The Service Area OSG must:

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

Section 5. Other Reports and Information

17–5–1. COMPLETION OF MONTHLY ACTIVITY RECORD

a. This form is to be completed by all FSSs. All computerized, or automated versions of FAA Form 7230–13 must be pre-approved by the Office of Aviation Policy and Plans, Planning Analysis Division, Statistics and Forecast Branch, APO–110, prior to use.

b. Enter daily totals for each applicable category on the daily activity record. Leave sections that do not apply to an individual facility blank. Any time there is an equipment failure, and actual figures are unavailable, provide estimated figures where appropriate. Annotate such estimates in the "Reserved" column on side 2 of the form.

c. To facilitate automatic data processing, complete the header and the monthly total rows on both sides of the form. Follow the instructions below to complete the form:

1. Facility Name: Enter the facility name accessible through FAA Order JO 7350.9, Location Identifiers.

2. Location: Enter city and state.

3. Communications Equipment: Check as appropriate.

4. Facility Type: Check as appropriate.

5. Month: Enter the month using two digits (e.g., 01 – for month of January).

6. Year: Enter the year using the last two numerals of the calendar year (CY).

7. Location Identifiers: Enter the three-letter identifier accessible through FAA Order JO 7350.9.

8. Aircraft Contacted: Enter the number of aircraft contacted in accordance with paragraph 17–2–1, Aircraft Contacted.

9. Flight Plans Originated: Enter the number of flight plans in accordance with paragraph 17–3–1, Flight Plan Count.

10. Pilots Briefs: Enter the number of pilot briefings in accordance with paragraph 17–4–1, Pilot Briefing Count.

11. NOTAMs issued: Enter the total number of NOTAMs issued. Do not count NOTAM cancellations.

12. Calls to Briefers: Enter the total number of calls. Do not use decimals. Indicate the number of call as follows:

(a) Litton facilities enter the number of "calls offered" from the Gate 1 Report.

(b) Denro facilities enter the number of calls received ("#RCVD") from the Automatic Call Director (ACD) Call History –– Briefer Calls.

13. Calls Lost: All calls lost after zero (0) seconds delay must be counted.

(a) Litton facilities enter the "average speed answered" in whole seconds for calls to briefers from the Gate 1 Report.

(b) Denro facilities enter the average delay ("AVDLY") History––Briefer Calls.

14. Airport Advisories: Enter the number of airport advisories in accordance with paragraph 17–2–2, Local Airport Advisory (LAA)/Remote Airport Advisory (RAA)/Remote Airport Information Service (RAIS).

15. Radio Contacts: Enter the number of radio contacts in accordance with paragraph 17–2–3, Radio Contacts.

d. Instructions for recording monthly activity for FCFSS facilities are contained in contractor requirement documents.

17–5–2. DISTRIBUTION AND AMENDMENT

a. Distribute FAA Form 7230–13 (FSS Activity) as follows:

1. Forward the original form to the Flight Service Safety and Operations Group not later than the 2nd workday (Monday–Friday) of the following month.

2. Retain a copy of the form in the facility's files.

b. Correct any errors in the forms sent in prior months by completing a new form, circling the revised fields, and marking the form "AMENDED COPY." Amended copies of the forms more than one month old will not be accepted unless approval has been obtained from the Statistics and Forecast Branch, APO–110, by the Flight Service Safety and Operations Group. Send amended copies, along with the current reporting month's forms, to the Flight Service Safety and Operations Group.

Part 6. REGULATORY AND PROCEDURAL INFORMATION

Chapter 19. Waivers, Authorizations, and Exemptions

Section 1. Regulatory Waivers and Authorizations

19–1–1. PURPOSE

This section prescribes policy and guidelines for the grant or denial of a Certificate of Waiver or Authorization from Title 14, Code of Federal Regulations (14 CFR).

19–1–2. POLICY

a. ATO Mission Support Services (AJV) and Flight Standards Service (AFS) are delegated the Administrator's authority to authorize or deny a Certificate of Waiver or Authorization (FAA Form 7711–1), and may further delegate this authority. Each office having delegated regulatory authority is responsible for authorizing or denying waivers, authorizations, or exemptions from the delegated regulatory sections. To waive or authorize the regulatory requirements of a 14 CFR part, section, or paragraph, the regulation must contain an authorization or waiver provision.

b. Applications for a Certificate of Waiver or Authorization acted upon by a Service Center Operations Support Group (OSG) will normally be processed in accordance with guidelines and standards contained herein, unless found to be in the best interest of the agency to deviate from them.

c. Applications for waiver or authorization that require both Air Traffic Organization and Flight Standards technical considerations must be handled jointly.

d. The grant of a Certificate of Waiver or Authorization constitutes relief from the specific regulations stated, to the degree and for the period of time specified in the certificate, and does not waive any state law or local ordinance. Should the proposed operations conflict with any state law or local ordinance, or require permission of local authorities or property owners, it is the applicant's responsibility to resolve the matter.

19–1–3. RESPONSIBILITIES

a. The Service Center Director is responsible for the authorization or denial of a Certificate of Waiver or Authorization except for those sections assigned to AFS.

b. AFS has responsibility for the authorization or denial of Certificate of Waiver or Authorization from the following sections of 14 CFR:

1. Section 91.119, Minimum safe altitudes: General;

2. Section 91.135, Operations in Class A Airspace;

3. Section 91.175, Takeoff and landing under IFR;

4. Section 91.209, Aircraft lights;

5. Section 91.303, Aerobatic flight;

6. Any section listed in 91.905 as appropriate for aerobatic demonstrations and other aviation events;

7. Section 105.21, Parachute operations over or into congested areas or open air assembly of persons, as appropriate for aerobatic demonstrations and other aviation events.

c. Certificate Holder, compliance with the provisions of a waiver is the responsibility of the holder who must be thoroughly informed regarding the waiver and those actions required of them by any special provisions. The holder must be advised that it is their responsibility to ensure that all persons participating in the operation are briefed on the waiver.

19–1–4. PROCESSING CERTIFICATE OF WAIVER OR AUTHORIZATION (FAA FORM 7711–2) REQUESTS

a. Requests for a Certificate of Waiver or Authorization may be accepted by any FAA facility and forwarded, if necessary, to the appropriate office having waiver authority. Those offices making the determination of whether an application should be processed by higher authority may forward the request to the appropriate Service Center Director. Requests requiring FAA Headquarters attention must be forwarded through the Service Center Director to the Director, Mission Support Services, Policy (AJV–P), for action.

b. Requests must be coordinated with all concerned FAA elements, prior to approval, by the office that is most convenient to the applicant and having waiver authority, even though the proposed operation will be conducted within or extended into other jurisdictional areas. This procedure is intended to establish one office as the agency contact for an applicant and will preclude the need for the petitioner to deal with the FAA at various locations.

c. Requests forwarded to FAA Headquarters for processing must be coordinated with appropriate stakeholders and include all pertinent facts, background information, recommendation(s), as well as the basis and reasons for requesting Headquarters action.

19–1–5. PROCESSING CERTIFICATE OF WAIVER OR AUTHORIZATION RENEWAL OR AMENDMENT REQUESTS

a. A renewal request should be made by means of a new application. However, a request by another method is acceptable if its substance is essentially the same as the previous application or when, in the judgment of the waiver or authorization office, the request is sufficiently similar that new considerations are not required.

b. An existing waiver or authorization may be amended either by re-issuance or by letter.

19–1–6. ISSUANCE OF CERTIFICATE OF WAIVER OR AUTHORIZATION (FAA FORM 7711–1)

Waivers and authorizations must be completed in accordance with the following instructions and must be signed only by the appropriate authority (see FIG 19–1–1 and Example). The FAA Form 7711–1 should be:

a. Issued to an organization, whenever possible, in preference to an individual but indicate name and title of the individual acting for the organization.

b. Specify the operations that are permitted by the waiver or authorization.

c. Define the area and specify altitudes at which they may be conducted.

d. Specify the regulation, or portion thereof waived by numerical and letter reference as well as title. This section is left blank for authorizations (e.g., unmanned air vehicle operations, etc.).

e. Specify the effective and expiration dates, including hours of operation. The specific dates and hours of operation must allow sufficient time for the accomplishment of the operation and, if appropriate, an alternate date to cover cancellations that might be necessary due to adverse weather conditions.

1. ATO issued waivers or authorizations may be made effective for a period of up to 24 calendar months in accordance with Flight Standards and ATO policies.

2. Flight Standards may issue waivers for aerobatic practice areas (APAs) for a period of up to 36 calendar months.

f. Restrict the waiver or authorization to the extent required by the operation. Further, any special provisions that are required to provide for an adequate level of flight safety and the protection of persons and property on the surface; for example: limitations, location, time periods, and type aircraft, must be specified and included as part of the waiver or authorization.

NOTE–
If a longer duration is requested, or the operation is of national importance, advise the proponent to petition for an exemption utilizing 14 CFR section 11.63, How and to whom do I submit my petition for rulemaking or petition for exemption.

19–1–7. RETENTION OF CERTIFICATES OF WAIVER OR AUTHORIZATION

The issuing office must retain one copy of each waiver, authorization or denial, along with supporting data, for at least one year after the date of denial or expiration, as appropriate. Significant or unusual waivers or authorizations may be retained for longer periods.

19–1–8. WAIVER, AUTHORIZATION OR DENIAL PROCEDURE

The applicant must be advised in writing of the waiver or authorization approval or denial, and, if appropriate, what is required to obtain reconsideration.

a. Applicant: The original waiver, authorization or denial, and a copy of the application must be forwarded to the applicant.

b. Issuing Office: The original of the application and a copy of the waiver, authorization or denial must be retained by the issuing office.

c. Washington Headquarters: Except for waivers or authorizations issued by AFS, forward copies of waivers, authorizations or written denials to the Washington Headquarters Rules and Regulations Group (AJV–P2).

d. Other Distribution: Other than as specified above and as necessary to satisfy Service Center needs, distribution must be limited to those offices that have a need for the information. For parasail operations covered under paragraph 19–5–1, Service Centers must distribute approved waivers or authorizations to the appropriate AFS office.

19–1–9. CANCELLATION OF WAIVERS AND AUTHORIZATIONS

A waiver or authorization may be canceled at any time by the Administrator or the person authorized to grant the waiver or authorization, or the representative designated to monitor a specific operation. Generally, a waiver or authorization should be canceled when it is no longer required or there is an abuse of its provisions or unforeseen safety factors develop. Failure to comply with the waiver or authorization is cause for cancellation. Canceling offices must use the following procedures, as applicable:

a. Immediately notify the holder and all appropriate FAA elements.

b. Verify and document the basis for the cancellation.

c. Notify the Service Center, as well as the issuing office.

d. Provide the holder with written notice of cancellation, or written confirmation of a verbal cancellation, with copies to appropriate offices.

e. Take any other action deemed necessary.

FIG 19–1–1

FAA Form 7711–1

DEPARTMENT OF TRANSPORTATION

FEDERAL AVIATION ADMINISTRATION

CERTIFICATE OF WAIVER OR AUTHORIZATION

ISSUED TO
(self-explanatory)

ADDRESS
(self-explanatory)

This certificate is issued for the operations specifically described hereinafter. No person shall conduct any operation pursuant to the authority of this certificate except in accordance with the standard and special provisions contained in this certificate, and such other requirements of the Federal Aviation Regulations not specifically waived by this certificate.

OPERATIONS AUTHORIZED

(Indicate in detail all operations authorized. Use a separate sheet of paper if necessary.)

LIST OF WAIVED REGULATIONS BY SECTION AND TITLE

(This section not used for Unmanned Air Vehicle authorizations.)

STANDARD PROVISIONS

1. A copy of the application made for this certificate shall be attached to and become a part hereof.
2. This certificate shall be presented for inspection upon the request of any authorized representative of the Administrator of the Federal Aviation Administration, or of any State or municipal official charged with the duty of enforcing local laws or regulations.
3. The holder of this certificate shall be responsible for the strict observance of the terms and provisions contained herein.
4. This certificate is nontransferable.

Note: - This certificate constitutes a waiver of those Federal rules or regulations specifically referred to above. It does not constitute a waiver of any State law or local ordinance.

SPECIAL PROVISIONS

Special Provisions Nos. 1 to 4, inclusive, are set forth on the reverse side hereof.

This certificate is effective from ***(Beginning date/time)*** to ***(Ending date/time)***, inclusive, and is subject to cancellation at any time upon notice by the Administrator or his authorized representative.

BY DIRECTION OF THE ADMINISTRATOR

(self-explanatory)	*(Signed by Appropriate Waiver Authority)*
(Region)	**(Signature)**
(Enter date the waiver was signed)	*(self-explanatory)*
(Date)	**(Title)**

FAA Form 7711-1 (7-74) ***1975 - G.P.O. - 1703-M/674-862/199**

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

19–2–1. PURPOSE

This section prescribes policy and guidance for the elimination of fixed-wing special visual flight rules (SVFR) operations within Class B and Class C airspace areas.

19–2–2. POLICY

Fixed-wing SVFR operations may interfere with the safe, orderly and expeditious flow of aircraft operating under instrument flight rules (IFR) within certain high activity airspace areas (Class B, or C airspace areas only). To preclude such adverse effect, it may be necessary to eliminate SVFR operations within those affected airspace areas.

NOTE–
Section 3, appendix D to part 91 of 14 CFR lists the locations wherein fixed-wing SVFR operations are prohibited.

19–2–3. RESPONSIBILITIES

a. The Service Center must conduct periodic reviews of terminal areas to determine when fixed-wing SVFR operations should be eliminated or restored in the specific airspace areas.

b. Each Service Center must forward the names of surface areas recommended for elimination/restoration of fixed-wing SVFR operations, with justification, to System Operations (AJR–1) and Aeronautical Information Services (AJV–A) for review.

