

**CHANGE**

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

**JO 7210.3W  
CHG 3**

**Air Traffic Organization Policy**

**Effective Date:**  
August 25, 2011

**SUBJ:** Facility Operation and Administration

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- 1. Purpose of This Change.** This change transmits revised pages to Federal Aviation Administration Order JO 7210.3W, 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 Web site at [http://faa.gov/air\\_traffic/publications](http://faa.gov/air_traffic/publications) and [https://employees.faa.gov/tools\\_resources/orders\\_notices/](https://employees.faa.gov/tools_resources/orders_notices/).
- 4. Explanation of Policy Change.** See the Explanation of Changes attachment which has editorial corrections and changes submitted through normal procedures. The Briefing Guide lists only new or modified material, along with background.
- 5. Distribution.** This change is distributed to selected offices in Washington headquarters, service area offices, regional offices, the William J. Hughes Technical Center, the Mike Monroney Aeronautical Center, all air traffic field facilities, international aviation field offices, and interested aviation public.
- 6. Disposition of Transmittal.** Retain this transmittal until superseded by a new basic order.
- 7. Page Control Chart.** See the page control chart attachment.



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Vice President, Mission Support Services  
Air Traffic Organization

Date: June 21, 2011



# Explanation of Changes

## Change 3

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

**a. 2-1-29. REPORTING DEATH, ILLNESS, OR  
OTHER PUBLIC HEALTH RISK ON BOARD  
AIRCRAFT**

This change will align this directive with international procedures regarding in-flight notification, specifically including those in the ICAO PANS-ATM and Annex 9. These documents specifically call for the pilot-in-command (PIC) or designee to notify ATC of any suspected communicable disease or other public health risk. This change cancels and incorporates N JO 7210.763, Reporting Death, Illness, or Other Public Health Risk on Board Aircraft, effective February 1, 2011.

**b. 2-2-13. REPORTING EQUIPMENT TROUBLE  
2-9-8. RUNWAY VISUAL VALUE (RVV) AND  
RUNWAY VISUAL RANGE (RVR) EQUIPMENT**

This change is added to eliminate any confusion regarding who malfunctions should be reported to. The Technical Operations Control Center incorporates the Operations Control Center (OCC), National Operations Control Center (NOCC), and Service Operations Center (SOC).

**c. 3-1-1. BASIC EQUIPMENT**

This change provides needed direction to terminal facilities when replacing legacy equipment with new IDS equipment and ensures that the displayed information is accurate.

**d. 3-4-4. HANDLING RECORD TAPES OR DATS  
11-3-2. DATA RETENTION  
17-5-14. TARMAC DELAY OPERATIONS  
Appendix 4. List of Medium and Large Hub  
Airports**

This change facilitates the successful management of the requirements contained in the Enhancing Airline Passenger Protections Rule. This change cancels and incorporates N JO 7210.773, Enhancing Airline Passenger Protections (Three-hour Tarmac Rule), effective March 11, 2011.

**e. 3-5-3. PROCESSING GPS ANAMOLY  
REPORTS**

**17-12-2. COORDINATION**

**17-12-4. AIRPORT RESERVATION OFFICE**

**17-16-4. REPORTING REQUIREMENTS**

This change reflects the new address and/or phone numbers for the David J. Hurley Air Traffic Control System Command Center (ATCSCC) since its relocation to Warrenton, Virginia.

**f. 6-10-1. GENERAL**

**6-10-2. REQUIREMENTS**

The change adds the requirement to include communication status to the transfer of position checklist. This change cancels and incorporates N JO 7210.751, Aircraft Communication Status, effective October 1, 2010.

**g. 10-2-2. TOWER/RADAR TEAM POSITION  
BINDERS**

This change adds the requirement for facility managers to include in their position binders, in addition to normally used sector holding patterns, those holding patterns in areas of limited or no radar coverage that have a climb in hold assessment as noted on FAA Form 8260-2, Radio Fix and Holding Data Record.

**h. 17-5-13. ELECTRONIC SYSTEM IMPACT  
REPORTS**

In this editorial change, the title "Director of Tactical Operations (DTO)" has been changed to "Manager of Tactical Operation (MTO)."

**i. 18-1-3. RESPONSIBILITIES**

This change is added to reflect the appropriate section from Title 14, Code of Federal Regulations.

**j.** 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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Facility air traffic managers must ensure that processes are in place to direct prompt notification to the DEN of any suspicious aircraft/pilot activities as prescribed in FAA Order JO 7610.4, paragraph 7-3-1.

## **2-1-29. 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 (202) 493-4170.*

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-**

FAAO JO 7110.65, Para 10-2-19, REPORTING DEATH, ILLNESS, OR OTHER PUBLIC HEALTH RISK ON BOARD AIRCRAFT



## **2-2-9. PERSONNEL BRIEFINGS REGARDING AIR TRAFFIC BULLETIN ITEMS**

The Air Traffic Bulletin is a means of communication between headquarters and field facilities. It is routinely published and distributed quarterly. In addition, special issues are published and distributed as necessary. It is not a directive, nor is it to implement new procedures. Its intent is to transmit “reminders” concerning proper application of procedures and other instructions. To provide continuity of communication, facility air traffic managers shall:

**a.** Ensure that the facility is on the distribution list for the Air Traffic Bulletin. Any corrections/additions/deletions should be directed thru the regional distribution officer.

**b.** Ensure that Air Traffic Bulletin items with operational/procedural impacts are verbally discussed/briefed with facility personnel. These briefings shall take place within 30 days after receipt of the bulletin. Once the briefings are given, a notation shall be inserted in each individual’s FAA Form 3120-1, including the certification signature provided by the staff specialist/supervisor and the employee’s initials.

**1.** The option/s for which a briefing is required will be indicated by an asterisk followed by one or more letter designators; i.e.:

**(a)** \*T – Tower, combined tower/approach control;

**(b)** \*R – TRACON;

**(c)** \*F – AFSS/FSS;

**(d)** \*E – ARTCC (En Route);

**(e)** \*EF – ARTCC and FSS; etc.

**2.** The option/s for which briefings are recommended but not required will follow the option/s for which briefings are required, separated by a slash; i.e., /\*T/E, indicates that for the en route option the briefing is recommended.

**c.** Solicit suggested Air Traffic Bulletin items, having operational/procedural impact from facility personnel at regular personnel or crew briefings; evaluate and forward those considered appropriate for Service Area office review. Service area offices shall evaluate and forward to System Safety

Procedures those proposals considered significant and national in scope.

## **2-2-10. LAW ENFORCEMENT INFORMATION**

Law enforcement information; e.g., aircraft identification, flight schedules, flight operations, procedures, aircraft lookouts, etc., is of great value to drug traffickers and others attempting to circumvent the law. Although law enforcement information is normally unclassified, it is considered to be inherently sensitive, of a confidential nature, and is to be handled on a “For Official Use Only” (FOUO) basis. Facility air traffic managers shall ensure that such information is safeguarded from disclosure in accordance with FAAO 1600.2, Safeguarding Controls and Procedures for Classified National Security Information and Sensitive Information, whether the information is physically marked with the FOUO term or not. “Safeguarded from disclosure” includes precaution against oral disclosure, prevention of visual access, and precaution against unauthorized release, gratuitously or in response to a specific request.

## **2-2-11. PERSONNEL BRIEFINGS REGARDING ORDER CHANGES**

Air traffic managers shall ensure that facility air traffic personnel are verbally briefed on changes to FAAO JO 7110.65, Air Traffic Control, FAAO JO 7210.3, Facility Operation and Administration, and FAAO JO 7110.10, Flight Services, and other appropriate directives, that have operational/procedural significance.

## **2-2-12. SYSTEMS MANAGEMENT OF VSCS EQUIPMENT**

Air traffic facility managers shall determine which VSCS console equipment (VCE) positions require tailored checklists. The checklist shall include as a minimum, the configuration map in use and the specific position eligibility/capability (classmark) adapted to maintain operational continuity.

## **2-2-13. REPORTING EQUIPMENT TROUBLE**

Equipment trouble reports are normally delivered by air traffic personnel to Technical Operations Control

Center personnel in person or by telephone. Locally developed procedures that are agreed to jointly by the air traffic and Technical Operations managers may be used for trouble reporting. In the absence of locally developed procedures, the following shall apply: Trouble reports shall specify the facility, sector and position affected and include a brief description of the problem. In addition:

a. For air/ground communications problems, the frequency or frequencies affected shall be specified.