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)

Authorizations and exemptions from specified sections of 14 CFR have been granted to specified Departments, Agencies, and certain aircraft operators to permit accomplishment of their assigned missions (i.e., to conduct inflight identification, surveillance, and pursuit operations) subject to specified conditions and limitations.

19–3–2. AUTHORIZATION AND EXEMPTION REQUESTS

Requests for summaries of all ATO authorizations and exemptions from 14 CFR processed by a Service Center or Washington Headquarters should be made through the Service Center.

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

Apply the following guidelines to moored balloon, kite, parasail, unmanned rocket, or unmanned free balloon flights conducted in accordance with part 101 of 14 CFR:

a. Facilities receiving moored balloon, kite, unmanned rocket, or unmanned free balloon information must ensure that appropriate notices include the information required by 14 CFR sections 101.15, 101.37, and 101.39.

b. Facilities receiving parasail information must ensure that appropriate notices include the information required by 14 CFR section 101.15.

c. Notice information must be forwarded to affected air traffic facility/s. Also, air traffic facilities must forward notices received to the appropriate FSS for dissemination as a NOTAM.

d. Handle unmanned free balloon operations below 2,000 feet above the surface in Class B, Class C, Class D or Class E airspace areas requiring ATC authorization as follows:

1. Authorize the request if the operation is not expected to impact the normally expected movement of traffic.

2. Coordinate with other affected facilities before authorizing the flight.

e. Request the operator of unmanned free balloon flights to forward position reports at any time they are needed to assist in flight following.

NOTE–
Operators are required only to notify the nearest FAA ATC facility if a balloon position report is not recorded for 2 hours. Other position reports are forwarded only as requested by ATC.

19–5–2. DERELICT BALLOONS/OBJECTS

Take the following actions when a moored balloon/object is reported to have escaped from its moorings and may pose a hazard to air navigation, the operator of an unmanned free balloon advises that a position report has not been recorded for a 2-hour period, or the balloon's/object's flight cannot be terminated as planned:

a. Determine from the operator the last known and the present estimated position of the balloon/object as well as the time duration that the balloon/object is estimated to stay aloft. Also obtain other information from the operator such as the operator's access to a chase plane, hazardous material onboard, balloon/object coloring, special lighting, etc.

b. Attempt to locate and flight follow the derelict balloon/object.

c. Determine if the balloon's/object's flight can be terminated by the operator. If the balloon's/object's flight can be terminated, inform the operator of any known air traffic that might be a factor.

d. If the balloon's/object's flight cannot be terminated:

1. Advise the operator that the balloon/object is declared to be a derelict and as such is a potential hazard to air navigation.

2. Notify the National Tactical Security Operations (NTSO) Air Traffic Security Coordinator (ATSC) team on the Domestic Events Network (DEN), the ATCSCC National Operations Manager (NOM), the Regional Operations Center, and all immediately affected facilities of the derelict balloon/object. The ATCSCC NOM will serve as the focal point for the collection and dissemination of further information except for the information in subparagraph d3 below.

3. Provide the NTSO ATSC with revised position or altitude information.

4. If required, the NTSO ATSC may request assistance in locating and tracking the balloon from the appropriate Air Defense Sector (ADS) or other agencies with surveillance capabilities. If appropriate, the NTSO ATSC will advise the ADS that the derelict balloon is a current or potential hazard to air traffic. If the balloon cannot be located or flight followed, it poses at least a potential hazard.

e. Record and handle the derelict balloon as a Miscellaneous Incident.

REFERENCE–
FAA Order JO 7110.65, Para 9–6–2, Derelict Balloons.

Chapter 20. Temporary Flight Restrictions (TFRs)

Section 1. General Information

20–1–1. PURPOSE

This section prescribes guidelines and procedures regarding the use and issuance of regulatory temporary flight restrictions (TFR).

20–1–2. AUTHORITY

a. The FAA Administrator has sole and exclusive authority over the navigable airspace of the United States. The Administrator has broad authority under section 40103 of Title 49 of the United States Code (49 U.S.C.) to regulate, control, and develop plans and policy for the use of navigable airspace. See also 49 U.S.C. section 40101(d).

b. 49 U.S.C. section 44812 and Title 14 of the Code of Federal Regulations (14 CFR) part 91 contain authority and regulations addressing temporary flight restrictions.

20–1–3. REASONS FOR ISSUING A TFR

While not all inclusive, a TFR may be issued for the following reasons: toxic gas leaks or spills, fumes from flammable agents which, if fanned by rotor or propeller wash, could endanger persons or property on the surface or in other aircraft; volcanic eruptions that could endanger airborne aircraft and occupants; hijacking incidents that may endanger persons or property on the surface, or airborne aircraft and occupants; aircraft accident/incident sites; aviation or ground resources engaged in wildfire suppression; aircraft relief activities following a disaster; aerial demonstrations or major sporting events.

20–1–4. TYPES OF TFRs

TFRs may be issued under the following regulations:

a. 49 U.S.C. section 44812, Temporary Flight Restrictions for Unmanned Aircraft.

b. 14 CFR section 91.137, Temporary Flight Restrictions in the Vicinity of Disaster/Hazard Areas.

c. 14 CFR section 91.138, Temporary Flight Restrictions in National Disaster Areas in the State of Hawaii.

d. 14 CFR section 91.139, Emergency Air Traffic Rules.

e. 14 CFR section 91.141, Flight Restrictions in the Proximity of the Presidential and Other Parties.

f. 14 CFR section 91.143, Flight Limitation in the Proximity of Space Flight Operations.

g. 14 CFR section 91.145, Management of Aircraft Operations in the Vicinity of Aerial Demonstrations and Major Sporting Events.

NOTE–
See Chapter 21, Section 6, for information regarding Special Security Instructions issued under 14 CFR section 99.7, Special Security Instructions.

20–1–5. TFR NOTAM CONTENT

TFR NOTAMs must comply with procedures detailed in FAA Order 7930.2, Notice to Airmen (NOTAM).

20–1–6. TFR INFORMATION

National Airspace System (NAS) users or other interested parties should contact the nearest flight service station, or (in CONUS) the appropriate ARTCC for TFR information. Additionally, you can find TFR information on automated briefings and at any of the following sources:

a. TFR List: https://tfr.faa.gov

b. TFR Graphical: https://tfr.faa.gov/tfr3/?page=map

c. Domestic Notices: https://www.faa.gov/air_traffic/publications/domesticnotices/

d. International Notices: https://www.faa.gov/air_traffic/publications/internationalnotices/

e. FAA NOTAM Search: https://notams.aim.faa.gov/notamSearch/

f. FCFSS website: https://www.1800wxbrief.com/

20–1–7. TFRs OUTSIDE OF THE UNITED STATES AND ITS TERRITORIES

TFRs are only implemented for sovereign U.S. airspace and its territories. If restrictions are located in an area that extends beyond the 12-mile coastal limit or a U.S border, the NOTAM will contain language limiting the restriction to the airspace of the U.S., and its territories and possessions. The FAA may issue an advisory via the NOTAM System to inform affected users of any hazard or dangerous information outside of the sovereign U.S. airspace and its territories.

20–1–8. TFR QUESTIONS

Direct any questions or concerns regarding TFRs to the ATO Service Area Director (or designee) having jurisdiction over the TFR area. You may also contact Mission Support, Rules and Regulations Group, FAA Headquarters, Washington, D.C., at (202) 267–8783.

Section 2. Temporary Flight Restrictions for Unmanned Aircraft (49 U.S.C. Section 44812)

20–2–1. PURPOSE

This section prescribes guidelines and procedures regarding TFRs issued in accordance with 49 U.S.C. section 44812. These TFRs temporarily restrict unmanned aircraft operations over eligible large public gatherings at the request of an eligible law enforcement agency.

20–2–2. TFR CRITERIA

a. To be eligible for a TFR under section 44812(c)(1), large public gatherings hosted in a stadium or other venue must:

1. be hosted in a stadium or venue that has previously hosted events qualifying for the application of special security instructions in accordance with Public Law 108–199, section 521, and the venue is not enclosed;

2. have an estimated attendance of at least 30,000 people; and

3. be advertised in the public domain.

b. To be eligible for a TFR under section 44812(c)(2), large public gatherings hosted in a venue other than a stadium or other venue described above must:

1. have an estimated attendance of at least 100,000 people;

2. be primarily outdoors;

3. have a defined and static geographical boundary; and

4. be advertised in the public domain.

20–2–3. REQUESTING AUTHORITIES/ELIGIBLE ENTITIES

a. Credentialed law enforcement organizations of the Federal Government or a State, local, Tribal, or territorial government may request a TFR under this section.

b. The law enforcement agency must submit the TFR request to the appropriate ATO Service Center OSG Manager not less than 30 calendar days prior to the event.

20–2–4. ISSUING TFRs

FAA Headquarters or the ATO Service Center Director (or designee) having jurisdiction over the area concerned may issue a TFR under this section.

20–2–5. DEGREE OF RESTRICTIONS

When a NOTAM has been issued establishing a TFR under this section, no person may operate an unmanned aircraft within the TFR unless at least one of the following conditions is met:

a. The Administrator authorizes the operation for operational, safety, security, or compliance oversight purposes; or

b. The aircraft operation is conducted with the approval of the eligible entity who requested the TFR.

Section 3. Temporary Flight Restrictions in the Vicinity of Disaster/Hazard Areas (14 CFR Section 91.137)

20–3–1. PURPOSE

This section prescribes guidelines and procedures regarding the management of aircraft operations in the vicinity of disaster/hazard areas in accordance with 14 CFR section 91.137. TFRs issued under this section are for disaster/hazard situations that warrant regulatory measures to restrict flight operations for a specified amount of airspace, on a temporary basis, in order to provide protection of persons or property in the air or on the ground.

20–3–2. TFR CRITERIA

TFRs in accordance with 14 CFR section 91.137 are issued when necessary to:

a. 14 CFR 91.137(a)(1) – Protect persons and property on the surface or in the air from an existing or imminent hazard associated with an incident on the surface when the presence of low-flying aircraft would magnify, alter, spread, or compound that hazard.

EXAMPLE–
Toxic gas leaks or spills; flammable agents or fumes that, if fanned by rotor or propeller wash, could endanger persons or property on the surface or, if entered by an aircraft, could endanger persons or property in the air; volcanic eruptions that could endanger airborne aircraft and occupants; nuclear accident or incidents; hijackings; and certain law enforcement activities.

b. 14 CFR 91.137(a)(2) – Provide a safe environment for the operation of disaster relief aircraft.

EXAMPLE–
Aviation or ground resources engaged in wildfire suppression, and relief activities following a disaster (earthquake, tidal wave, flood, etc.).

c. 14 CFR 91.137(a)(3) – Prevent an unsafe congestion of sightseeing and other aircraft above an incident or event that may generate a high degree of public interest.

EXAMPLE–
Disaster/hazard incidents/events of limited duration that would attract an unsafe congestion of sightseeing aircraft, such as aircraft accident sites.

NOTE–
A 14 CFR section 91.137(a)(3) TFR applies only to disaster/hazard incidents/events of limited duration that would attract an unsafe congestion of sightseeing aircraft. It is not to be used for other outdoor public events.

20–3–3. REQUESTING AUTHORITIES

A TFR under 14 CFR section 91.137 may be requested by various entities, including military commands; regional directors of the Office of Emergency Planning; Civil Defense State Directors; civil authorities directing or coordinating air operations associated with disaster relief; civil authorities directing or coordinating organized relief air operations (including representatives of the Office of Emergency Planning, U.S. Forest Service, and state aeronautical agencies); and law enforcement agencies.

20–3–4. ISSUING TFRs

a. The Director, System Operations Security (AJR–2), (or designee) or the ATO Service Area Director (or designee) having jurisdiction over the area concerned may issue a TFR.

b. The Director, System Operations Security (AJR–2), (or designee) or the ATO Service Area Director (or designee) with jurisdiction over the area concerned may issue TFRs in accordance with 14 CFR section

91.137(a)(1) for law enforcement incidents posing direct hazards. These TFRs must be approved in advance by the ATO Director of System Operations Security (or designee) and operationally coordinated with the System Operations Support Center (SOSC) at (202) 267−8276.

NOTE−

1. *Law enforcement activities that may warrant TFRs include, but are not limited to, situations where there is a direct hazard to aircraft (for example, shots fired at aircraft) or where the presence of aircraft could exacerbate the danger to personnel on the ground (for example, SWAT or other personnel moving into position).*

2. *Law enforcement TFR NOTAMs must include wording that directs the media to contact the FAA Office of Communications (AOC) through the Washington Operations Center at 202−267−3333.*

c. ARTCC managers (or designee) may issue TFRs in accordance with 14 CFR sections 91.137(a)(1) and (a)(2).

d. TFRs issued in accordance with 14 CFR section 91.137(a)(3) require FAA Headquarters approval.

20−3−5. DEGREE OF RESTRICTIONS

a. Section 91.137(a)(1). Restrictions issued in accordance with this section prohibit all aircraft from operating in the designated area unless that aircraft is participating in the disaster/hazard relief activities and is being operated under the direction of the official in charge of on-scene emergency response activities.

b. Section 91.137(a)(2). Restrictions issued in accordance with this section prohibit all aircraft from operating in the designated area unless at least one of the following conditions is met:

1. The aircraft is participating in hazard relief activities and is being operated under the direction of the official in charge of on-scene emergency response activities.

2. The aircraft is carrying law enforcement officials.

3. The aircraft is operating under an ATC approved IFR flight plan.

4. The operation is conducted directly to or from an airport within the area, or is necessitated by the impracticability of VFR flight above or around the area due to weather or terrain. Notification must be given to the ATC facility or office that was specified in the NOTAM for coordination with the official in charge of on-scene emergency response activities. Also, the operation does not hamper or endanger relief activities and is not conducted for observing the disaster.

5. The aircraft is carrying properly accredited news representatives, and prior to entering the area, a flight plan is filed.