**EXAMPLE–**

*“Atlanta Sector 66R side 123.4 no transmit.”*

b. For air/ground communications problems, the calling and the called locations shall be specified.

**EXAMPLE–**

*“Seattle Sector 46D side hot line to Salt Lake City is not working.”*

## 2-2-14. FACILITY DIRECTIVES REPOSITORY (FDR)

The Facility Directives Repository (FDR) provides a centralized, automated web-based library for FAA employees to access all Letters of Agreement (LOA), Standard Operating Procedures (SOP), and FAA Facility Orders (FO) for Air Traffic Facilities throughout the National Airspace System.

**NOTE–**

*Directive information for Flight Service Stations (LOAs, SOPs, FOs) will only be required for those located in Alaska.*

a. The Vice President’s responsibility includes:

1. The Vice President for En Route and Oceanic Services must develop processes within the service unit to ensure repository entry functions are discharged effectively.

2. The Vice President for Terminal Services must develop processes within the service unit to ensure repository entry functions are discharged effectively.

3. The Vice President for System Operations Services must administer user functions and develop processes within the service unit to ensure repository entry functions are discharged effectively.

4. The Vice President for Operations Planning Services must administer system functions, provide

access to the internet mirror site, and oversee the site operation and maintenance.

5. The Vice President for Safety Services oversees compliance.

b. Facility Managers must:

1. Ensure that current LOAs, SOPs and FOs are posted to the repository site.

2. Ensure that new and revised LOAs, SOPs and FOs are posted to the repository site before the effective date of the document.

3. Establish an internal administrative process to ensure the posting, completeness, and accuracy of their facility’s documents.

4. Ensure Classified, Contractor Propriety, and For Official Use Only information, is removed or excluded from posted documents.

5. Ensure that all outdated and cancelled documents are removed from the FDR database.

c. District Managers must:

1. Assist in the posting of documents, required in b1 and 2 above, for facilities that do not have FAA intranet access or automation capability.

2. Establish an administrative process to ensure facility compliance.

3. Ensure Classified, Contractor Propriety, and For Official Use Only information, is removed or excluded from posted documents.

d. Safety/Quality Assurance Offices must ensure facility compliance with posting LOAs, SOPs and FOs in the repository site in facility evaluation checklists.

e. The repository database is an intranet site within the FAA automation network firewall at <https://loa-faa.gov>.

1. Personnel with access to the FAA intranet may view documents without the need for a log-in or user account.

2. Personnel external to the firewall may view documents on a mirrored internet site with authorization by an FAA sponsor. Access to the mirror site requires a User ID and password that are valid for the period necessary to execute the sponsored activity. Contact information and instructions are available on the internet site.

## Section 9. Weather/Visibility

### 2-9-1. BACKUP/AUGMENTATION OF WEATHER OBSERVATIONS

a. Facilities where air traffic personnel provide backup/augmentation of automated weather observations, or take manual observations, shall use FAAO 7900.5, Surface Weather Observing–METAR, as the basic source of guidance for completion of observations.

b. In an automated weather environment, elements of automated weather observations may be used for operational purposes (i.e., wind and altimeter).

c. Specialists responsible for providing backup/augmentation of automated weather observations, or manual observations, must be certified by the National Weather Service (NWS).

**REFERENCE–**  
FAAO JO 7210.3, Para 14-1-2, *Certificates of Authority*.

### 2-9-2. RECEIPT AND DISSEMINATION OF WEATHER OBSERVATIONS

a. Facility air traffic managers shall establish a means by which the receipt of weather observations are immediately known to facility personnel responsible for dissemination to other facility functions and that these functions are made aware of changes as they are posted. In addition, facility managers shall establish procedures through the facility SOP that will ensure all positions of operation receive and acknowledge any change in reportable visibility value when the tower has the responsibility for visibility reporting. This may be accomplished by means of an alerting device, location of weather receiving equipment at positions so that any change of data is recognized, or any other means which may be best suited to the facility work environment.

b. To the extent possible, facility air traffic managers shall establish procedures to acknowledge receipt of weather observations. Where possible, establish an agreement with the appropriate weather source to share the responsibility for ensuring the receipt of the observation. Automated Surface Observing System(s) (ASOS), Automated Weather Observing System(s) (AWOS), and Automatic

Weather Information System (AWIS) locations are not required to acknowledge receipt of observations.

c. The addition or deletion of a weather reporting location shall be coordinated through the appropriate Service Area office, for forwarding to System Safety and Procedures. System Safety and Procedures shall initiate the required actions for additions and/or deletions to the national data base. When adding new weather reporting locations, include a statement that:

1. An aviation requirement exists.
2. The observers are/have been certified by the NWS.
3. No other observation exists in the surface area, if applicable.
4. Identifies the hours that the data will be available if less than 24 hours, i.e., 0800Z–2300Z.
5. Identify what facility will be responsible for observation entry into the system.

d. AWOS towers with LAWRS certified controllers should use the AWOS operator interface device (OID) to generate a manual hourly METAR/SPECI observation. If AWOS is able to provide METAR/SPECI observations (for example, FAA AWOS–C) and allows augmentation and backup entries, the AWOS may be used the same as ASOS/Automated Weather Sensor System (AWSS).

### 2-9-3. LIMITED AVIATION WEATHER REPORTING STATION (LAWRS) HOURS OF OPERATION

Facility air traffic managers shall submit to System Operations Airspace and Aeronautical Information Management office the hours of operation with the date that the facility commences participation in the LAWRS program and any changes thereafter in the hours of participation.

### 2-9-4. NONAVIATION WEATHER SERVICE

Facilities shall not enter into agreements with any person or office, including fixed-base operators, to provide weather data for property protection purposes. The FAA shall not be responsible for providing weather information unless it is directly related to the actual or intended operation of aircraft.

Personnel shall not encourage nor solicit non-aviation weather activity. Refer requests for this type of weather information to the nearest WSO.

### 2-9-5. NATIONAL WEATHER RECORDS CENTER

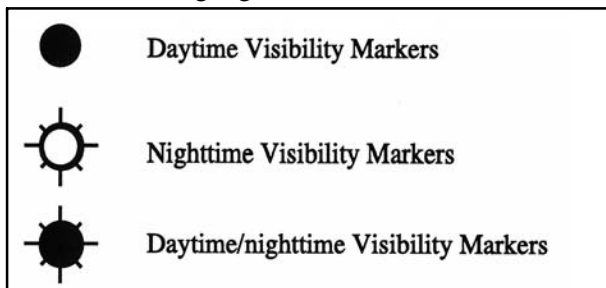
Refer requests for surface weather observations from non-aviation sources; e.g., requests from insurance companies for weather data relative to storm damage, to the National Weather Records Center, Environmental Data Service, Federal Building, Asheville, N.C., 28801.

### 2-9-6. VISIBILITY CHARTS

Where facilities provide backup/augmentation of automated weather observations, or manual observations, the facility air traffic manager, in conjunction with NWS personnel, shall prepare and maintain visibility charts in accordance with the following:

a. Prepare a chart(s) or list(s) for daytime and nighttime visibility markers. At local discretion, visibility markers may be depicted on separate daytime and nighttime charts or on a daytime/nighttime combination chart. Panoramic photographs marked with distances and cardinal compass points may also be used.

b. Daytime/Nighttime combination charts shall use the following legend for each marker:



c. Each marker used shall be identified and its distance from the observation point noted. Include the height of the marker if it is for estimating heights of clouds and obscuring phenomena.

### 2-9-7. SITING CRITERIA FOR VISUAL WEATHER OBSERVATIONS

To give a proper indication of weather conditions in the areas of aircraft approaches, landings, and takeoffs, the site from which visual weather

observations are made should ideally be the Airport Reference Point (ARP). If this is not practical, the site shall be as close to the ARP as practical. Except in unusual circumstances, it should be no more than 2 miles from that point. The site shall also have an essentially unobstructed view of:

- a. The most frequently used instrument runway and its final approach area; and
- b. At least half of each quadrant of the natural horizon.

### 2-9-8. RUNWAY VISUAL VALUE (RVV) AND RUNWAY VISUAL RANGE (RVR) EQUIPMENT

a. FAA is responsible for checking and determining the operational status of RVV/RVR systems. Air traffic personnel shall report all actual or suspect RVV/RVR malfunctions to Technical Operations Control Center personnel who are responsible for:

1. All checks and adjustments to the RVV/RVR systems.
2. Determining the operational usability of all portions of the systems in accordance with applicable performance criteria in FAAO JO 6560.8, Maintenance of Runway Visual Range (RVR) Equipment, or other appropriate RVR equipment instruction books.
3. Reporting immediately to authorized visibility observing personnel obvious error between information derived from the system and actual observed visibility conditions at the transmissometer site.

#### NOTE-

*Technical Operations personnel are not visibility observers. However, obvious errors or differences which are easily apparent to them will be reported to the visibility observer and the instrument-derived information should not be used.*

b. Air traffic personnel shall also:

1. Verify accuracy with other displays in the facility when any meter and/or readout malfunction is suspected. Upon determining that at least one display is operating properly, accomplish internal coordination to disseminate the current correct reading to all operating positions needing the information.

2. Notify the local weather observing facility immediately when malfunctioning of all airport

# Chapter 3. Facility Equipment

## Section 1. General

### 3-1-1. BASIC EQUIPMENT

a. The basic operating equipment for ARTCCs consist of flight progress boards, radar displays, communications, automation, and, where applicable, URET equipment. At facilities utilizing Ocean21, additional equipment consists of Air Traffic Situation Displays and Auxiliary Displays. This equipment is arranged in individual units called sectors and laid out in accordance with master plans maintained in the En Route and Oceanic Service Area offices. Air traffic managers may recommend changes to these plans.

b. The basic operating equipment for terminals consists of a control desk, frequency control panel, weather instruments, recorders and, as required, “data communication,” radar, and automation equipment arranged in many different configurations according to the type of facility and generally conforming to master plans maintained in Terminal Service Area offices. Air traffic managers may recommend changes to these plans.

1. At terminal facilities where certified information display system (IDS) equipment is installed, the IDS must be the display source for the time, DASI, RVR, wind (including wind shear ribbon display terminals), and weather data from ASOS, AWOS, SAWS, etc.

*TBL 3-1-1*

**Certified and Uncertified Systems**

Uncertified	Certified
Systems Atlanta Information Display System 4 (IDS-4)	ACE-IDS
	NAS IDS (NIDS)

2. If all control positions are using a certified IDS, no more than one legacy display for each type (DASI, RVR, etc.) may remain in the tower and/or TRACON for back-up purposes.

3. Facilities that use uncertified IDS must ensure the information is cross-checked with the actual source for accuracy in accordance with the

facility’s daily watch checklist (for example, ASOS, RVR, LLWAS, etc.).

**NOTE-**

*For facilities using certified systems, these comparisons are performed by technical operations personnel.*

4. Air traffic facilities that use electronic IDS must ensure that all displayed information is current. Facilities must ensure that any information with a scheduled expiration is removed from the controller display at the time of expiration. If the system is capable of automatically removing expired information, it must be configured to do so.

c. The basic operating equipment for AFSSs/FSSs consist of radio and landline communications equipment, flight progress boards, pilot briefing equipment, recorders, “data communication” equipment, displays of aeronautical and meteorological information, direction-finding equipment, aircraft orientation plotting boards, “orientation, direction-finding equipment and aircraft orientation” arranged according to master plans maintained in Flight Service Area offices. Air traffic managers may recommend changes to these plans.

### 3-1-2. PERIODIC MAINTENANCE

a. Requests from Technical Operations personnel for approval to shut down air traffic system components for periodic maintenance are forwarded to the air traffic facility having approval authority.

b. If conditions prevent approval of the shutdown at the time requested, the OMIC/OSIC should cooperate fully and work with Technical Operations personnel in arranging an alternative time. Ordinarily, shutdowns of air traffic system components should be planned to occur during the hours of least traffic activity regardless of the time of day.

**NOTE-**

*The OMIC/OSIC should coordinate with System Operations Traffic Management in determining alternate times.*

c. When a NAVAID shutdown will affect another facility’s operation, the facility having approval authority shall coordinate with other facilities

concerned. This includes coordination of VHF/DF shutdown with the appropriate DF Net Control facility.

d. Upon facility acceptance of any URET system, that system becomes a component of the air traffic system for the purposes of requests from Technical Operations personnel for approval to shut down that system for periodic maintenance.

e. Notification of any planned or unplanned outage of URET shall be coordinated following the guidelines in Chapter 8, NAS En Route Automation, and guidelines developed and maintained by URET facilities.

### **3-1-3. NATIONAL AIRSPACE SYSTEM (NAS) CHANGES**

When programs are initiated which will result in inauguration, commissioning, alteration, or decommissioning of NAS components (NAVAIDs, facilities, services, etc.), supervisors shall ensure, to the extent practicable, that effective dates coincide with the U.S. 56-day cycle effective dates for charting publications.

### **3-1-4. TRAFFIC LIGHTS, GATES, AND SIGNALS**

Air traffic personnel shall not operate traffic lights, gates, signals, or similar devices for restricting or preventing transit of persons or vehicles between airport movement areas and other on/off airport areas, or to control vehicular traffic on streets, highways, rail, or other similar areas when traffic thereon may be incompatible with aircraft operations. The control of such traffic is the responsibility of airport management or other appropriate authorities.

### **3-1-5. CLEANING INSTRUMENT COVERS**

Air traffic managers shall ensure that personnel use a moist cloth when cleaning glass or plastic instrument covers to preclude the creation of static charges.

#### **NOTE-**

*AFSS OASIS facilities should exercise caution in the handling of flat panel monitors. Do not touch the screen with any object, including hands. Damage to the screen will occur. Detailed instructions for the care of the monitors can be found in the WINGS Systems Users Guide.*

### **3-1-6. ENGINE GENERATOR TRANSFER PROCEDURES FOR ANTICIPATED POWER FAILURE**

a. STMCIC or OSIC at terminal facilities and ARTCCs shall inform the systems engineer (SE) or other appropriate Technical Operations supervisor of any severe storm activity approaching the facility. The STMCIC or OSIC must advise the OMIC.

b. At facilities without an operational power conditioning system (PCS), the STMCIC or OSIC must coordinate with the SE or other appropriate Technical Operations supervisor to determine a mutually acceptable time to change to/from generator power.

#### **NOTE-**

*1. Air traffic and Technical Operations personnel are required to monitor weather reports and radar to determine when severe storm activity is approaching a facility. At least 30 minutes prior to the estimated arrival of a severe storm in the area of a facility, maintenance personnel will start engine generators at facilities as indicated in appropriate agency directives. (These include the Facilities Master File; FAAO JO 6030.31, National Airspace System Failure Response; FAAO 6980.5, Engine Generator Transfer Procedures for Anticipated Power Failure; local contingency/emergency plans, or any other directives pertaining to restoration of services.) This 30-minute start-up requirement does not apply at facilities where at least one of the following conditions exists:*

*a. The facility has an operational PCS.*

*b. Maintenance personnel are not on duty at the time action is required.*

*c. Air traffic has remote control of the engine generators.*

*2. After coordinating with air traffic, Technical Operations shall (depending on the type of auxiliary power system) either place the facility on generator power or place the generator on the loadbank until the storm activity has left the area. (The change back to commercial power will be made at the coordinated time.)*

*3. It is important to note that at facilities with an operational PCS, no action other than the initial storm notification is required since the transfer to generator power occurs automatically with no power interruption when commercial power fails.*

#### **REFERENCE-**

*FAAO JO 6030.31, National Airspace System Failure Response, FAAO 6980 5, Engine Generator Transfer Procedures for Anticipated Power Failure*

## Section 4. Recorders

### 3-4-1. USE OF RECORDERS

**a.** Air traffic facilities shall record operational communications to the maximum extent practicable.

**b.** Record at each operating position to include all data transmitted and/or received via radio, telephone, VSCS, or automated means such as Mode S, Data Link, and satellite. Facility management shall advise operating positions when the recording equipment associated with these positions is not operating or otherwise unavailable for recording. Facility management shall then ensure that a written record, or equivalent, to the extent possible, is made for all IFR clearances.

**c.** If combined positions are periodically split into individual positions, record them on separate channels when so used.

**d.** Supervisors shall ensure that the proper FAA/telephone company (TELCO) “jacks” are used to obtain the required recording at facilities with dual capability.

**e.** Use a separate channel on each recorder to record time at facilities with time-announce systems. Where these systems have not been installed, a spare receiver tuned to a time transmitting station may be used.