NOTE−

Coordination with the official in charge of on−scene emergency response activities is required prior to ATC allowing any IFR or VFR aircraft to enter into the TFR area.

c. Section 91.137(a)(3). Restrictions issued in accordance with this section prohibit all aircraft from operating in the designated area unless at least one of the following conditions is met:

1. The operation is conducted directly to or from an airport within the area, or is necessitated by the impracticability of VFR flight above or around the area due to weather or terrain, and the operation is not conducted for the purpose of observing the incident or event. Notification must be given to the ATC facility that was specified in the NOTAM for coordination with the official in charge of the activity.

2. The aircraft is operating under an ATC approved IFR flight plan.

3. The aircraft is carrying incident or event personnel, or law enforcement officials.

4. The aircraft is carrying properly accredited news representatives and, prior to entering that area, a flight plan is filed with FSS or the ATC facility specified in the NOTAM. Flight plans must include aircraft identification, type, and color; radio frequencies to be used; proposed times of entry to and exit from the TFR area; the name of news media or organization and purpose of flight.

20–3–6. RESPONSIBILITIES

a. All FAA personnel approving or issuing TFRs must ensure that restrictions meet regulatory criteria and are issued in accordance with FAA directives.

b. The ATO Director of System Operations Security (or designee) must:

1. Review and, if warranted, approve TFRs issued for law enforcement activities in accordance with the provisions of 14 CFR section 91.137.

2. Act as the operational representative for media concerns regarding active 14 CFR 91.137 TFRs.

c. ATO service area director (or designee) must:

1. Review all flight restrictions in their jurisdiction issued in accordance with 14 CFR 91.137 for compliance with regulations, directives, and policy (e.g., correct format, valid criteria).

2. Coordinate with affected air traffic facilities, event personnel, and local authorities when applicable.

3. Coordinate with the Domestic Events Network (DEN) air traffic security coordinator (ATSC) when hijacking situations are involved.

d. ARTCC/CERAP/HCF air traffic managers (or designee) having jurisdiction over the area concerned must:

1. Accept requests for and, if warranted, establish TFRs in accordance with the provisions of 14 CFR sections 91.137(a)(1) and 91.137(a)(2).

2. Contact the System Operations Support Center (SOSC) at (202) 267–8276 to obtain approval for TFRs requested for law enforcement activities.

3. Inform all affected facilities of the TFR; including location, altitude, and effective times.

4. Coordinate with SUA using agencies when a TFR may impact SUA activities.

5. Notify the Regional Operations Center when a 91.137(a)(1) TFR has been issued. Ensure information is passed to Service Center Operations Support Group (OSG) and SOSC personnel.

6. Ensure IFR traffic is routed around the TFR, unless prior approval is obtained from the on-scene coordinator. No aircraft is authorized to enter a 14 CFR section 91.137(a)(1) TFR unless it is taking part in the relief activity.

7. Ensure the TFR is monitored for both IFR and VFR unauthorized traffic and a Mandatory Occurrence Report (MOR) is submitted for all TFR violators.

8. Maintain a chronological log of all TFR related actions on FAA Form 7230–4, Daily Record of Facility Operation Log, to include:

(a) The name and the organization of the person requesting the TFR.

(b) A brief description of the situation.

(c) The estimated duration of the restrictions.

(d) The name of the agency responsible for on–scene emergency activities and the telephone or other communications contact.

(e) A description of the location of the affected area.

9. Act as, or designate, an ATC coordination facility. If assistance is required, the coordination facility must serve as a primary “communication facility” for communications between the emergency control authorities and affected aircraft.

10. Issue flight restrictions, NOTAM, and appropriate cancellation in a timely manner.

e. All air traffic facilities must:

1. To the maximum extent possible, render assistance to the agency requesting the TFR.

2. Disseminate TFR information to all affected pilots in the area by all possible means.

3. Direct all media requests for information concerning TFRs to the FAA Office of Communications (AOC) through the Washington Operations Center at (202) 267−3333.

20−3−7. REVISIONS AND CANCELLATIONS

a. When restrictions are necessary beyond the published termination date/time, the ARTCC must ensure that a revised NOTAM and an appropriate cancellation are issued.

b. When the ARTCC within whose area the restrictions are established receives information from the ATO service area or the agency that requested the restrictions that the restrictions are no longer required, the ARTCC must take action to cancel them. If the information is received by another facility, that facility must notify the ARTCC, which will take appropriate action.

c. When it is obvious that the restrictions are no longer required but a cancellation request has not been received, the ARTCC must take action to ascertain the status of the restrictions from the ATO service area or the agency that requested the restrictions, and if appropriate, cancel them.

Section 4. Temporary Flight Restrictions in National Disaster Areas in the State of Hawaii (Section 91.138)

20–4–1. PURPOSE

TFRs issued in accordance with 14 CFR section 91.138 address a determination that an inhabited area within a declared national disaster area in the State of Hawaii needs protection for humanitarian reasons.

20–4–2. REQUESTING AUTHORITIES

The Governor of the State of Hawaii or the Governor's designee may request a TFR under 14 CFR 91.138.

20–4–3. DEGREE OF RESTRICTIONS

The TFR will specify the extent and duration necessary to protect persons and property on the surface. Restrictions issued under this section prohibit all aircraft from operating in the designated area unless at least one of the following conditions is met:

a. Authorization is obtained from the official in charge of associated emergency or disaster relief response activities, and the aircraft is operated under the conditions of that authorization.

b. The aircraft is carrying law enforcement officials.

c. The aircraft is carrying persons involved in an emergency or a legitimate scientific purpose.

d. The aircraft is carrying properly accredited newspersons, and before entering the area, a flight plan is filed with the appropriate FAA or ATC facility specified in the NOTAM, and the operation is conducted in compliance with the conditions and restrictions established by the official in charge of on-scene emergency response activities.

e. The aircraft is operating in accordance with an ATC clearance or instruction.

20–4–4. DURATION OF RESTRICTIONS

A NOTAM issued under this section is effective for 90 days or until the national disaster area designation is terminated, whichever comes first, or otherwise terminated by notice or extended at the request of the Governor of the State of Hawaii or the Governor's designee.

20–4–5. ISSUING TFRs

FAA Headquarters or the ATO Service Area Director (or designee) having jurisdiction over the area concerned may issue a TFR.

Section 5. Emergency Air Traffic Rules (14 CFR Section 91.139)

20–5–1. PURPOSE

TFRs issued in accordance with 14 CFR section 91.139 utilize NOTAMs to advise of the issuance and operations under emergency air traffic rules and regulations.

20–5–2. REQUESTING AUTHORITIES

Whenever the Administrator determines that an emergency condition exists, or will exist, relating to the FAA's ability to operate the air traffic control system and during which normal flight operations under this chapter cannot be conducted consistent with the required levels of safety and efficiency:

a. The Administrator issues an immediately effective air traffic rule or regulation in response to that emergency condition.

b. The Administrator (or designee) may utilize the NOTAM system to provide notification of the issuance of the rule or regulation.

20–5–3. ISSUING TFRs

TFRs issued in accordance with 14 CFR section 91.139 may be issued by the FAA Administrator (or designee), the Chief Operating Officer of the ATO, FAA ATO Headquarters, or the ATO Director of System Operations Security.

20–5–4. DEGREE OF RESTRICTIONS

a. NOTAMs issued communicate information concerning the rules and regulations that govern flight operation, the use of navigation facilities, and designation of that airspace in which the rules and regulations apply.

b. When a NOTAM has been issued under this section, no person may operate an aircraft, or other device governed by the regulation concerned, within the designated airspace except in accordance with the authorizations, terms and conditions prescribed in the regulation covered by the NOTAM.

Section 6. Flight Restrictions in the Proximity of the Presidential and Other Parties (14 CFR Section 91.141)

20–6–1. PURPOSE

TFRs issued in accordance with 14 CFR section 91.141 address air security with respect to airspace over presidential and other parties.

20–6–2. REQUESTING AUTHORITIES

A TFR under 14 CFR section 91.141 may be requested by the Washington headquarters office of the U.S. Government agency responsible for the protection of the person concerned. This agency will contact FAA Headquarters in accordance with established procedures and request the necessary regulatory action.

20–6–3. ISSUING TFRs

TFRs issued in accordance with 14 CFR section 91.141 may be issued by the ATO Director of System Operations Security (or designee).

20–6–4. DEGREE OF RESTRICTIONS

No person may operate an aircraft over or in the vicinity of any area to be visited or traveled by the President, the Vice President, or other public figures contrary to the restrictions established by the FAA and published in a NOTAM.

20–6–5. PROCEDURES

Flight restrictions in the proximity of the President, Vice President, and other parties must be in accordance with FAA Order JO 7610.4, Special Operations.

Section 7. Flight Limitation in the Proximity of Space Flight Operations (14 CFR Section 91.143)

20–7–1. PURPOSE

TFRs issued in accordance with 14 CFR section 91.143 segregate nonparticipating aircraft from space flight operations. This includes launch and reentry phases, and Class 2 and Class 3 amateur rocket operations.

20–7–2. ISSUING AUTHORITIES

FAA Headquarters or the Manager of Terminal or En Route and Oceanic Service Area Operations (or designee) having control jurisdiction over the affected airspace can issue a TFR under 14 CFR section 91.143.

20–7–3. DEGREE OF RESTRICTIONS

No person may operate an aircraft of U.S. registry, or pilot an aircraft under the authority of an airman certificate issued by the FAA within areas designated in a NOTAM for space flight operations except when authorized by ATC, or the aircraft is supporting the space flight operation.

20–7–4. AIRPORTS WITHIN AIRCRAFT HAZARD AREAS AND TRANSITIONAL HAZARD AREAS

ATC services may not be provided to aircraft at airports that lie within an aircraft hazard area (AHA) or a transitional hazard area (THA) unless real-time start of activity and end of activity notification procedures for space launch and reentry operations are contained in local SOPs or LOAs. There must be sufficient lead-time prior to the start of space launch or reentry operations to allow for departure aircraft to clear the AHA and/or the THA, and to allow arrival aircraft to land and exit the airport movement area. ATC services may resume upon end of activity notification.

REFERENCE–
P/CG Term – Aircraft Hazard Area.
P/CG Term – Transitional Hazard Area.

Section 8. Management of Aircraft Operations in the Vicinity of Aerial Demonstrations and Major Sporting Events (14 CFR Section 91.145)

20–8–1. PURPOSE

This section prescribes guidelines and procedures in accordance with 14 CFR section 91.145, Management of Aircraft Operations in the Vicinity of Aerial Demonstrations and Major Sporting Events. Additionally, this section provides guidance on the processing of sponsor requests for these types of operations.

20–8–2. DEGREE OF RESTRICTIONS

When a NOTAM has been issued in accordance with this section, no person may operate any aircraft or device, or engage in any activity within the designated airspace area except in accordance with the authorizations, terms, and conditions of the TFR published in the NOTAM, unless otherwise authorized by: (1) Air Traffic Control; or (2) a Certificate of Waiver or Authorization FAA Form 7711–1 issued for the aerial demonstration by Flight Standards.

NOTE–
Process applications for Waiver of Authorization in accordance with Chapter 19 of this order. Coordination with affected ATC facilities and Flight Standards, as applicable, is required.

20–8–3. REQUESTING AUTHORITIES

a. An aerial demonstration/airshow or major sporting event organizer may request a TFR under this section.

b. For an aerial demonstration/airshow, the event organizer must submit the TFR request to the appropriate ATO Service Center Operations Support Group (OSG) Manager at least 45 days prior to the event. In addition, the event organizer must contact the appropriate Flight Standards District Office regarding requirements for a Certificate of Waiver or Authorization.

c. For a major sporting event, the event organizer must submit the TFR request to the appropriate ATO Service Center OSG Manager at least 45 days prior to the event.

20–8–4. AERIAL DEMONSTRATION/AIRSHOW TFRs

a. ATO Service Center Operations Support Groups (OSG) are responsible for aerial demonstration/airshow TFRs within their geographic area. The OSGs are delegated the authority to approve and issue TFRs for aerial demonstrations/airshows listed as Qualifying Events (QE) below:

1. Military aircraft conducting aerobatic demonstrations;

2. Civilian aircraft that operate in excess of 200 knots while conducting aerobatic demonstrations;

3. Military or civilian parachute team performances.

NOTE–
Demonstrations involving only "fly-bys" or air race events are not QEs and should be handled with existing operational procedures. A 14 CFR section 91.145 TFR is not authorized.

b. TFRs may be issued to cover practice sessions for a QE aerial demonstration/airshow. Practice sessions may include the terms aerial survey, arrival show, circling maneuvers, etc. Practice sessions are required to determine aerobatic maneuver timing and visual references for the airshow.

c. Duration of aerial demonstration/airshow TFRs is determined by the following:

1. The TFR time period must terminate when there is a gap of two hours or more between QEs.

2. Should additional QEs occur beyond the two-hour gap, another TFR time period is authorized.

3. If there is only one QE scheduled for an aerial demonstration/airshow, the TFR will be established for that performance only.

4. TFR time periods must fall within the times indicated in the Certificate of Waiver or Authorization (FAA Form 7711−1) issued by the Flight Standards District Office, but the TFR times are not required to cover the entire waiver times or periods when an airport is closed by a Notice to Airmen (NOTAM).

d. The dimensions of the TFR should conform to the following:

1. The TFR area will normally be a 5 nautical mile (NM) radius around the show center for the demonstration.

2. A 7 NM radius may be approved for the Canadian Snowbirds Team if requested and supported by local air traffic operations.

3. When the field elevation at the demonstration site is 5,000 feet or greater, other military jet teams may require a 7 NM radius, subject to ATC approval.

4. TFR altitude should be no greater than the minimum airspace necessary for the aerial demonstration and management of aircraft operations in the vicinity of the airshow.

5. The maximum altitude for an aerial demonstration TFR is 17,999 feet MSL.

6. TFR areas must be defined in published NOTAMs using nautical miles and feet MSL.

e. The following processing procedures apply to TFR requests for aerial demonstrations/airshows that meet the Qualifying Event criteria:

1. The OSG Manager (or designee) reviews the request package to determine if it meets TFR criteria in accordance with FAA regulations, directives, and policies.

2. If the request does not meet the criteria, it must be disapproved by the OSG Manager (or designee).

3. If the request meets the criteria for an aerial demonstration TFR, the OSG Manager (or designee) approves and processes the TFR for publication.

4. The OSG Manager (or designee) should publish a NOTAM via the TFR Builder application at least 7 days prior to the first requested practice or demonstration time period. The NOTAM Entry System (NES) may be used as a backup to publish the TFR.

5. Changes to published 14 CFR section 91.145 TFR NOTAMs should not be made within 48 hours of the event, except in an emergency.

20−8−5. TFR REQUESTS FOR MAJOR SPORTING EVENTS

a. The ATO Mission Support, Rules and Regulations Group Manager is responsible for approving all TFR requests for major sporting events.

b. The OSG Manager with jurisdiction of the request may disapprove TFR requests for major sporting events based on valid aeronautical reasons or noncompliance with FAA policy.

c. The following procedures apply:

1. Event organizers must submit requests for TFRs to support major sporting events to the jurisdictional ATO OSG Manager at least 45 days prior to the event.

2. The OSG Manager (or designee) will:

(a) Review the request based on the factors listed in 14 CFR section 91.145(b)(1) through (12).

(b) Evaluate the proposed restriction's impact on airspace and ATC operations.

(c) Determine if the requested TFR is warranted for the major sporting event and prepare an approval recommendation package to send to the Rules and Regulations Group Manager for requests recommended for approval.

(d) Forward all applicable information (original request from originator, OSG analysis and recommendation, and supporting documents) for TFR approval recommendations to the Rules and Regulations Group Manager, at least 30 days prior to the event.

(e) Disapprove any requested TFR for major sporting events that do not warrant a TFR based on valid aeronautical reasons or noncompliance with FAA policy.

(1) Notify the requestor, in writing, stating the basis for the disapproval and any available alternatives.

(2) Send an information copy of the disapproval correspondence to the Rules and Regulations Group Manager.

3. The Rules and Regulations Group Manager will determine if a recommended TFR is warranted.

(a) If the TFR is approved, the Rules and Regulations Group Manager will advise the OSG Manager to issue the TFR.

(b) If the TFR is disapproved, the Rules and Regulations Group Manager will advise the OSG Manager and provide the basis for the disapproval. The OSG Manager (or designee) will inform the requestor of the disapproval and any available alternatives.

d. The dimensions of a Major Sporting Event TFR will vary depending on the size of the event. The TFR will normally be limited to a 3 NM radius from the center of the event, upward from the surface to 2,500 feet above the surface (converted to MSL), but will not be greater than the minimum airspace necessary for the management of aircraft operations in the vicinity of the specified area.

NOTE–

1. *The U.S. Congress has mandated flight restrictions over specific major sporting events. In response, the FAA issued a standing "Select Sporting Events" FDC NOTAM listing the following covered events and restrictions:*

(a) *Regular or post-season Major League Baseball, National Football League, or NCAA Division One Football games;*

(b) *NASCAR Cup, Indy Car, or Champ Series races, excluding qualifying and pre-race events.*

(c) *Restrictions are in effect within a 3 NM radius of the stadium or venue hosting the covered event, up to and including 3,000 feet AGL, from one hour before the scheduled start until one hour after the end of the covered event. For more details, refer to the current FDC NOTAM.*

2. *A 14 CFR section 91.145 TFR is not issued for the above events.*

20–8–6. TFR REVISIONS AND CANCELLATIONS

a. When restrictions are necessary beyond the published 91.145 TFR termination date/time, the Service Center OSG Manager (or designee) must ensure that a new NOTAM and a cancellation of the previous NOTAM are issued.

b. When it becomes apparent restrictions are no longer required but information to that effect has not been received, prior to cancelling the 91.145 TFR, the Service Center OSG Manager (or designee) must confirm the status of the activity from the agency/person that requested the restrictions.

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. The 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 the SOSC working in concert with the USSS. The 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).

BRIEFING GUIDE

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

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

Table of Contents

1. PARAGRAPH NUMBER AND TITLE:
1–2–4. ABBREVIATIONS
3–8–5. EMERGENCY ALTITUDE MAP (EAM)

2. BACKGROUND: The Corrective Action Request (CAR) 2021–005, National En Route Emergency Altitude Map (EAM), addresses recent emergency situations where aircraft in mountainous areas were unable to maintain minimum safe altitudes. The EAM is designed to provide advisory services to aircraft in distress by highlighting areas with lower terrain or obstacle clearance. It is not meant for assigning altitudes but for advising pilots. The EAM is similar to the Emergency Obstacle Video Maps (EOVM) and provides a single advisory-only safe emergency altitude, displayed in hundreds of feet, for each published minimum IFR altitude (MIA) area. This altitude is distinct from the displayed MIA. The EAM values are determined using FAA Order JO 7210.37, considering adverse assumption obstacles (AAOs) and vegetation heights, and are rounded up to the nearest 100-foot increment for emergency obstacle clearance (EOC).

3. CHANGE:

OLD	**NEW**
1–2–4. ABBREVIATIONS	**1–2–4. ABBREVIATIONS**
As used in this order, the following abbreviations have the meanings indicated: (See TBL 1–2–1.)	No Change
TBL 1–2–1 **Abbreviations**	No Change
Add	**AAO** . . . . . **Adverse assumption obstacle**
Add	**EAM** . . . . . **Emergency altitude map**

OLD	**NEW**
Add	**3–8–5. EMERGENCY ALTITUDE MAP (EAM)**
Add	**a. An EAM may be established at en route facilities that have designated mountainous areas as defined in 14 CFR part 95, subpart B, within their delegated area of control. This map is intended to facilitate advisory service to an aircraft in an emergency situation in the event an appropriate terrain/obstacle clearance minimum altitude cannot be maintained.**
Add	***NOTE–*** ***Appropriate terrain/obstacle clearance minimum altitudes may be defined as minimum IFR altitude (MIA), minimum en route altitude (MEA), minimum obstruction clearance altitude (MOCA), or minimum vectoring altitude (MVA).***
Add	**b. The EAM may be used, and the advisory service provided only when a pilot has declared an emergency, or a controller determines that an emergency condition exists or is imminent because of the inability of an aircraft to maintain the appropriate terrain/obstacle clearance minimum altitude(s).**
Add	**c. EAM Design:**

Add	**1. EAM lateral limits must be the same as the associated MIA lateral limits.**
Add	**2. The posted EAM altitude must be the higher of the following:**
Add	**(a) The highest terrain elevation value rounded up to the nearest 100 feet, plus an additional 200-foot buffer for any adverse assumption obstacle (AAO); or**
Add	**(b) The highest obstacle elevation value rounded up to the nearest 100 feet, plus an additional 100-foot buffer.**
Add	**d. All EAM values must be adapted within ERAM as follows:**
Add	**1. Expressed as MSL altitudes in hundreds of feet.**
Add	**2. Displayed within parentheses to differentiate them from MIA values.**
Add	**3. Located as closely as possible to and directly below the MIA values on the associated video map.**
Add	***EXAMPLE–*** ***An EAM value of 4,500 feet will be displayed as (045).***
Add	**e. EAM Verification:**
Add	**1. Any ERAM EAM adaptation must be checked for adequacy and then coordinated with AJV–A to verify the accuracy of its information.**
Add	**2. Subsequent verifications must be completed at least once every 2 years or whenever the lateral boundaries of any MIA area are changed, whichever is earlier.**
Add	**3. Changes within the Digital Obstacle File (DOF) data that adversely affect EAM values must be incorporated into the operational ERAM adaptation as soon as possible and appropriate actions must be taken to ensure operational personnel are informed.**
3–8–5	Renumber **3–8–6**

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1. PARAGRAPH NUMBER AND TITLE:
1–2–4. ABBREVIATIONS
4–7–4. UNIDENTIFIED FLYING OBJECT (UFO) REPORTS

2. BACKGROUND: On December 22, 2022, Title 50 United States Code (50 U.S.C.) section 3373, Establishment of All-Domain Anomaly Resolution Office, created and defined the term unidentified anomalous phenomena (UAP) which effectively, for governmental purposes, replaced the term unidentified flying object (UFO). In addition, section 3373 identifies UAPs as a potential national security concern and establishes agency requirements for collecting reports of UAP incidents, including the FAA. As a result, the FAA will require air

traffic control (ATC) to notify the National Tactical Security Operations (NTSO) Air Traffic Security Coordinator (ATSC) team on the Domestic Events Network (DEN) of any pilot reports or air traffic personnel observations of UAP activity. In addition, the All-Domain Anomaly Resolution Office (AARO) website has the capability of receiving certain UAP reports and is developing a reporting mechanism for the public.

3. CHANGE:

OLD	NEW
1–2–4. ABBREVIATIONS	**1–2–4. ABBREVIATIONS**
As used in this order, the following abbreviations have the meanings indicated: (See TBL 1–2–1.)	No Change
TBL 1–2–1 **Abbreviations**	No Change
UFO . . . . . Unidentified flying object	**UAP** . . . . . **Unidentified anomalous phenomena**

OLD	NEW
4–7–4. UNIDENTIFIED FLYING OBJECT (UFO) REPORTS	**4–7–4. UNIDENTIFIED ANOMALOUS PHENOMENA (UAP) REPORTS**
a. Persons wanting to report UFO/unexplained phenomena activity should contact a UFO/unexplained phenomena reporting data collection center, such as the National UFO Reporting Center, etc.	**a. Pilot reports and/or air traffic personnel observations of unidentified anomalous phenomena (UAP) activity must be reported to the National Tactical Security Operations (NTSO) Air Traffic Security Coordinator (ATSC) team on the Domestic Events Network (DEN). Report the following items if available:**
Add	***REFERENCE–*** ***FAA Order JO 7110.65, Para 9–8–1, General.***
Add	**1. Call sign of aircraft that reported the UAP or, otherwise, if an air traffic personnel observation;**
Add	**2. Location, altitude, and flight direction of the reporting aircraft or location of the reporting air traffic personnel;**
Add	**3. UAP location in relation to aircraft position or air traffic personnel;**
Add	**4. General description of the UAP, including any known pertinent information (i.e., altitude, direction of flight, speed); and**
Add	**5. If UAP depicted on ATC radar displays.**
Add	**b. Other persons wanting to report UAP activity may be referred to the All-Domain Anomaly Resolution Office (AARO) website at https://www.aaro.mil/.**
b. If concern is expressed that life or property might be endangered, report the activity to the local law enforcement department.	**c.** If concern is expressed that life or property might be endangered **by UAP activity**, report the activity to the local law enforcement department.

1. PARAGRAPH NUMBER AND TITLE:
1–2–4. ABBREVIATIONS
12–6–8. APPROACH RUNWAY VERIFICATION (ARV)

2. BACKGROUND: In September 2023, the White House announced an investment into Approach Runway Verification (ARV) to prevent Wrong Surface Landings (WSLs). ARV is a new feature introduced in the Standard Terminal Automation Replacement System (STARS) S6.R10 software build that has the capability to provide controllers with audible and visual alerts when aircraft align with a wrong runway, wrong airport, taxiway, or closed runway. As WSLs are currently among the Air Traffic Organization's Top 5 Safety Risks, the FAA is incorporating procedures within FAA Order JO 7210.3, Facility Operation and Administration, related to this STARS alerting feature to reinforce our safety mission. ARV is a customizable tool that can be modified to meet the individual needs of the facility/airport pair based on operational needs. ARV processing requires collaboration with the Operational Support Facility (OSF) to build and deploy the feature within the STARS system processor site adaptation file. When enabled, the selected STARS displays will provide ARV alerts where adapted. Facility managers may elect to temporarily inhibit alerting if adverse operational impact is experienced and must notify the Service Area Office. As tower controllers' primary focus is not on the STARS display, STARS must always provide an aural alert for tower displays workstations at airports where ARV is adapted and enabled. Additionally, to support airports that do not have a STARS display and where ARV alerting has been adapted, facilities must incorporate ARV alerting responsibilities in a facility directive to ensure towers receive this alert when enabled by the overlying approach controller.