**f.** Operational voice recorders shall be provided a time source.

**g.** Except as noted in para 3-4-2, Assignment of Recorder Channels, record with regard to the position in lieu of the function. All headset audio on a position shall be recorded on a single channel. In facilities so equipped, all FAA-speaker audio shall be recorded on the “radio only” jack channel. If a “radio only” jack is not available, another channel may be used.

**h.** Reserve one channel of each recorder for recording time; except two channels shall be reserved on the FA5394, 30-channel recorder. If a coded time source and a time code reader are available, record the coded time source in preference to voice time announcements. Recording more than one time source on any recorder is prohibited.

**i.** Each FSS collocated with an ARTCC will use the center’s voice recorder system resources to

minimize requirements for spare parts, test equipment, and routine maintenance.

**j.** Recorders may be used to monitor any position for evaluation, training, or quality control purposes.

**k.** Air traffic managers should develop procedures to ensure that frequencies are not recorded when facilities are officially closed.

### 3-4-2. ASSIGNMENT OF RECORDER CHANNELS

**a.** Assign position recording channels in the following order of priority:

#### 1. ARTCCs:

- (a) Radar controller.
- (b) Sector controller.
- (c) Radar handoff controller.
- (d) Radio controller.
- (e) Coordinator.
- (f) Supervisor.
- (g) Traffic Manager.
- (h) Flight data.
- (i) Data systems coordinator.
- (j) Mission coordinator.
- (k) AMIS controller.

#### 2. Terminals:

- (a) Arrival control.
- (b) Departure control.
- (c) Local control.
- (d) Precision approach radar.
- (e) Clearance delivery.
- (f) Ground control.
- (g) Inbound flight data.
- (h) Outbound flight data.
- (i) Direction-finding.
- (j) Supervisory.

(k) Automatic terminal information services (ATIS) – air traffic managers shall designate a channel to record ATIS when a separate channel is not available. Record the ATIS message once at the time of preparation on the designated channel. Make a written record of each ATIS and retain for 15 days if a recorded channel is not available.

3. FSSs/AFSSs:

- (a) Flight watch.
- (b) Inflight.
- (c) Preflight.
- (d) Flight data.
- (e) Supervisory.

4. ATCSCC:

- (a) National Operations Manager (NOM).
- (b) National Traffic Management Officer (NTMO).
- (c) National Traffic Management Specialist (NTMS) operating position.

b. You may use existing remaining spare recording channels to record the primary radio frequencies of positions using the same priority stated above.

### 3-4-3. CHECKING AND CHANGING RECORDING EQUIPMENT

a. At En Route facilities and the ATCSCC, Technical Operations personnel must be responsible for checking and changing recorder tapes, digital audio tapes (DAT), and Digital Audio Legal Recorders (DALR).

**REFERENCE-**

(Analog) FAAO JO 6670 4, *Maintenance of Multichannel Recorder Equipment*,

or

(Digital) FAAO JO 6670 13, *Maintenance of Digital Voice Recorder (DVR) Equipment and FAAO JO 6670 15, Maintenance of Digital Voice Recorder System Series II (DVR II) Equipment*

b. At terminal and flight service facilities:

1. Where recorders are not convenient to operating quarters, the facility air traffic manager and the Technical Operations local manager must develop an agreement assigning the responsibility for

checking and changing recorder tapes, DATs, and DALRs.

2. Where recorders are convenient to operating quarters, air traffic personnel must perform recorder checks.

c. If air traffic personnel check and change tapes, DATs, or DALRs, the facility air traffic manager must ensure that personnel are trained in the proper methods to be used.

d. Recorder monitor operation checks on analog voice recorder systems must be performed daily and must not exceed 26 hours between checks. Procedures for monitoring operations in analog recorders are described in FAAO JO 6670.4, *Maintenance of Multichannel Recorder Equipment*.

1. On a daily basis (not to exceed 26 hours), validate the Nicelog supervision window for alarms, and verify normal operation of equipment on digital audio tapes.

2. Indicate accomplishments of checks on FAA Form 7230-4, Facility Record of Operation.

e. At facilities using DALR:

1. On a daily basis (not to exceed 26 hours), validate the Castle Rock SNMPc window for the alarms, and verify normal operation of the DALR system.

2. Document the accomplishment of the check on FAA Form 7230-4, Facility Record of Operation.

### 3-4-4. HANDLING RECORDER TAPES, DATs, OR DALR STORAGE

a. Place the following information on each reel or DAT storage case before storage:

- 1. The recorder number.
- 2. The date and the time UTC.
- 3. The initials of the person changing the reel.

b. Retain the tapes or DATs for 45 days, and ensure the DALR .wav file is set to retain recordings for 45 days, except:

1. En route facility utilizing system analysis recording tapes as their radar retention media (regardless of the type of voice recorder system being used) must retain voice recordings for 15 days.

2. Those facilities utilizing an analog voice recorder system must retain voice recordings for 15 days.

3. The David J. Hurley Air Traffic Control System Command Center must retain voice recordings for 15 days.

4. Accidents: Retain the tapes, DATs, or DALRs in accordance with FAAO 8020.11, Aircraft Accident and Incident Notification, Investigation and Reporting.

5. Incidents: Retain the tapes, DATs, or DALRs in accordance with FAAO 8020.11, Aircraft Accident and Incident Notification, Investigation, and Reporting; and FAAO 1350.15, Records Organization, Transfer, and Destruction Standards.

6. Hijacking: Retain all relevant tapes, DATs, or DALRs of hijackings from the time communication commences with the aircraft until communication has terminated. After 3 years, contact System Safety and Procedures for the release of the tapes, DATs, or DALRs. In every case, a release from System Safety and Procedures is required to return hijack tapes, DATs, or DALRs to service.

7. Tarmac Delay: When a facility is notified that an aircraft has exceeded the Three-hour Tarmac Rule, retain voice recordings relevant to the event for 1 year.

### **3-4-5. VSCS DATA RETENTION**

a. Retain the VSCS cassette, disc, and tape recordings and data communications/console type-writer printouts for 15 days unless they are related to an accident/incident as defined in accordance with FAAO 1350.15, Records Organization, Transfer, and Destruction Standards, Chapter 11, Section 8020.

b. If a request is received to retain the VSCS communications traffic listings and the system configuration and/or mapping data following an accident, the printout of the relative data will suffice, and the VSCS cassette, disc, and/or tape may then be returned to service through the normal rotational cycle. The printout data are considered a permanent record and shall be retained in accordance with aircraft accident/incident retention requirements. Reduction of the VSCS cassette, disc, and tape recordings to hard-copy format shall be made at the earliest time convenient to the facility involved without derogating the ATC function and without prematurely taking the VSCS out of ATC service. Do not make these data and printouts a part of the accident/incident package.

c. If a request is received to retain a specific data recording and the data is available and contained on VSCS cassette, disc, and/or tape, the VSCS cassette, disc, and/or tape shall be retained in its entirety. If the data requested is contained on several different media (e.g., VSCS cassette, disc, and/or tape media), the facility may transfer all pertinent data to a common media and label the media a Duplicate Original. After successful transfer, the original VSCS cassette, disc, and/or tape may be returned to service through the normal rotational cycle. However, if a specific request is received to retain the original VSCS cassette, disc, and/or tape, the original VSCS cassette, disc, and/or tape shall be retained in its entirety.

d. Treat the VSCS cassette, disc, tape, duplicate originals, and data communications/console type-writer printouts related to hijack aircraft the same as voice recorder tapes. (See para 3-4-4, Handling Recorder Tapes or DATs).



## Section 5. Navigational Aids

### 3-5-1. NAVAID MONITORING

When a facility is assigned responsibility for monitoring NAVAIDs, the air traffic manager shall issue monitoring instructions in a facility directive. Notification procedures shall be coordinated with the appropriate sector manager.

**NOTE-**

*Monitoring assignments are made by air traffic offices in the Service Centers.*

**a. VOR/VORTAC:**

1. Aurally check the identification at the beginning of each watch.

**NOTE-**

*Upon commissioning of 2nd generation (FA-9996) VORs, aural monitoring is not required.*

2. Record the check in accordance with subpara 4-6-5h, Preparation of FAA Form 7230-4.

3. If a monitor Category 2 exists:

(a) Take appropriate action as indicated in FAAO JO 7110.65, Air Traffic Control, para 2-1-10, NAVAID Malfunctions.