3. CHANGE:

OLD	**NEW**
1–2–4. ABBREVIATIONS	**1–2–4. ABBREVIATIONS**
As used in this order, the following abbreviations have the meanings indicated: (See TBL 1−2−1.)	No Change
TBL 1–2–1 **Abbreviations**	No Change
Add	**ARV** . . . . . **Approach Runway Verification**
Add	**TCW** . . . . . **Terminal Controller Workstation**
TDW . . . . . Terminal display workstation	TDW . . . . . **Tower Display Workstation**

OLD	**NEW**
Add	**12–6–8. APPROACH RUNWAY VERIFICATION (ARV)**
Add	**ARV is a feature within STARS that provides visual and audible alerting for aircraft that may be aligned with the wrong surface, a closed runway, or the wrong airport.**
Add	***NOTE–*** ***ARV processing/alerting is not available when TDWs are operating in direct sensor mode.***
Add	**a. ATMs may temporarily inhibit ARV when its continued use would adversely impact operational priorities.**
Add	**1. A facility ATM may inhibit ARV at all or select STARS Terminal Controller Workstations (TCWs)/Tower Display Workstations (TDWs).**

Add	**2. The ATM must notify the Service Area Director of Air Traffic Operations when a facility inhibits ARV, and the rationale for the decision.**
Add	**b. Unless ARV is inhibited, audible alerting must not be disabled for any TDW.**
Add	**c. Where adapted and enabled, ATMs must specify in a facility directive whether TRACON controllers are responsible for coordinating ARV alerts with towers that have a TDW.**
Add	**d. Where adapted and enabled, ATMs must ensure a facility directive requires the overlying TRACON to coordinate ARV alerts with the appropriate tower under their jurisdiction that:**
Add	**1. is not equipped with a TDW, or**
Add	**2. is equipped with a TDW, but the TDW is not operational.**
12–6–8 through **12–6–14**	Renumber **12–6–9** through **12–6–15**

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1. PARAGRAPH NUMBER AND TITLE:
1–2–4. ABBREVIATIONS
Chapter 6, Section 10. En Route Data Communications
6–10–1. CONTROLLER PILOT DATA LINK COMMUNICATIONS (CPDLC)
10–4–2. MINIMUM IFR ALTITUDES (MIA)
10–4–3. PRE-DEPARTURE CLEARANCE (PDC)
10–4–4. CONTROLLER PILOT DATA LINK COMMUNICATIONS (CPDLC)
10–4–5. TDLS APPLICATION SPECIALIST (TAS)
10–4–11. MINIMUM IFR ALTITUDES (MIA)

2. BACKGROUND: The Controller/Pilot Data Link Communications (CPDLC) capability is in use in all FAA Air Route Traffic Control Centers and at select airports 24 hours a day dictating the need to move CPDLC policies and procedures currently placed in FAA Order JO 7210.79, Controller Pilot Data Link Communications (CPDLC) in the ERAM Environment, and FAA Order JO 7110.113, Procedures for Issuing Automated Clearances, into FAA Order JO 7210.3.

3. CHANGE:

OLD	**NEW**
1–2–4. ABBREVIATIONS	**1–2–4. ABBREVIATIONS**
As used in this order, the following abbreviations have the meanings indicated: (See TBL 1–2–1.)	No Change
TBL 1–2–1 **Abbreviations**	No Change
Add	**DCL** . . . . . **Departure Clearance**
Add	**DEN** . . . . . **Domestic Events Network**
Add	**IC** . . . . . **Initial contact**
Add	**LTA** . . . . . **Letter to Airmen**

Add	**MTM** . . . . . **Maintenance TDLS Menu**
Add	**OMIC** . . . . . **Operations Manager-in-Charge**
Add	**TAS** . . . . . **TDLS Application Specialist**
Add	**TO** . . . . . **Technical Operations**
Add	**TOC** . . . . . **Transfer of communication**

OLD	NEW
Add	**Section 10. En Route Data Communications**

OLD	NEW
Add	**6–10–1. CONTROLLER PILOT DATA LINK COMMUNICATIONS (CPDLC)**
Add	**All ARTCC ATMs must ensure that the following requirements are incorporated into facility documents, as appropriate, prior to the operational use of CPDLC.**
Add	**a. CPDLC shutdowns must be coordinated with all affected personnel and users unless operational conditions require an emergency shutdown of the service.**
Add	**1. The Operations Manager-in-Charge (OMIC) must coordinate with each area to ensure controllers stop using CPDLC.**
Add	**2. Controllers must use voice to broadcast a message alerting pilots to the shutdown.**
Add	***NOTE–*** ***A NOTAM may be issued for a longer-term outage.***
Add	**3. Controllers must take action to ensure that any open or abnormally closed uplinks at the time of the shutdown will be resolved, by voice, with each aircraft.**
Add	**b. A record of the operational status of CPDLC and its components must be maintained to include system on/off status, initial contact (IC) on/off status, service provider outages, service volume antenna outages, and other pertinent information.**
Add	**c. Ensure Operations Supervisor (OS) and Controllers-in-Charge (CIC) brief the operational status of CPDLC and its components when relieved of position.**
Add	**d. Establish procedures to update the frequency management tables to accurately reflect current frequency assignments.**
Add	***NOTE–*** ***Frequency management tables are used by the CPDLC system to determine the proper radio frequency to use when sending a transfer of communication (TOC) uplink to an aircraft.***

Add	**e. Establish procedures to coordinate any changes to frequency management tables that will impact adjacent facilities.**
Add	***NOTE–*** **1. *When a frequency is out of service, any adjacent ARTCC that might use that frequency in a TOC uplink has to be informed so its frequency management tables can be updated.***
Add	**2. *Prior to CPDLC implementation, sector combinations and frequency assignments were normally coordinated across facility boundaries between controllers at the operational positions. With the implementation of CPDLC, controllers should forward that information to the OS/CIC on duty so that the frequency management tables can be updated.***
Add	**f. Technical Operations (TO) personnel must be notified when an outage or problem occurs with any element of the Terminal Data Link System (TDLS).**

OLD	NEW
Add	**10–4–2. MINIMUM IFR ALTITUDES (MIA)**
Add	**At terminal facilities that require minimum IFR altitude (MIA) charts, determine MIA information for each control sector and display them at the sector. This must include off-airway minimum IFR altitude information to assist controllers in applying 14 CFR section 91.177 for off-airway vectors and direct route operations. Facility air traffic managers must determine the appropriate chart/map method for displaying this information at the sector. Forward charts and chart data records to the appropriate Service Center Operations Support Group for certification and annual review.**
Add	***NOTE–*** **1. *For guidance in the preparation and review of Minimum IFR Altitude charts, see FAA Order JO 7210.37, En Route Instrument Flight Rules (IFR) Minimum IFR Altitude (MIA) Sector Charts.***
Add	**2. *This may be accomplished by appending the data on sector charts or MVA charts; special translucent sectional charts are also available. For assistance in obtaining MIA sector charts, contact the Radar Video Map group at 9-AJV-HQ-ATCPRODUCTS@faa.gov.***

OLD	NEW
Add	**10–4–3. PRE-DEPARTURE CLEARANCE (PDC)**
Add	**a. The ATM must determine the mode of PDC operation. Prior to use of the "AUTO" mode, facilities must establish procedures to immediately detect and promptly correct any data transmitted in error.**
Add	**1. Facilities must not transmit clearance information through the use of "auto" mode 2 hours prior to closing, in cases where the facility is part-time.**
Add	**2. Facilities must establish procedures to disable the automatic sending of clearances prior to closing and include clearance void time instructions.**
Add	**b. The ATM must establish a facility directive for transmitting automated clearances. The directive must contain local procedures and responsibilities for processing clearances and must include the following:**
Add	**1. Procedures to review clearances for accuracy and route integrity. Include procedures for correcting information prior to transmitting and/or to verbally correct information that has changed or been transmitted in error.**
Add	**2. Procedures for issuing Departure Procedures (DP), Standard Instrument Departure (SID) procedures, climb-out procedures, altitude information, departure frequencies, and other air traffic control information in accordance with FAA Order JO 7110.65, Air Traffic Control, Chapter 14, Data Link Communications.**
Add	**3. Responsible positions and procedures to ensure that all applicable clearance information, in accordance with FAA Order JO 7110.65, Air Traffic Control, is conveyed to the pilot either via Selectable Fields or verbal communication.**
Add	**4. Local procedures for use of Selectable Fields in accordance with FAA Order JO 7110.65, Air Traffic Control, Chapter 14, Data Link Communications.**

Add	**5. Procedures for monitoring and reporting routes, which are routinely generated by automation, that differ from the filed route (indicated with plus signs on flight progress strip) to the facility POC TAS, who will report to the appropriate ARTCC POC as necessary.**
Add	**6. Only include information that is not contrary to that in an assigned SID and necessary for a facility specific operation. Once transmitted, if any clearance information changes or if it is contrary to the information in an assigned SID, that information must be issued verbally.**
Add	**7. Do not imply or use terms such as "cleared as filed" or "as filed" in a PDC automated clearance.**
Add	**8. Only standard contractions found in FAA Order JO 7340.2, Contractions, must be used in populating Selectable Fields.**
Add	**9. Procedures for operating in "AUTO" mode, when applicable.**
Add	**(a) Facilities must not transmit clearance information through the use of "auto" mode 2 hours prior to closing, in cases where the facility is part-time.**
Add	**(b) Establish procedures to disable the automatic sending of clearances prior to closing and include clearance void time instructions.**
Add	**10. A Letter to Airmen (LTA) outlining the services being provided by PDC must be issued for a minimum of 2 years following commissioning of the system.**
Add	**(a) The LTA should include facility-specific limitations, flight plan requirements, or restrictions that would reject PDCs.**
Add	**(b) The LTA must direct applicants who request to participate in PDC to contact Terminal Data Link System (TDLS) Second Level Engineering Team, AJW–17, at AMC–ATOW–TDLS–Support@faa.gov.**

OLD	NEW
Add	**10–4–4. CONTROLLER PILOT DATA LINK COMMUNICATIONS (CPDLC)**
Add	**The ATM must establish a facility directive for transmitting automated clearances. The directive must contain local procedures and responsibilities for processing clearances and must include the following:**

Add	**a. Procedures to review all clearances, including initial and revised clearances for accuracy and route integrity.**
Add	**b. Procedures for correcting errors via voice if unable to use CPDLC.**
Add	***PHRASEOLOGY–*** ***DISREGARD CPDLC MESSAGE***
Add	**c. Procedures for issuing DPs, SIDs, climb-out procedures, altitude information, departure frequencies, and other air traffic control information in accordance with FAA Order JO 7110.65, Air Traffic Control, Chapter 14, Data Link Communications.**
Add	**d. Procedures for accomplishing coordination prior to transmitting revised clearances.**
Add	**e. Procedures for ensuring acknowledgment of WILCO, UNABLE, and STANDBY for revised clearances.**
Add	**f. Procedures for handling all flight deck responses.**
Add	**g. Procedures for handling controller alerts, errors, and timeouts.**
Add	**h. Responsible positions and procedures to ensure that all applicable clearance information in accordance with FAA Order JO 7110.65, Air Traffic Control, is conveyed to the pilot either via verbal communication or CPDLC.**
Add	**i. Procedures for operating in "AUTO" mode, when applicable.**
Add	**1. Facilities must not transmit clearance information through the use of "auto" mode 2 hours prior to closing, in cases where the facility is part-time.**
Add	**2. Establish procedures to disable the automatic sending of clearances prior to closing and include clearance void time instructions.**

OLD	**NEW**
Add	**10–4–5. TDLS APPLICATION SPECIALIST (TAS)**
Add	**The ATM must designate two air traffic personnel as facility TASs. The TASs must:**
Add	**a. Complete the TDLS Application Specialist Course #50085001 prior to editing adaptations at the Maintenance TDLS Menu (MTM) Console.**

Add	**b. Configure air traffic components of TDLS, incorporate air traffic operational data, monitor data and configurations to ensure accuracy and currency, make adjustments to TDLS as required, and maintain the TDLS adaptation for currency and optimum usability.**
Add	***NOTE–*** ***When configuring the TDLS MTM, the TAS should use published SID codes and transitions. For each SID in their local adaptation, enter the SID name and number, the common point, and all associated transitions, if any. If a facility deviates from this, local documentation should be established outlining the deviations. Coordination with overlying and adjacent facilities may be necessary if deviating from the above settings.***
Add	**c. Share responsibility and coordinate with the Technical Operations (TO) TDLS System Administrator(s) as necessary.**
Add	**d. Receive reports and monitor routes, which are routinely generated by automation, that differ from the filed route (indicated with plus signs on flight progress strip). Investigate likely causes of multiple, repeated occurrences. Report the findings to appropriate ARTCC DCL POC.**
10–4–2 through **10–4–10**	Renumber **10–4–6** through **10–4–14**

OLD	NEW
10–4–11. MINIMUM IFR ALTITUDES (MIA)	Delete
At terminal facilities that require minimum IFR altitude (MIA) charts, determine MIA information for each control sector and display them at the sector. This must include off–airway minimum IFR altitude information to assist controllers in applying 14 CFR section 91.177 for off–airway vectors and direct route operations. Facility air traffic managers must determine the appropriate chart/map method for displaying this information at the sector. Forward charts and chart data records to the appropriate Service Center Operations Support Group for certification and annual review.	Delete
NOTE– **1.** *For guidance in the preparation and review of Minimum IFR Altitude charts see FAA Order JO 7210.37, En Route Instrument Flight Rules (IFR) Minimum IFR Altitude (MIA) Sector Charts.*	Delete
2. *This may be accomplished by appending the data on sector charts or MVA charts; Special translucent sectional charts are also available. For assistance in obtaining MIA sector charts contact the Radar Video Map group at 9–AJV–HQ–ATCPRODUCTS@faa.gov.*	Delete

1. PARAGRAPH NUMBER AND TITLE: 2–1–5. RELEASE OF INFORMATION

2. BACKGROUND: FAA System Operations Security, Operations Security Plans and Procedures (AJR−222), is continuing efforts to inform FAA Lines of Business, ATO Service Units, and FAA Field Facilities on the proper identification and protection of Sensitive Flight Data (SFD) concerning sensitive government flights involving national security, homeland defense, intelligence, and law enforcement missions. This provides instruction to FAA facilities concerning SFD regulations, bolster guidance on proper SFD protection, and assist agency personnel with amplifying information to apply proper discretion when responding to external FAA requests for flight data that contains SFD.