(b) Notify the ARTCC.

**NOTE-**

1. VORs, VORTACs, and TACANs have an automatic course alignment and signal monitor (ACM). This monitor is usually connected to a remote alarm. An automatic transfer and shutdown unit (ATU) is installed as part of the ACM. When the ACM detects a malfunction, the ATU switches the range to a standby transmitter. If the standby transmitter does not work properly, the ATU will shut down the facility.

2. Monitoring of VOR test signals (VOT) is accomplished by a light or a buzzer monitor and is of local concern only.

3. VOR and VORTAC monitor categories:

a. Category 1: Alarm feature and identification heard at the control point.

b. Category 2: Monitor equipment failure and identification not heard at the control point, but aircraft reports indicate that the facility is operating normally.

c. Not constantly monitored by other than ACM and ATU.

b. TACAN (joint-use airports):

1. Aurally check the identification at the beginning of each watch.

2. Immediately notify the responsible military authority when an alarm is received.

3. Consider the aid inoperative when the alarm cannot be silenced and the identification cannot be heard on the aural monitor.

**NOTE-**

*The military authority will issue NOTAMs for TACANs.*

c. DME (to be monitored by the same facility that monitors the associated VOR, VORTAC, MLS, or ILS):

1. Press the VOR/DME control oscillator level to the "Facility On" position at the beginning of each watch.

2. Record the check in accordance with subpara 4-6-5h, Preparation of FAA Form 7230-4.

d. L/MF aids (to be monitored on a continuous basis):

1. Check the identification at the beginning of each watch.

2. Record the check in accordance with subpara 4-6-5h, Preparation of FAA Form 7230-4.

e. NDB (class MH, class H, and class HH):

1. Monitor continuously by automatic means the beacons used as IFR aids.

2. Check the operation at least once each hour if an automatic alarm is not available.

f. ILS/MLS:

1. Check the ILS/MLS monitor panel at the beginning of each watch and record the system status in accordance with subpara 4-6-5h, Preparation of FAA Form 7230-4.

2. Apply the procedures described in para 3-5-2, System Component Malfunctions, when there are indications that a component has failed.

3. If you suspect that the indication is caused by a control line or a control station monitor failure rather than a malfunction of the component itself, take appropriate action as indicated in FAAO JO 7110.65, para 2-1-10, NAVAID Malfunctions. If a malfunction is confirmed, discontinue use of the component involved.

**NOTE-**

*Not all ILS components are provided with remote monitor and control lines (on/off capability). If the failure indication is caused by a control line or a control station monitor failure, the Technical Operations technician must advise if that component will be restored to operation and the monitor status.*

**g. Compass locators:**

1. Monitor continuously by automatic means.
2. Check the operation at least once each hour if an automatic alarm is not available.
3. If the provisions of subparas 1 or 2 above cannot be met, the compass locator may be considered monitored if it is equipped with an automatic monitor and shutdown feature at the site. In this case responsibility for monitoring shall not be assigned to the air traffic facility.

### **3-5-2. SYSTEM COMPONENT MALFUNCTIONS**

Take the following action when the alarm signal or a report indicates an air traffic system component malfunction:

- a. Try to restore the aid to normal operation.
- b. If unable to restore it, discontinue its use and:
  1. Notify the appropriate IFR control facility/sector.
  2. Notify the appropriate AFSS/FSS as necessary.

3. Notify Technical Operations personnel in accordance with FAAO JO 6030.31, National Airspace System Failure Response, and locally developed procedures.

4. Issue any necessary NOTAMs, and take other NOTAM related actions as appropriate.

**REFERENCE-**

FAAO JO 7210.3, Para 3-5-1, NAVAID Monitoring.  
FAAO 7930.2, Para 4-2-1, NOTAM Composition.

**NOTE-**

*When Technical Operations personnel silence the monitoring system of any NAVAID, they will assume responsibility for the monitoring function.*

### **3-5-3. PROCESSING GPS ANOMALY REPORTS**

Forward all information gathered as per FAAO JO 7110.65, Air Traffic Control, subpara 2-1-10b, through the TMU to the ATCSCC and the local MCC.

**NOTE-**

*The NMCC in Warrenton, Virginia is the focal point for upward reporting and response coordination for all GPS anomalies.*

### **3-5-4. ORIGINATING NOTAMs CONCERNING NAVAIDs**

Air traffic facilities having responsibility for monitoring NAVAIDs shall originate NOTAMs regarding their status unless otherwise directed by the Service Area office.

## Section 10. En Route Information Display System (ERIDS)

### 6-10-1. GENERAL

ERIDS is a real time, interactive, electronic information display system that is used as a replacement for paper sources of information. ERIDS provides controllers, supervisors, and traffic management personnel with access to aeronautical data, weather data, airspace charts, ATC procedures, NOTAMs, PIREPs, and other sources of ATC information.

### 6-10-2. REQUIREMENTS

a. Where available, ERIDS must be used to provide controllers with the following information:

1. Sector binder information.

#### REFERENCE-

FAAO JO 7210.3, Para 6-2-2, En Route Sector Information Binder  
FAAO JO 7210.3, Para 2-1-3, Position/Sector Binders

2. Notices To Airmen (NOTAMs). Facilities using ERIDS for NOTAM distribution must develop a backup plan in the event ERIDS becomes unavailable/unusable.

3. National directives.

4. United States Government flight information publications/DOD flight information publications.

5. Other air traffic information and lists determined by facility directives.

b. ERIDS may be used to record and disseminate PIREPs.

c. ERIDS must not be used to disseminate dynamic operational information; for example, miles-in-trail restrictions, runway in use, weather information other than PIREPS, etc.

d. Facilities must develop local procedures to meet the following requirements:

1. Facilities using ERIDS must ensure that the provisions of FAA Order JO 7210.3, paragraph 6-2-2, are met in the event of an ERIDS outage or degradation.

2. Facilities using ERIDS in lieu of sector information binders must insure that all information is available and maintained for each operational sector in accordance with the provisions of FAA Order JO 7210.3, paragraph 6-2-2.



## Section 2. Position Binders

### 10-2-1. POSITION DUTIES AND RESPONSIBILITIES

**a.** The air traffic manager may assign duties and responsibilities to positions as facility needs dictate. Those assignments may apply to one or more positions. Standards shall be developed to enhance the overall operational capabilities of the facility. Local practices, procedures, equipment, communications, etc., used in this directive shall be in accordance with national directives. Site specific details required for pertinent items should describe the appropriate procedure, method, strategy, system equipment, etc., necessary at the facility level to achieve the desired level of service.

**b.** The air traffic managers shall retain one copy of the completed facility standard operating procedures directive in each area of operation, and distribute applicable sections to the positions to which they apply.

#### **REFERENCE-**

FAAO JO 7210.3, Para 2-1-3, Position/Sector Binders.

**c.** Changes shall be maintained in accordance with changes to national, Service Area office, and facility orders, and documents. Changes shall be timely to ensure the currency of position binders. Cross reference should be provided to related documents where applicable.

### 10-2-2. TOWER/RADAR TEAM POSITION BINDERS

**a.** Position duties and responsibilities: general description.

**b.** Position information:

**1.** Frequency information – primary/back-up.

**2.** Position specific equipment – availability, not use.

**3.** Area of jurisdiction – map, video map, diagram and/or narrative.

**4.** Position procedures – may include, but not limited to:

(a) Arrival procedures.

(b) Departure procedures.

(c) Special procedures.

(d) Coordination procedures.

(e) LOA or LOA procedures applicable to that position.

(f) Normally used sector holding fixes to include published/unpublished hold, allowable altitudes, maximum speed, maximum length, direction of turn, direction from fix, and if applicable, published procedures involved. Additionally, at facilities having areas with limited or no radar coverage, include those holding patterns within these areas that contain “climb in holding” assessments as noted on FAA Form 8260-2.

(g) Local strip marking.

(h) Process flight plan information.

(i) Forward flight plan information.

(j) Process traffic management information.

(k) Process field condition reports.

(l) Process miscellaneous flight data.

(m) Process weather information.

(n) ATIS.

(o) SIA.

(p) Special flight handling.

(q) Emergencies.

**5.** Potential problem areas.



for a single runway operation should be revised, as necessary, to be identical with that of the PRM-SOIA operation.

f. The following requirements shall be met for conducting PRM-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 shall be depicted on the radar video map. The NTZ shall 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 shall be completed before monitoring begins. Monitor displays shall 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 shall define the position responsible for providing the minimum applicable longitudinal separation between aircraft on the same final approach course.

g. Dual local control positions, while not mandatory, are desirable.

h. 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.

i. Wake turbulence requirements between aircraft on adjacent final approach courses inside the LDA MAP are as follows (standard in-trail wake separation shall 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 FAAO JO 7110.65, Air Traffic Control, para 5-5-4, Minima, shall be applied unless acceptable mitigating techniques and operational procedures are approved by the Director of Terminal Safety and Operations Support pursuant to an AFS safety assessment. A request for a safety assessment must be submitted to the Terminal Safety and Operations Support Office through the service area office manager. 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.

j. A local implementation team shall be established at each facility conducting PRM-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.

k. For any new proposal to conduct PRM-SOIA, an operational need must be identified by the ATC facility manager, validated by the service area office manager, and forwarded to the Terminal Safety and Operations Support Office for appropriate action. The statement of operational need should identify any required site specific procedures.

#### **10-4-8. 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-**

FAAO JO 7110.65, Subpara 5-5-4f, Minima.

#### 10-4-9. 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 shall 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 shall determine the appropriate chart/map method for displaying this information at the sector. Forward charts and chart data records to Technical Operations Aviation System Standards, National Flight Procedures, for certification and annual review.

**NOTE-**

1. For guidance in the preparation and review of Minimum IFR Altitude charts see FAAO 7210.37, *En Route 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. Special ordering information is contained in FAAO 1720.23, *Distribution of Aeronautical Charts and Related Flight Information Publications*. (Reference - para 3-8-2.)

## Section 3. Data Recording and Retention

### 11-3-1. DATA RECORDING

a. Type or write the date on the console printout at the start of each operational day or as specified in a facility directive. The facility directive shall require the time that the date shall be entered daily.

**NOTE-**

*The operational day for a 24-hour facility begins at 0000 local time. The operational day at a part time facility begins with the first operational shift in each calendar day.*

b. As a minimum, record on the console failure/error messages regarding Data Acquisition Subsystem (DAS), Data Entry and Display Subsystem (DEDS), and Interfacility (IF).

**NOTE-**

*When a failure is known to exist, that particular failure printout may be inhibited to minimize its impact on the system.*

c. Facilities having continuous data recording capabilities shall extract and record on tape or disc:

1. Tracking messages, target reports, and sector time.

2. Automatic functions and keyboard input data.

3. Interfacility messages.

4. MSAW and CA warning message data. Other data available in the extraction routine may be extracted.

d. Air traffic facilities using a teletype emulator (TTYE) in lieu of a console printout (TTY) shall store and retain data in accordance with paras 11-3-1, Data Recording, and 11-3-2, Data Retention. However, the data may be retained on a disc or hard drive as specified in a facility directive.

### 11-3-2. DATA RETENTION

a. Write on each data extraction tape/disc:

1. The tape/disc drive number.

2. The date.

3. The times (UTC) the extraction started and ended.

4. The items listed in subpara 11-3-1c not extracted.

5. The data extracted in addition to that required by subpara 11-3-1c.

6. The initials of the person changing the recording.

b. Retain data extraction recordings for 45 days except:

1. En route facility utilizing system analysis recording tapes as their radar retention media shall retain radar data for 15 days.

2. Accidents: Retain data extraction recordings in accordance with FAAO 8020.11, Aircraft Accident and Incident Notification, Investigation, and Reporting.

3. Incidents: Retain data extraction recordings in accordance with FAAO 8020.11, and/or FAAO 7210.56, Air Traffic Quality Assurance.

4. Accidents: Retain TTYE stored captured files (or TTY if TTYE captured files are unavailable) for 30 days unless they are related to an accident or incident as identified in FAAO 8020.11 or FAAO 7210.56.

**NOTE-**

*A facility using a console typewriter printout take-up device may retain the printout on the spool for 15 days after the last date on the spool. Retention of the daily printouts relating to accidents/incidents shall be in accordance with subpara b.*

5. Tarmac Delay: When a facility is notified that an aircraft has exceeded the Three-hour Tarmac Rule, retain data recordings relevant to the event for 1 year.

c. If a request is received to retain data information following an accident or incident, the printout of the relative data will suffice. The tape/disc may then be returned to service through the normal established rotational program. The printout data are considered a permanent record and shall be retained in accordance with aircraft accident/incident retention requirements. Reduction of the extracted data to hard-copy format will be made at the earliest time convenient to the facility involved without derogation of the ATC function and without prematurely taking the computer out of service. Do not make these

data and printouts a part of the accident/incident package.

d. If a request is received to retain a specific data recording and the data are available and contained on tape, the tape shall be retained in its entirety. If the data are contained on disc, the facility may transfer all pertinent data to magnetic tape and label the tape a *Duplicate Original*. After successful transfer, the disc pack may be returned to service through the normal rotational cycle. However, if a specific request is received to retain the disc, the disc pack shall be retained in its entirety.

e. Treat data extraction recordings and console typewriter printouts pertaining to hijack aircraft the same as voice recorder tapes.

**REFERENCE-**

*Para 3-4-4, Handling Recorder Tapes or DATs.*

### **11-3-3. FAULT LOG**

a. Whenever the computer fails during normal operations, all pertinent data shall be recorded on the Fault Log. However, if the computer failure is the first of a particular nature and an operational requirement exists to resume normal computer operation as soon as possible, a Fault Log need not be recorded.

b. When you anticipate the need for assistance from the National Field Support Group (NFSG), record the entire contents of memory before restarting the operational program.

c. Retain the Fault Log and the memory dump until the cause of the fault has been determined or NFSG requests them.

### 17-5-9. NTML FACILITY CONFIGURATION REQUIREMENTS

At least one TMU position in each facility must:

- a. Subscribe to DCC for TMIs affecting your facility.
- b. Subscribe to underlying facilities for the following information:
  - 1. Runway configurations.
  - 2. Delays.
  - 3. Deicing.
  - 4. Other.
- c. Enable notification of proposed restrictions.

### 17-5-10. NTML PROCEDURES

a. Facilities must enter, review, and respond to data in the NTML, as appropriate.

b. TMI data must be entered utilizing the appropriate template and verbally coordinated with the appropriate facility. Appropriate template means the one best suited for the type of event, such as a ground stop, delays, etc. The "Miscellaneous" templates must not be used if another template is appropriate. The Justification, Remarks, and Text fields must not contain any information that can be entered in other fields on the template.

#### NOTE-

*Causal information entered in the "Restriction" template is disseminated to many other software programs for monitoring the status of the NAS.*

c. Facilities must verbally contact other facilities when necessary to accomplish a task if electronic coordination has not been completed or is inappropriate to the situation, e.g., emergencies, classified information.

### 17-5-11. PROCESSING REQUESTS FOR REROUTES AND RESTRICTIONS FOR FACILITIES WITH NTML

a. Restrictions/modifications that require ATCSCC review and approval:

1. Requesting facility must enter the restriction/modification in NTML.

2. Providing facilities should review and respond using NTML within 15 minutes.

#### NOTE-

*The restriction/modification, if not responded to, will be placed in conference status 15 minutes after it has been entered by the requesting facility.*

3. If all providing facilities accept the restriction/modification using the NTML software, the ATCSCC must approve or deny the restriction/modification as appropriate. The ATCSCC may deny/amend a restriction at anytime; however, it must call the requesting facility and explain the reason for the denial/amendment. For automation purposes, the ATCSCC should not approve a restriction until all field providers have accepted it; however, if the ATCSCC elects to override the automation and approves a restriction/modification before all provider(s) accept, it must coordinate this action with the affected provider(s).

4. When a restriction is in conference status, the requestor must initiate a conference through the ATCSCC with providers. If an amendment is necessary, the ATCSCC amends and approves the restriction while on the conference.

#### NOTE-

*Any party may initiate a conference when deemed appropriate.*

b. Restrictions/modifications that do not require ATCSCC review and approval:

1. Requesting facility must enter the restriction/modification in NTML.

2. Providing facilities should review and respond using NTML within 15 minutes.

3. If all providing facilities accept the restriction/modification using the NTML software, it must be considered coordinated/approved.

4. If a providing facility does not respond using the NTML within 15 minutes, the requesting facility must contact the providing facility/facilities to verbally coordinate the restriction/modification.