3. CHANGE:

OLD	NEW
2–1–5. RELEASE OF INFORMATION	**2–1–5. RELEASE OF INFORMATION**
Title through **a**	No Change
Add	**b. Flight Track Data is defined in this order as all flight data related to one or more individual flights, inclusive of plot, track, altitude, heading, positional, and identification data (e.g., call sign, aircraft registration number, aircraft type, beacon code, origination, route of flight, and destination). Flight Track Data is contained in any NAS or ATO information system, automation platform, and/or database that contains data on individual flights. Flight Track Data can be contained and provided in digital, written, graphic, or oral form.**
Add	**c. Flight Track Data on sensitive U.S. Government flights conducted for the purposes of national defense, homeland security, intelligence, and law enforcement is considered Sensitive Flight Data (SFD). SFD contains multiple types of Sensitive Unclassified Information (SUI), which must be protected from unauthorized disclosure as required by Federal law, government-wide regulation, and agency policy. SFD is not marked or identified as SFD or SUI at the facility level, which means that agency personnel have no authoritative method to differentiate between Flight Track Data that is nonsensitive and Flight Track Data that is SFD. Therefore, in instances where agency personnel are unable to validate that certain Flight Track Data is nonsensitive (i.e., not inclusive of SFD), they must protect that Flight Track Data as SUI.**

b. Except as provided in this and other FAA orders, or when specifically authorized to do so by the Secretary of Transportation or the Administrator, no agency employee must release information from any National Airspace System (NAS) database regarding the position, altitude, heading, flight plan, origination or destination of a single aircraft ("Flight Track Data") upon the oral request of an individual outside of the FAA.	**d.** Except as provided in this and other FAA orders, or when specifically authorized to do so by the Secretary of Transportation or the Administrator, agency **personnel** must **not** release Flight Track Data **to** an individual **or entity** outside of the FAA **in response to any request**.
1. No request for Flight Track Data must be granted unless it is first determined that the request is being made in the interest of aviation safety or efficiency, or for an official purpose by a United States Government agency or law enforcement organization with respect to an ongoing investigation.	**1. Agency personnel must not release Flight Track Data to an entity outside the FAA unless it is first determined that the request is being made for an official purpose and/or an ongoing investigation by a U.S. Government agency or law enforcement organization personnel.**
2. No Flight Track Data on aircraft conducting military, law enforcement, presidential, or other sensitive flights must be released except as operationally required to assist such flights.	**2. Agency personnel must not release Flight Track Data considered SFD on U.S. Government aircraft conducting military, homeland security, intelligence, law enforcement, presidential, or other sensitive flights to an entity outside the FAA except as operationally required to assist such flights. In the event that the employee is not able to determine if the Flight Track Data being requested is SFD, the employee must not release the data in question except as operationally required to assist that flight.**
3. Each request must be handled in the following manner:	No Change
(a) The agency employee must positively identify the requestor by name, organization or affiliation, and point–of–contact (including a telephone call-back number).	**(a) P**ositively identify the requestor by name, organization or affiliation, and point of contact **information** (including a telephone call-back number **and, if possible, email address**).
(b) The agency employee must inquire about the purpose of the request so as to determine whether the request is being made in the interest of aviation safety or efficiency, or for an official purpose.	**(b) I**nquire about the purpose of the request to determine whether the request is being made for an official purpose **and by a duly authorized representative of a U.S. Government agency or law enforcement organization in support of an ongoing investigation**.
(c) Except for requests received from any United States Government agency or law enforcement organization, the agency employee must enter into the facility Daily Record of Facility Operation, FAA Form 7230–4, a record of the request, including:	Delete
(1) The information obtained under subparagraphs b3(a) and b3(b) above; and	Delete
(2) A summary of any information provided to the requestor, including the flight number or registration number of the aircraft in question.	Delete

(d) For requests received from any United States Government agency or law enforcement organization, the only information entered into the local facility log must be that called for by subparagraph b3(a) above, with a brief notation as to whether the request was granted or not.

Add

4. If the request is from an individual and it is determined that the request, if granted, would not further aviation safety or efficiency, the employee must deny the request and may inform the requester that information may be sought under the Freedom of Information Act (FOIA). A FOIA request should be filed in writing with the FOIA Officer, ARC–40, 800 Independence Avenue, S.W., Washington, DC 20591, or by email to 7–AWA–ARC–FOIA@faa.gov.

5. If it cannot be ascertained whether the purpose of the request, if from an individual, is in furtherance of aviation safety or efficiency, or if from a United States Government agency or law enforcement organization, is for an official purpose, the agency employee must contact facility management for guidance. If local management is unable to determine whether or not a request should be granted, the official should contact the Quality Assurance Investigator on-call in Washington headquarters. En Route and Oceanic Operations, Terminal Operations, and Flight Service Safety and Operations Group may elect to process after-hour requests through the appropriate Service Area office Quality Assurance on-call specialist.

c. Federal Contract Flight Service Stations (FCFSS) must handle the release of information in accordance with contract requirements.

Add

(c) For requests received from any **U.S.** Government agency or law enforcement organization, the only information entered into the facility **Daily Record of Facility Operation, FAA Form 7230–4,** must be that called for by subparagraph **d**3(a) above, with a brief notation as to whether the request was granted or not.

(d) Notify facility management of all incoming requests.

4. If the request is from an individual **not associated with any U.S. Government agency or law enforcement organization**, **agency personnel** must deny the request and may inform the requester that information may be sought under the Freedom of Information Act (FOIA). A FOIA request should be filed in writing with the FOIA Officer, **AFN–400**, 800 Independence Avenue SW, Washington, DC 20591, or **make an electronic request at https://www.faa.gov/foia/email_foia.**

5. If it cannot be ascertained whether the purpose of the request from a **U.S.** Government agency or law enforcement organization is for an official purpose **regarding a time-sensitive issue**, agency **personnel** must contact facility management for guidance. If local management is unable to determine whether or not a request should be granted, the official **may** contact the **National Tactical Security Operations (NTSO) Air Traffic Security Coordinator (ATSC) at (540) 422–4423/24/25.**

e. FAA Contract Flight Service Stations (FCFSSs) must handle the release of information in accordance with contract requirements.

f. Any requests made by entities external to the FAA seeking connectivity to FAA systems for access to NAS data or NAS automation system data must first be directed to HQ FAA System Operations Security, Operations Security Plans and Procedures NAS Data Release Board (NDRB) Secretariat via email at 9–AJR–NDRB–Executive–Secretariat@faa.gov.

1. PARAGRAPH NUMBER AND TITLE: 2–1–9. HANDLING BOMB THREAT INCIDENTS

2. BACKGROUND: Bomb threats received by an air traffic facility must be reported to the National Tactical Security Operations (NTSO) Air Traffic Security Coordinator (ATSC) team at the Domestic Events Network (DEN) for the quickest and most efficient dissemination of security-related information.

3. CHANGE:

OLD	NEW
2–1–9. HANDLING BOMB THREAT INCIDENTS	**2–1–9. HANDLING BOMB THREAT INCIDENTS**
Air Traffic facilities must establish procedures to carry out their functions in accordance with FAA Order 1600.6, Physical Security Management Program. The following provisions must be incorporated into facility plans:	Air Traffic facilities must establish procedures to carry out their functions in accordance with FAA Order **1600.69, FAA Facility Security Management Program**. The following provisions must be incorporated into facility plans:
a. All air traffic facilities must notify the respective regional operations center and other appropriate Service Area office element when a bomb threat occurs.	**a.** All air traffic facilities must notify **the National Tactical Security Operations (NTSO) Air Traffic Security Coordinator (ATSC) team through the Domestic Events Network (DEN),** the respective regional operations center**,** and other appropriate Service Area office element when a bomb threat occurs.
b through **h**	No Change
i. Facilities will take action to increase the security whenever such action is feasible. Measures to protect administrative and operational areas and equipment rooms should be taken. FAA Order 1600.6, Physical Security Management Program, provides additional guidance for the protection of agency facilities, installations, equipment, etc. Examples are:	**i.** Facilities will take action to increase the security whenever such action is feasible. Measures to protect administrative and operational areas and equipment rooms should be taken. FAA Order **1600.69, FAA Facility Security Management Program**, provides additional guidance for the protection of agency facilities, installations, equipment, etc. Examples are:

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1. PARAGRAPH NUMBER AND TITLE:
2–1–16. AUTHORIZATION FOR SEPARATION SERVICES BY TOWERS
10–5–3. FUNCTIONAL USE OF CERTIFIED TOWER RADAR DISPLAYS

2. BACKGROUND: The Policy Directorate recently revised a 2023 interpretation concerning the use of a certified tower radar display (CTRD) and the application of tower-applied visual separation to successive arrivals. It was found that the governing provisions contained obsolete personnel names and references to old offices that no longer influence the process.

3. CHANGE:

OLD	NEW
2–1–16. AUTHORIZATION FOR SEPARATION SERVICES BY TOWERS	**2–1–16. AUTHORIZATION FOR SEPARATION SERVICES BY TOWERS**
Title through **a1**	No Change
2. The agreement has been approved by the Area Director of Terminal Operations; and	**2.** The agreement has been approved by the **Service** Area Director of **Air Traffic** Operations; and

a3 through **b**	No Change
c. An authorization for towers to provide separation services other than those prescribed in subparagraphs a and b must be supported by a staff study prepared by the authorizing facility or the Terminal Operations Service Area office which addresses at least:	**c.** An authorization for towers to provide separation services other than those prescribed in subparagraphs a and b must be supported by a staff study prepared by the authorizing facility **that** addresses at least:
c1 through **c3**	No Change
4. Why the IFR facility is unable to provide an equal or superior level of service without the delegation.	**4.** Why the IFR facility is unable to provide an equal or superior level of service without the delegation **of airspace for separation responsibility**.
c5 through **c10**	No Change
d. The staff study must, following the Terminal Operations Service Area review and concurrence, be forwarded to Terminal Services through System Operations Planning, and System Safety and Procedures for approval. System Operations Planning will coordinate with all affected Technical Operations Services Area Service Directors prior to finalizing their comments and recommendations.	**d.** The staff study must, following **OSG** review and concurrence **by the District General Manager**, be forwarded to **the Service Area Director of Air Traffic Operations for approval.**
OLD	**NEW**
10–5–3. FUNCTIONAL USE OF CERTIFIED TOWER RADAR DISPLAYS	**10–5–3. FUNCTIONAL USE OF CERTIFIED TOWER RADAR DISPLAYS**
Title through **c**	No Change
d. Operational applications of tower radar displays other than those outlined in subparagraphs a and b, and/or the delegation of airspace to a tower require a staff study as prescribed in paragraph 2–1–16, Authorization for Separation Services by Towers.	**d.** Operational applications of tower radar displays other than those outlined in subparagraphs a and b, and/or **where the tower has been delegated airspace,** require a staff study as prescribed in paragraph 2–1–16, Authorization for Separation Services by Towers.

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1. PARAGRAPH NUMBER AND TITLE:
2–1–31. REPORTING SUSPICIOUS AIRCRAFT/PILOT ACTIVITIES
19–5–2. DERELICT BALLOONS/OBJECTS

2. BACKGROUND: Recent incidents of unidentified foreign balloons entering or within U.S. territorial airspace have raised concerns of their potential impact to national security and public safety. These incidents are considered suspicious aircraft activities and, for awareness and reporting purposes, are being incorporated into various directives as appropriate.

3. CHANGE:

OLD	NEW
2–1–31. REPORTING SUSPICIOUS AIRCRAFT/PILOT ACTIVITIES	**2–1–31. REPORTING SUSPICIOUS AIRCRAFT/PILOT ACTIVITIES**
a. Facility air traffic managers must ensure that the operational supervisor/controller-in-charge promptly reports any suspicious aircraft/pilot activities to the Domestic Events Network (DEN) Air Traffic Security Coordinator (ATSC).	**a.** Facility air traffic managers must ensure that the **operations manager,** operations supervisor**, or** controller-in-charge promptly reports any suspicious aircraft/pilot activities to the **National Tactical Security Operations (NTSO)** Air Traffic Security Coordinator (ATSC) **team on the Domestic Events Network (DEN)**.
REFERENCE– *FAA Order JO 7110.65, Para 2–1–2, Duty Priority.*	No Change
NOTE– *Additional information for ATC on identifying suspicious situations is located in FAA Order JO 7610.4, Sensitive Procedures and Requirements for Special Operations, Chapter 7, Section 3, Suspicious Aircraft/Pilot Activity.*	No Change
b. The DEN ATSC must be notified as soon as possible of any suspicious activity, including the following:	**b.** The **NTSO** ATSC must be notified as soon as possible of any suspicious activity, including the following:
1. Radio communications are lost or not established. Consider any IFR aircraft that is NORDO for more than 5 minutes as suspicious. This includes all aircraft (for example, general aviation, law enforcement, military, MEDEVAC) regardless of transponder code. ATC actions taken to establish communications with the NORDO aircraft must be reported to the DEN ATSC.	**1.** Radio communications are lost or not established. Consider any IFR aircraft that is NORDO for more than 5 minutes as suspicious. This includes all aircraft (for example, general aviation, law enforcement, military, MEDEVAC) regardless of transponder code. ATC actions taken to establish communications with the NORDO aircraft must be reported to the **NTSO** ATSC.
b2 through **b9**	No Change
Add	**10. All reported or identified balloon activities of unknown origin or intent that are near, entering or within U.S. territorial airspace, and/or other balloon flights that deviate from coordinated mission parameters.**
b10 through **b11**	Renumber **b11** through **b12**

OLD	NEW
19–5–2. DERELICT BALLOONS/OBJECTS	**19–5–2. DERELICT BALLOONS/OBJECTS**
Title through **d1**	No Change
2. Notify the ATCSCC, the regional Operations Center, and all affected facilities of the derelict. The ATCSCC will serve as the focal point for the collection and dissemination of further information.	**2.** Notify **the National Tactical Security Operations (NTSO) Air Traffic Security Coordinator (ATSC) team on the Domestic Events Network (DEN),** the ATCSCC **National Operations Manager (NOM)**, the **R**egional Operations Center, and all **immediately** affected facilities of the derelict **balloon/object**. The ATCSCC **NOM** will serve as the focal point for the collection and dissemination of further information **except for the information in subparagraph d3 below**.
3. Provide the ATCSCC with revised position or altitude information.	**3.** Provide the **NTSO ATSC** with revised position or altitude information.
4. If required, assistance in locating and tracking the balloon may be requested from the National Military Command Center (NMCC), NORAD, or other agencies with surveillance capabilities through the ATCSCC. If appropriate, the ATCSCC will advise the NMCC that the derelict balloon is a current or potential hazard to air traffic. If the balloon cannot be located or flight followed, it poses at least a potential hazard.	**4.** If required, **the NTSO ATSC may request** assistance in locating and tracking the balloon from the **appropriate Air Defense Sector (ADS)** or other agencies with surveillance capabilities. If appropriate, the **NTSO ATSC** will advise the **ADS** that the derelict balloon is a current or potential hazard to air traffic. If the balloon cannot be located or flight followed, it poses at least a potential hazard.
NOTE– *The final decision to destroy the derelict balloon is the responsibility of the appropriate NORAD Commander.*	Delete

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1. PARAGRAPH NUMBER AND TITLE: 2–3–3. REQUIREMENTS

2. BACKGROUND: A National Training Initiative (NTI) briefing identified that while training on the Radar position, an en route trainee would be required to stop training and work the Radar Associate position independently to achieve currency. Since the trainee performs all the Radar Associate functions while training on the Radar position, there would be a potential for an increase in monthly training opportunities if currency was obtained while training on the associated Radar position.

3. CHANGE:

OLD	NEW
2–3–3. REQUIREMENTS	**2–3–3. REQUIREMENTS**
Title through **b2(g)**	No Change
3. Time spent performing on-the-job-training (OJT) instruction as an OJT instructor is not counted toward operational/control position currency.	**3.** Time spent performing on-the-job-training (OJT) instruction as an OJT instructor **(OJTI)** is not counted toward operational/control position currency.
4. Time spent receiving OJT on combined positions, where the employee is certified on some of the combined positions, is not counted toward operational/control position currency.	**4.** Time spent receiving OJT on combined positions, where the employee is certified on some of the combined positions**:**

Add	**(a) TERMINAL: does not count toward operational/control position currency.**
Add	**(b) EN ROUTE: does count toward operational/control position currency on the Radar Associate position when receiving OJT on the Radar Position.**
Add	***NOTE–*** ***OJTI is responsible for all positions combined during OJT.***
Add	***REFERENCE–*** ***FAA Order JO 3120.4 Air Traffic Technical Training, Chapter 2. Roles and Responsibilities, Para 5f(6) OJTI.***

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1. PARAGRAPH NUMBER AND TITLE: 2–4–3. TIME CHECKS

2. BACKGROUND: The Direct Audio Legal Recorder (DALR) contains the approved Global Positioning System (GPS) receiver, which acts as a direct coded time source that many facilities use to synchronize their facility clocks. This exempts facilities from obtaining time checks at 8-hour intervals, in accordance with FAA Order JO 7210.3, paragraph 2−4−3, Time Checks. The DALR systems are being replaced nationally by NAS Voice Recorder (NVR) systems, which do not currently have the ability to provide a direct coded time source for synchronizing the clocks. The GPS receivers are commonly removed from the DALR systems and reinstalled at the NVR to maintain a direct coded time source for synchronizing the clocks. The NVS Program Office cannot support GPS receiver repairs or procure replacements upon unit failure. Currently, NVR lacks the capability to synchronize the facility clocks due to a connectivity issue. Additionally, the FAA Telecommunications Infrastructure (FTI) cannot provide the required format and act as direct coded time source. Without having a direct coded time source, facilities must now obtain time checks at 8-hour intervals from outside sources as prescribed in FAA Order JO 7210.3, paragraph 2−4−3.

3. CHANGE:

OLD	**NEW**
2–4–3. TIME CHECKS	**2–4–3. TIME CHECKS**
a. Facilities without a direct coded time source must, at 8-hour intervals, obtain an accurate time check from ARTCC/s equipped with coded time source or from any one of the following standard frequency and time radio stations:	**a.** Facilities without a direct coded time source must, at 8-hour intervals, obtain an accurate time check from ARTCC/s equipped with coded time source**, FAA equipment within their facility with a direct coded time source,** or from any one of the following standard frequency and time radio stations:
a1 through **a3**	No Change
4. U.S. Naval Observatory, Washington, D.C., telephone number (202) 762−1401.	No Change
Add	***NOTE–*** ***Facility Technical Operations may assist Air Traffic in determining equipment to reference that has an embedded direct coded time source. Equipment may be listed in a local SOP.***

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1. PARAGRAPH NUMBER AND TITLE: 2–6–2. WATCH SUPERVISION ASSIGNMENTS

2. BACKGROUND: The importance of operational oversight has resulted in changes to FAA Order JO 7210.3, paragraph 2–6–1, Watch Supervision. Air Traffic Services (AJT) executive leadership has identified the importance of the watch supervision position to be staffed as a standalone position to increase the presence and effectiveness of operational oversight. At the discretion of management, standalone watch supervision will be staffed to the maximum extent possible and notification procedures will be established to assist the individual(s) in charge of the operation to effectively lead and manage the delivery of Air Traffic Services.

3. CHANGE:

OLD	NEW
2–6–2. WATCH SUPERVISION ASSIGNMENTS	**2–6–2. WATCH SUPERVISION ASSIGNMENTS**
a. Efficient air traffic services require watch supervision regardless of the number of people assigned. Facilities must establish local procedures for watch supervision assignments.	**a. Standalone watch supervision is critical to the safety and efficiency of air traffic services.** Facilities must establish local procedures **to ensure the standalone watch supervision position is staffed to the maximum extent possible. All periods when standalone watch supervision is not possible must be reported by facility management to the District General Manager.**
Add	***NOTE–*** **1. *Standalone watch supervision is achieved when no other operational duties are assigned.***
Add	**2. *Unless resources permit or the circumstances warrant it, this would not generally apply to midwatch operations, where the majority of hours fall between 10:30 p.m. and 6:30 a.m.***

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1. PARAGRAPH NUMBER AND TITLE:
10–4–1. AUTOMATIC TERMINAL INFORMATION SERVICE (ATIS)

2. BACKGROUND: The concept of keeping an Automatic Terminal Information Service (ATIS) recording under 30 seconds is no longer practical due to the amount of information now normally conveyed. An average speech rate will replace the 30 second requirement, maintaining an appropriate flow to allow pilots time to copy the information regardless of ATIS length.

3. CHANGE:

OLD	NEW
10–4–1. AUTOMATIC TERMINAL INFORMATION SERVICE (ATIS)	**10–4–1. AUTOMATIC TERMINAL INFORMATION SERVICE (ATIS)**
Title through **b**	No Change
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:	**c.** Before transmitting, the voice and/or text message must be reviewed to ensure content is complete and accurate.

1. The speech rate is not excessive,	**1. The specialist preparing a voice recording must ensure:** **(a) The speech rate is not excessive.**
Add	**(b) The enunciation is of the highest quality.**
Add	**(c) Each part of the message is easily understood.**
Add	**2. When appropriate, voice/text must be cross-checked to ensure the message content is the same.**
2. The enunciation is of the highest quality, and	
3. Each part of the message is easily understood.	Delete
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.	**d. At airports** with runway **and/or taxiway** construction**, facilities** must ensure ATIS message content is complete, accurate, and contains the proper information related to runway closures and available length (feet). **When staffing permits, ATIS messages(s) with runway and/or taxiway construction must be reviewed by the OS/CIC to ensure message content is correct.**
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.*	No Change
e through **f**	No Change
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.	**g.** Keep messages as brief and as concise as possible. **The o**ptimum duration **will be obtained by using an average speech rate**.
Add	***NOTE–*** ***The following example would be approximately 30 to 40 seconds using an average speech rate of 100 to 150 words per minute.***
Add	***EXAMPLE–*** ***"Boston Tower Information Delta. One four zero zero Zulu. Wind two five zero at one zero. Visibility one zero. Ceiling four thousand five hundred broken. Temperature three four. Dew point two eight. Altimeter three zero one zero. ILS–DME Runway two seven Approach in use. Departing Runway two two right. Hazardous weather information for (geographical area) available on Flight Service frequencies. Advise on initial contact you have Information Delta."***

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.	No Change
i. During the hours of non-operation, part-time towers that have ATIS capabilities should record for continuous broadcast the following information:	No Change
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.*	Delete
1. The local tower hours of operation.	No Change
2. ASOS/AWOS frequency.	No Change
3. The appropriate common traffic advisory frequency (CTAF).	No Change
4. The frequency for operating radio-controlled approach lights.	No Change
5. The FAA facility and frequency for additional information.	No Change
Add	***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.***
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).*	No Change

1. PARAGRAPH NUMBER AND TITLE:
19–1–2. POLICY
19–1–3. RESPONSIBILITIES
19–1–4. PROCESSING CERTIFICATE OF WAIVER OR AUTHORIZATION (FAA FORM 7711–2) REQUESTS
19–1–8. WAIVER, AUTHORIZATION OR DENIAL PROCEDURE
19–1–9. CANCELLATION OF WAIVERS AND AUTHORIZATIONS
19–2–3. RESPONSIBILITIES
19–3–2. AUTHORIZATION AND EXEMPTION REQUESTS

2. BACKGROUND: The ATO has identified a need to clarify the Office of Primary Responsibility (OPR) for the authorization or denial of a Certificate of Waiver or Authorization (FAA Form 7711–1).

3. CHANGE:

OLD

19–1–2. POLICY

a. The FAA delegates to the Service Area Director of Air Traffic Operations and Flight Standards Division Managers, the Administrator's authority to grant or deny a Certificate of Waiver or Authorization (FAA Form 7711–1), and permits the re-delegation of this authority. Further, re-delegation of this authority to grant or deny waivers or authorizations must be consistent with the functional areas of responsibility as described in the FAA's Exemption/Rulemaking Process documents, and may be limited if deemed appropriate.

NEW

19–1–2. POLICY

a. ATO Mission Support Services (AJV) and Flight Standards Service (AFS) are delegated the Administrator's authority to **authorize** or deny a Certificate of Waiver or Authorization (FAA Form 7711–1), and **may further delegate** this authority. **Each office having delegated regulatory authority is responsible for authorizing or denying waivers, authorizations, or exemptions from the delegated regulatory sections. To waive or authorize the regulatory requirements of a 14 CFR part, section, or paragraph, the regulation must contain an authorization or waiver provision.**

OLD

19–1–3. RESPONSIBILITIES

a. Air traffic, as designated by the Service Area Director, is responsible for the grant or denial of Certificate of Waiver or Authorization, except for those sections assigned to Flight Standards (detailed in subparagraph b).

b. Flight Standards, as designated by the Administrator, and described in FAA Order 8900.1, Flight Standards Information Management System (FSIMS), is responsible for providing advice with respect to the qualification of civil pilots, airworthiness of civil aircraft, and the safety of persons and property on the ground. Additionally, Flight Standards has the responsibility for the grant or denial of Certificate of Waiver or Authorization from the following sections of 14 CFR:

NEW

19–1–3. RESPONSIBILITIES

a. The Service **Center** Director is responsible for the **authorization** or denial of **a** Certificate of Waiver or Authorization except for those sections assigned to **AFS**.

b. AFS has responsibility for the **authorization** or denial of Certificate of Waiver or Authorization from the following sections of 14 CFR:

OLD	NEW
19–1–4. PROCESSING CERTIFICATE OF WAIVER OR AUTHORIZATION (FAA FORM 7711–2) REQUESTS	**19–1–4. PROCESSING CERTIFICATE OF WAIVER OR AUTHORIZATION (FAA FORM 7711–2) REQUESTS**
a. Requests for a Certificate of Waiver or Authorization (FAA Form 7711–2) may be accepted by any FAA facility and forwarded, if necessary, to the appropriate office having waiver authority. Those offices making the determination of whether an application should be processed by higher authority may forward the request to the appropriate Service Area Director for action. Those requests that are forwarded to FAA Washington Headquarters for processing must include all pertinent facts, background information, recommendation(s), as well as the basis and reasons for requesting Headquarters action.	**a.** Requests for a Certificate of Waiver or Authorization may be accepted by any FAA facility and forwarded, if necessary, to the appropriate office having waiver authority. Those offices making the determination of whether an application should be processed by higher authority may forward the request to the appropriate Service **Center** Director. **Requests requiring FAA Headquarters attention must be forwarded through the Service Center Director to the Director, Mission Support Services, Policy (AJV–P), for action.**
b. Requests must be coordinated with all concerned FAA elements, prior to approval, by the office that is most convenient to the applicant and having waiver authority, even though the proposed operation will be conducted within or extended into other jurisdictional areas. This procedure is intended to establish one office as the agency contact for an applicant and will preclude the need for the petitioner to deal with the FAA at various locations.	No Change
Add	**c. Requests forwarded to FAA Headquarters for processing must be coordinated with appropriate stakeholders and include all pertinent facts, background information, recommendation(s), as well as the basis and reasons for requesting Headquarters action.**

OLD

19–1–8. WAIVER, AUTHORIZATION OR DENIAL PROCEDURE

Title through **b**

c. Washington Headquarters: Except for waivers or authorizations issued by Flight Standards Service, forward copies of waivers, authorizations or written denials to the Washington Headquarters, Rules and Regulations Group.

d. Other Distribution: Other than as specified above and as necessary to satisfy Service Area office needs, distribution must be limited to those offices that have a need for information. For parasail operations covered under paragraph 19–5–1, Service Area offices must distribute approved waivers or authorizations to the appropriate Flight Standards District Office.

NEW

19–1–8. WAIVER, AUTHORIZATION OR DENIAL PROCEDURE

No Change

c. Washington Headquarters: Except for waivers or authorizations issued by **AFS**, forward copies of waivers, authorizations or written denials to the Washington Headquarters Rules and Regulations Group **(AJV–P2)**.

d. Other Distribution: Other than as specified above and as necessary to satisfy Service **Center** needs, distribution must be limited to those offices that have a need for the information. For parasail operations covered under paragraph 19–5–1, Service **Centers** must distribute approved waivers or authorizations to the appropriate **AFS o**ffice.