#### NOTE-

*In the event that no one at the providing facility is available to accept a restriction in NTML, the requesting facility does have the ability to force the restriction into its log so it can be used internally. This must only be done after the verbal coordination mentioned in para 17-5-11b4 is complete.*

c. Restrictions/modifications associated with reroutes coordinated through the NSST:

1. Restrictions/modifications that have been approved/coordinated will be discussed during the development of the reroute.

2. Any facility requiring a restriction in conjunction with a reroute that has been coordinated through the NSST must enter the initiative into the RSTN template with the SVR WX RERTE button enabled. NTML processes these restrictions as approved and no further coordination is required.

#### 17-5-12. DELAY REPORTING

a. Verbally notify the ATCSCC through the appropriate protocol, of any arrival, departure, or en route delay reaching or expected to reach 15 minutes except for Expect Departure Clearance Time (EDCT) delays created by ground delay programs or ground stops issued by the ATCSCC. The verbal notification must include the number of aircraft actually in delay, the projected maximum delay, and the number of aircraft expected to encounter delays. The facility must verbally notify the ATCSCC and impacted facilities when delays fall below 15 minutes.

b. Facilities must update their delay status through the NTML. Facilities that do not have NTML must verbally report the delay increments in 15-minute increments to the overlying facility. The first facility with NTML must enter the delay information.

c. When notified that a facility is in a 15-minute delay situation, the ATCSCC and all impacted facilities, must subscribe to the delay report through the NTML until the facility verbally notifies the ATCSCC/impacted facilities that they are no longer in delays of 15 minutes or more.

d. Facilities must verbally notify the ATCSCC, through the appropriate protocol, when delays reach or are anticipated to reach 90 minutes, except for EDCT delays as a result of a GDP. The facility manager must be notified when delays reach 90 minutes, except for delays as a result of a GDP.

#### 17-5-13. ELECTRONIC SYSTEM IMPACT REPORTS

AT facilities must coordinate with their TMU or overlying TMU for developing an electronic system impact report (SIR) for all planned outages/projects/events that could cause a significant system impact, reduction in service, or reduction in capacity (for example, air shows, major sporting events, business conventions, runway closures, and procedural changes affecting terminals and/or ARTCCs). Technical Operations is responsible for reporting all unplanned outages that pertain to FAA equipment.

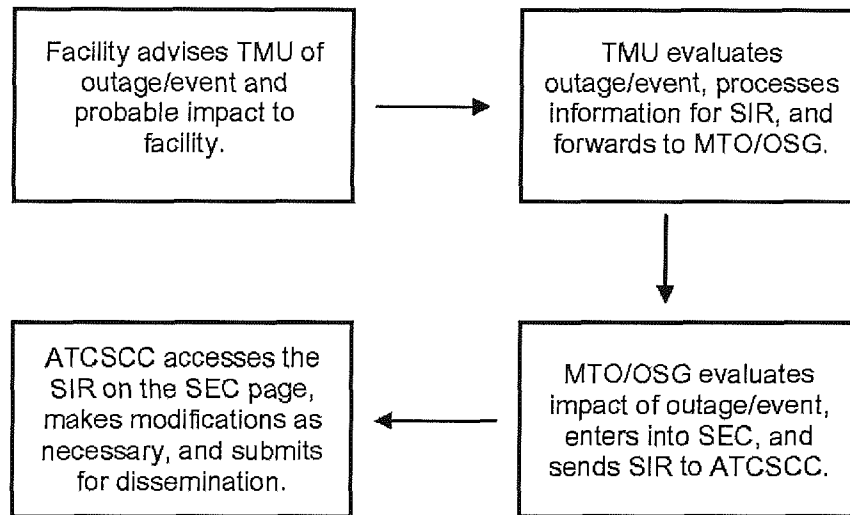
##### **NOTE-**

*Planned events/outages are construed to mean that the event or outage is scheduled in advance of the occurrence.*

a. The TMU must coordinate the operational impact the outage/project/event will cause with the MTO or designee, through their TMO. This includes, but is not limited to, reduction in AAR/ADR, anticipated TMIs, alternate missed approach procedures, and anticipated delays or any other significant impacts within the NAS.

b. To ensure the ATCSCC receives all planned events and outages that could have a significant impact on the NAS, the MTO/designee or the OSG must enter the impact data on the Strategic Events Coordination Web site at <http://sec.faa.gov>.

**FIG 17-5-1**  
**Electronic SIR Process**



c. The electronic SIR must contain the following information:

1. Airport/facility identifier.
2. Overlying ARTCC.
3. Scheduled dates/times.
4. Description of outage/project/event.
5. Operational impact.
6. Facility recall.
7. Flight check requirements.
8. Anticipated delays.
9. Anticipated TMIs.
10. Customer coordination.
11. General information.
12. Contact information.
13. Date/time of scheduled telecons.

**NOTE-**

*SIRs cannot be viewed on the OIS by facilities or our customers until the ATCSCC has approved the content. Instructions for entering items in detail are provided on the Web site at <http://sec.faa.gov>.*

d. The ATCSCC will access the SIRs on the SEC page, make modifications as necessary, and submit the SIR for dissemination. Once the ATCSCC has submitted the SIR, the information can be viewed on

the intranet at <http://www.atcsc.faa.gov/ois/> on the OIS page under “System Impact Reports.”

e. Field facilities, TMUs, TMOs, MTOs, the service center OSG, and the ATCSCC must ensure that SIRs:

1. Are coordinated, developed, and submitted with as much advance notice as possible before the planned event/outage.

**NOTE-**

*Providing the SIR in a timely manner allows our customers to more effectively plan their operation and reduce the impact to the extent practicable.*

2. Do not contain sensitive security information.

#### **17-5-14. TARMAC DELAY OPERATIONS**

a. Facility Procedures. The ATCSCC, en route facilities, and affected terminal facilities (see appendix 4) must develop procedures for handling of requests related to tarmac delays. ATMs must ensure that those procedures are in a facility directive and briefed annually. Issues to consider when developing local procedures should include:

1. What constitutes a “significant disruption” of service at that location in order to accommodate a tarmac delay aircraft. These issues vary by location and may include but are not limited to:

(a) Accommodating a tarmac delay aircraft would require airborne holding that would result in delays of 15 minutes or more.

(b) Use of an active runway to taxi a tarmac delay aircraft that would preclude the use of that runway for arrivals or departures and result in arrival/departure delays of 15 minutes or more.

(c) Taxi of tarmac delay aircraft would result in placing other aircraft in jeopardy of violating the Three-hour Tarmac Rule.

(d) Taxi of tarmac delay aircraft would displace departure aircraft already in a reportable delay status and result in delays in excess of an additional 15 minutes.

(e) The taxi of a tarmac delay aircraft to the ramp, gate, or alternate deplaning area would result in a diversion or the airborne holding of more than three aircraft.

2. Operational complexity, surface operations, other arrival/departure runways, taxi routes, ramp areas, and low visibility operations.

3. Security and/or Customs concerns.

4. Local safety considerations, such as multiple runway crossings.

5. Location of alternate deplanement areas, if applicable.

6. Taxiway/runway closures and/or airport construction.

**b. Notification Requirements.** Requests should be received from the pilot-in-command of tarmac delayed aircraft in a timely manner to ensure compliance with the Three-hour Tarmac Rule. This request should include the reason, such as "tarmac-related delay," and the time by which the aircraft must be airborne or deplane passengers.

1. When a tarmac delay taxi request is received:

(a) Terminal facilities must verbally notify the overlying facility when informed of a tarmac delay request.

(b) TRACONs must verbally notify the overlying ARTCC TMU when an airport within their geographic jurisdiction has received a tarmac delay request.

(c) ARTCC TMUs must verbally notify the ATCSCC when an airport within their geographic jurisdiction has received a tarmac delay request.

2. When a facility is notified that an aircraft has exceeded the Three-hour Tarmac Rule, the Washington Operations Center (WOC) must be notified through the ROC as soon as possible. Notification should include the date, time, and location of the occurrence, as well as the identification of the aircraft involved.

**NOTE-**

*It is expected that all airline communication regarding individual flights or airport status in relation to tarmac delay issues will be made to the ATCSCC and not the affected facility.*

**c. Resulting Actions.**

1. An aircraft requesting taxi clearance for tarmac delay reasons should be issued clearance as soon as operationally practical, unless a significant disruption of airport operations or a compromise of safety or security would result.