OLD

19–1–9. CANCELLATION OF WAIVERS AND AUTHORIZATIONS

A waiver or authorization may be canceled at any time by the Administrator, the person authorized to grant the waiver or authorization, or the representative designated to monitor a specific operation. As a general rule, a waiver or authorization should be canceled when it is no longer required or there is an abuse of its provisions or unforeseen safety factors develop. Failure to comply with the waiver or authorization is cause for cancellation. Cancellation procedures, as applicable, must be used as follows:

a. Notify the holder immediately.

b. Verify and document the basis for cancellation.

c. Notify the appropriate Service Area Office, as well as the issuing office.

NEW

19–1–9. CANCELLATION OF WAIVERS AND AUTHORIZATIONS

A waiver or authorization may be canceled at any time by the Administrator **or** the person authorized to grant the waiver or authorization, or the representative designated to monitor a specific operation. **Generally**, a waiver or authorization should be canceled when it is no longer required or there is an abuse of its provisions or unforeseen safety factors develop. Failure to comply with the waiver or authorization is cause for cancellation. **Canceling offices must use the following procedures, as applicable:**

a. Immediately notify the holder **and all appropriate FAA elements**.

No Change

c. Notify the Service **Center**, as well as the issuing office.

OLD

19–2–3. RESPONSIBILITIES

a. Each Service Area office must conduct periodic reviews of terminal areas to determine when fixed-wing SVFR operations should be eliminated or restored in the specific airspace areas.

b. Each Service Area office must forward the names of the airspace surface areas recommended for elimination/restoration of fixed-wing SVFR operations, with detailed justification, to the System Operations Airspace and Aeronautical Information Management for review.

NEW

19–2–3. RESPONSIBILITIES

a. The Service **Center** must conduct periodic reviews of terminal areas to determine when fixed-wing SVFR operations should be eliminated or restored in the specific airspace areas.

b. Each Service **Center** must forward the names of surface areas recommended for elimination/restoration of fixed-wing SVFR operations, with justification, to System Operations **(AJR–1)** and Aeronautical Information **Services (AJV–A)** for review.

OLD

19–3–2. AUTHORIZATION AND EXEMPTION REQUESTS

Requests for updated summaries of all current air traffic control authorizations and exemptions from 14 CFR processed by System Operations Airspace and Aeronautical Information Services should be made through the Service Area office.

NEW

19–3–2. AUTHORIZATION AND EXEMPTION REQUESTS

Requests for summaries of all **ATO** authorizations and exemptions from 14 CFR processed by **a Service Center or Washington Headquarters** should be made through the Service **Center**.

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1. PARAGRAPH NUMBER AND TITLE:
20–1–2. AUTHORITY
20–1–4. TYPES OF TFRS
20–1–6. TFR INFORMATION
Chapter 20, Section 2. Temporary Flight Restrictions for Unmanned Aircraft (49 U.S.C. Section 44812)
20–2–1. PURPOSE
20–2–2. TFR CRITERIA
20–2–3. REQUESTING AUTHORITIES/ELIGIBLE ENTITIES
20–2–4. ISSUING TFRS
20–2–5. DEGREE OF RESTRICTIONS

2. BACKGROUND: Section 935 of the FAA Reauthorization Act of 2024 (Public Law 118–63) amended section 44812 of Title 49 United States Code (49 U.S.C). This amendment created a requirement for the FAA to temporarily restrict unmanned aircraft operations over large eligible public gatherings by issuing temporary flight restrictions (TFRs). TFRs issued under this authorization would restrict unmanned aircraft operations over eligible large public gatherings when requested by credentialed law enforcement organizations.

3. CHANGE:

OLD	NEW
20–1–2. AUTHORITY	**20–1–2. AUTHORITY**
a. The FAA Administrator has sole and exclusive authority over the navigable airspace of the United States. The Administrator has broad authority under Section 40103 of Title 49 of the United States Code (U.S.C.) to regulate, control, and develop plans and policy for the use of navigable airspace. See also 49 U.S.C. Section 40101(d).	**a.** The FAA Administrator has sole and exclusive authority over the navigable airspace of the United States. The Administrator has broad authority under section 40103 of Title 49 of the United States Code (**49** U.S.C.) to regulate, control, and develop plans and policy for the use of navigable airspace. See also 49 U.S.C. section 40101(d).
b. Title 14 of the Code of Federal Regulations (14 CFR) part 91 contains regulations addressing temporary flight restrictions.	**b. 49 U.S.C. section 44812 and** Title 14 of the Code of Federal Regulations (14 CFR) part 91 contain **authority and** regulations addressing temporary flight restrictions.

OLD	NEW
20–1–4. TYPES OF TFRs	**20–1–4. TYPES OF TFRs**
TFRs may be issued under the following regulations:	No Change
Add	
	a. 49 U.S.C. section 44812, Temporary Flight Restrictions for Unmanned Aircraft.
a. Section 91.137, Temporary Flight Restrictions in the Vicinity of Disaster/Hazard Areas.	**b. 14 CFR s**ection 91.137, Temporary Flight Restrictions in the Vicinity of Disaster/Hazard Areas.
b. Section 91.138, Temporary Flight Restrictions in National Disaster Areas in the State of Hawaii.	**c. 14 CFR s**ection 91.138, Temporary Flight Restrictions in National Disaster Areas in the State of Hawaii.
c. Section 91.139, Emergency Air Traffic Rules.	**d. 14 CFR s**ection 91.139, Emergency Air Traffic Rules.
d. Section 91.141, Flight Restrictions in the Proximity of the Presidential and Other Parties.	**e. 14 CFR s**ection 91.141, Flight Restrictions in the Proximity of the Presidential and Other Parties.
e. Section 91.143, Flight Limitation in the Proximity of Space Flight Operations.	**f. 14 CFR s**ection 91.143, Flight Limitation in the Proximity of Space Flight Operations.
f. Section 91.145, Management of Aircraft Operations in the Vicinity of Aerial Demonstrations and Major Sporting Events.	**g. 14 CFR s**ection 91.145, Management of Aircraft Operations in the Vicinity of Aerial Demonstrations and Major Sporting Events.
NOTE– *See Chapter 21, Section 6, for information regarding Special Security Instructions issued under 14 CFR 99.7 Special Security Instructions.*	***NOTE–*** *See Chapter 21, Section 6, for information regarding Special Security Instructions issued under 14 CFR* ***section*** *99.7, Special Security Instructions.*

OLD	NEW
20–1–6. TFR INFORMATION	**20–1–6. TFR INFORMATION**
National Airspace System (NAS) users or other interested parties should contact the nearest flight service station, or (in CONUS) the appropriate ARTCC for TFR information. Additionally, you can find TFR information on automated briefings and at any of the following sources:	No Change
a. TFR List: https://tfr.faa.gov/tfr3/?page=list	**a.** TFR List: **https://tfr.faa.gov**

OLD	NEW
Add	**Section 2. Temporary Flight Restrictions for Unmanned Aircraft (49 U.S.C. Section 44812)**

OLD	NEW
Add	**20–2–1. PURPOSE**
Add	**This section prescribes guidelines and procedures regarding TFRs issued in accordance with 49 U.S.C. section 44812. These TFRs temporarily restrict unmanned aircraft operations over eligible large public gatherings at the request of an eligible law enforcement agency.**

OLD	NEW
Add	**20–2–2. TFR CRITERIA**
Add	**a. To be eligible for a TFR under section 44812(c)(1), large public gatherings hosted in a stadium or other venue must:**
Add	**1. be hosted in a stadium or venue that has previously hosted events qualifying for the application of special security instructions in accordance with Public Law 108–199, section 521, and the venue is not enclosed;**
Add	**2. have an estimated attendance of at least 30,000 people; and**
Add	**3. be advertised in the public domain.**
Add	**b. To be eligible for a TFR under section 44812(c)(2), large public gatherings hosted in a venue other than a stadium or other venue described above must:**
Add	**1. have an estimated attendance of at least 100,000 people;**
Add	**2. be primarily outdoors;**
Add	**3. have a defined and static geographical boundary; and**
Add	**4. be advertised in the public domain.**

OLD	NEW
Add	**20–2–3. REQUESTING AUTHORITIES/ ELIGIBLE ENTITIES**
Add	**a. Credentialed law enforcement organizations of the Federal Government or a State, local, Tribal, or territorial government may request a TFR under this section.**
Add	**b. The law enforcement agency must submit the TFR request to the appropriate ATO Service Center OSG Manager not less than 30 calendar days prior to the event.**

OLD	NEW
Add	**20–2–4. ISSUING TFRs**
Add	**FAA Headquarters or the ATO Service Center Director (or designee) having jurisdiction over the area concerned may issue a TFR under this section.**

OLD	NEW
Add	**20–2–5. DEGREE OF RESTRICTIONS**
Add	**When a NOTAM has been issued establishing a TFR under this section, no person may operate an unmanned aircraft within the TFR unless at least one of the following conditions is met:**
Add	**a. The Administrator authorizes the operation for operational, safety, security, or compliance oversight purposes; or**
Add	**b. The aircraft operation is conducted with the approval of the eligible entity who requested the TFR.**
Section 2 through **Section 7**	Renumber **Section 3** through **Section 8**

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1. PARAGRAPH NUMBER AND TITLE:
20–7–5. TFR REQUESTS FOR MAJOR SPORTING EVENTS

2. BACKGROUND: Existing guidance in subparagraph b2 requires Service Center Operations Support Groups (OSG) to review major sporting event Temporary Flight Restriction (TFR) requests based on the factors listed in 14 CFR § 91.145(b)(1) through (12), evaluate the proposed TFR impact on airspace and ATC operations, and prepare/send a recommendation for approval or disapproval to the Rules and Regulations Group. This change builds upon the OSG authority to disapprove special use airspace (SUA) proposals without requiring a disapproval recommendation being sent to the Rules and Regulations Group in an effort to streamline the process, timeliness, and efficiency in considering and disapproving major sporting event TFR requests at the OSG level.

3. CHANGE:

OLD	NEW
20–7–5. TFR REQUESTS FOR MAJOR SPORTING EVENTS	**20–8–5. TFR REQUESTS FOR MAJOR SPORTING EVENTS**
a. The ATO Mission Support, Rules and Regulations Group Manager is responsible for approving all TFR requests for major sporting events.	No Change
Add	**b. The OSG Manager with jurisdiction of the request may disapprove TFR requests for major sporting events based on valid aeronautical reasons or noncompliance with FAA policy.**
b. The following procedures apply:	**c.** The following procedures apply:
1. Event organizers must submit requests for TFRs to support major sporting events to the jurisdictional ATO OSG Manager at least 45 days prior to the event.	No Change
2. The OSG Manager (or designee) will:	No Change
(a) Review the request based on the factors listed in 14 CFR 91.145(b) (1) through (12).	**(a)** Review the request based on the factors listed in 14 CFR **section** 91.145(b)(1) through (12).
(b) Evaluate the proposed restriction's impact on airspace and ATC operations.	No Change
(c) Prepare a recommendation for approval or disapproval.	**(c) Determine if the requested TFR is warranted for the major sporting event and prepare an approval recommendation package to send to the Rules and Regulations Group Manager for requests recommended** for approval.
(d) Forward all applicable information (original request from originator, OSG recommendation, and supporting documents) to the ATO Mission Support, Rules and Regulations Group Manager, at least 30 days prior to the event.	**(d)** Forward all applicable information (original request from originator, OSG **analysis and** recommendation, and supporting documents) **for TFR approval recommendations** to the Rules and Regulations Group Manager, at least 30 days prior to the event.
Add	**(e) Disapprove any requested TFR for major sporting events that do not warrant a TFR based on valid aeronautical reasons or noncompliance with FAA policy.**
Add	**(1) Notify the requestor, in writing, stating the basis for the disapproval and any available alternatives.**
Add	**(2) Send an information copy of the disapproval correspondence to the Rules and Regulations Group Manager.**

3. The dimensions of the TFR will vary depending on the size of the event. The TFR will normally be limited to a 3 NM radius from the center of the event, up to 2,500 feet above the surface (converted to MSL), but will not be greater than the minimum airspace necessary for the management of aircraft operations in the vicinity of the specified area.	Delete
4. The Rules and Regulations Group Manager will determine if a TFR is warranted.	**3.** The Rules and Regulations Group Manager will determine if a **recommended** TFR is warranted.
(a) If the TFR is approved, the Rules and Regulations Group Manager will advise the OSG Manager to issue the TFR.	No Change
(b) If the TFR is disapproved, the Rules and Regulations Group Manager will advise the OSG and provide the basis for the disapproval. The OSG Manager (or designee) will inform the requestor of the disapproval, and any available alternatives.	**(b)** If the TFR is disapproved, the Rules and Regulations Group Manager will advise the OSG **Manager** and provide the basis for the disapproval. The OSG Manager (or designee) will inform the requestor of the disapproval and any available alternatives.
Add	**d. The dimensions of a Major Sporting Event TFR will vary depending on the size of the event. The TFR will normally be limited to a 3 NM radius from the center of the event, upward from the surface to 2,500 feet above the surface (converted to MSL), but will not be greater than the minimum airspace necessary for the management of aircraft operations in the vicinity of the specified area.**
NOTE– **1.** *The U.S. Congress has mandated flight restrictions over specific major sporting events. In response, the FAA issued a standing "Select Sporting Events" FDC NOTAM listing the following covered events and restrictions:* (a) *Regular or post-season Major League Baseball, National Football League, or NCAA Division One Football games;* (b) *NASCAR Cup, Indy Car, or Champ Series races, excluding qualifying and pre-race events.* (c) *Restrictions are in effect within a 3 NM radius of the stadium or venue hosting the covered event, up to and including 3,000 feet AGL, from one hour before the scheduled start until one hour after the end of the covered event. For more details, refer to the current FDC NOTAM.*	No Change
2. *A 14 CFR section 91.145 TFR is not issued for the above events.*	No Change