2. Requests to taxi for deplanement related to the Three-hour Tarmac Rule must be documented on FAA Form 7230-4 as a QAR, indicating the time that the request was made. At facilities equipped with NTML, utilize the program to forward the associated "Q" entry to the TRACON/ARTCC/ATCSCC. Parent/overlying facilities that provide NTML services for non-NTML facilities must enter and forward the QAR when notified of a Tarmac Delay request by a facility.

3. When a facility is notified that an aircraft has exceeded the Three-hour Tarmac Rule, all available records pertinent to that event, to include flight plan data, voice recordings, data recordings and facility logs, must be retained for 1 year.

**NOTE-**

*Tarmac delay operations are in support of local airline/airport contingency plans regarding Enhancing Airline Passenger Protections (Three-hour Tarmac Rule).*

4. Consumer complaints are to be handled as follows:

(a) Refer the complainant to the appropriate airline. Do not engage in discussion with the consumer.

(b) After referral to the airline, the complainant may also be referred to the Department of Transportation (DOT). The DOT web address for airline service complaints is:

[http://airconsumer.oost.dot.gov/CP\\_AirlineService.htm](http://airconsumer.oost.dot.gov/CP_AirlineService.htm)

(c) Specific complaints received via email may be forwarded to the FAA ATO Litigation Liaison Office at: 9-AWA-AJR-8@faa.gov.



## Section 12. Special Traffic Management Programs

### 17-12-1. SPECIAL EVENT PROGRAMS

Special procedures may be established for a location to accommodate abnormally large traffic demands (Indianapolis 500 Race, Kentucky Derby, fly-ins) or a significant reduction in airport capacity for an extended period (airport runway/taxiway closures for airport construction). These special procedures may remain in effect until the event is over or local TM procedures can handle the situation.

### 17-12-2. COORDINATION

Documentation to justify special procedures shall be submitted by the facilities to the En Route and Oceanic Operations Service Area Office and Terminal Operations Area Office 90 days in advance, with a copy to the appropriate Manager, Tactical Operations. The service area office shall review and forward the request to the ATCSCC for coordination and approval 60 days in advance.

a. Documentation shall include the following as a minimum:

1. The reason for implementing special procedures and a statement of system impact. Include the total number of additional flights expected.
2. Airport(s)/sector(s) to be controlled.
3. Capacity restraints by user category (five air carrier, three air taxi, seven general aviation, three military) per hour per airport.
4. Hours capacity must be controlled specified in both local time and in UTC (e.g., 0900–1859 EST, 1400–2359Z or, 0900–1859 EDT, 1300–2259Z).
5. Type of flight to be controlled (e.g., unscheduled, arrivals, departures, IFR, VFR).
6. Days of the week and dates (e.g., Thursday, May 7 through Monday, May 11 or Friday, May 22 and Sunday, May 24).
7. A draft copy of the associated NOTAM and temporary flight restrictions. (Electronic mailing preferred).
8. IFR/VFR capacity at each airport/sector.
9. Resource cost estimate including staffing and telephone requirements.

10. The number of slots to be allocated per airport, or group of airports, per time increment (e.g., ten arrivals every fifteen minutes or forty aircraft every sixty minutes).

11. Coordination accomplished with impacted facilities and any unresolved issues.

b. The service area office shall forward the NOTAM to System Operations Airspace Aeronautical Information Management/Publications, for publication no later than 28 days prior to the publication date. Cutoff submittal dates and publication dates are printed inside the front cover of the monthly NOTAM Flight Information Publication.

#### NOTE–

*The toll-free number/web address to obtain a STMP slot are:*

1. *Touch-tone interface: 1-800-875-9755.*
2. *Web interface: [www.fly.faa.gov](http://www.fly.faa.gov).*
3. *Trouble number: (540) 422-4246.*

### 17-12-3. IMPLEMENTATION

a. Special TM programs shall be managed by the ATCSCC or the affected ARTCC. The ATCSCC shall transmit an advisory containing the reason for the program, airport(s)/sector(s) involved, dates and times the program will be in effect, telephone numbers to be used, and any special instructions, as appropriate. The affected ARTCC shall monitor special TM programs to ensure that the demand to the center/terminal facilities is equal to the capacity.

b. The ATCSCC will disseminate a password and instructions for facility STMP reports. Detailed instructions can be found on the web site for the web interface, or in the Aeronautical Information Manual for the touch-tone interface.

### 17-12-4. AIRPORT RESERVATION OFFICE

a. The Airport Reservations Office (ARO) has been established to monitor the operation and allocation of reservations for unscheduled operations at airports designated by the Administrator under FAA adopted rules. These airports are generally known as slot controlled airports. The ARO allocates reservations on a first come, first served basis determined by the time the request is received at the ARO. Standby lists are not maintained. Reservations

are allocated through the ARO by the Enhanced Computer Voice Reservation System (e-CVRS) and not by the local air traffic control facility.

**b.** Requests for reservations for unscheduled flights at the slot controlled airports will be accepted beginning 72 hours before the proposed time of operation.

**c.** Flights with declared emergencies do not require reservations.

**d.** Refer to the Web site or touch-tone phone interface below for the current listing of the slot controlled airports, limitations, and reservation procedures.

**NOTE–**

*The Web interface/telephone numbers to obtain a reservation for unscheduled operations at a slot controlled airport are:*

- 1.** *<http://www.fly.faa.gov/ecvrs>.*
- 2.** *Touch-tone: 1-800-875-9464 (e-CVRS interface).*
- 3.** *Trouble number: (540) 422-4246.*

## Section 16. North American Route Program

### 17-16-1. PURPOSE

The NRP provides the users of the NAS greater flexibility in flight plan filing at or above 29,000 feet (FL290).

### 17-16-2. RESPONSIBILITIES

#### a. The ATCSCC must:

1. Have the authority to suspend and/or modify NRP operations for specific geographical areas or airports. Suspensions may be implemented for severe weather reroutes, special events, or as traffic/equipment conditions warrant.

2. Conduct special user teleconferences and transmit ATCSCC advisories whenever a provision of the NRP will not be available to the user community for more than one hour.

#### b. ARTCC TMUs must:

1. Avoid issuing route and/or altitude changes for aircraft which display the remarks "NRP" except when due to strategic, meteorological or other dynamic conditions.

2. Coordinate with ATCSCC NSST before implementing any reroute to NRP flights beyond 200 NM from point of departure or destination.

3. Monitor activity to identify potential sector/airport constraint that may impact DP/STAR operations and coordinate with the ATCSCC NSST for problem resolution.

#### c. DP/STAR procedures for the ARTCCs are authorized the following exemptions:

1. NRP flights will be allowed to file and fly any published transitions of the DPs and/or STARs. Not all of the published transitions may be available, due to facility procedural constraints.

2. In the case of radar vector DPs the ARTCC will clear the NRP flight to the first en-route NAVAID/fix/waypoint of the flight plan as soon as practical.

3. When problems are identified involving the use of the DP/STAR transitions, immediately notify the ATCSCCs NSST for resolution.

d. Customer flight plan filing requirements are authorized the following exemptions:

1. Customers may file and fly any published transition of the DPs and/or STARs, regardless of the mileage from the airport to transition end point.

2. Customers should not file DP/STAR transitions in offshore transition areas (12 NM or more off the United States shoreline)

### 17-16-3. PROCEDURES

- a. "NRP" must be retained in the remarks section of the flight plan if the aircraft is moved due to weather, traffic, or other tactical reasons. In these situations, every effort will be made to ensure the aircraft is returned to the original filed flight plan/altitude as soon as conditions warrant.

- b. Traffic management specialists must not enter "NRP" in the remarks section of a flight plan unless prior coordination concerning this particular flight is accomplished with the ATCSCC or as prescribed by international NRP flight operations procedures.

- c. The en route facility within which an international flight entering the conterminous United States requests to participate in the NRP must enter "NRP" in the remarks section of the flight plan.

### 17-16-4. REPORTING REQUIREMENTS

Reports of unusual or unsatisfactory events attributable to NRP traffic should be forwarded to the System Operations ATCSCC TCA via facsimile at (540) 422-4196 or telephone at (540) 359-3146. Reports must include, at a minimum: aircraft call sign, type, altitude, route of flight, affected sectors, brief description of event, description of impact, and any actions taken.

### 17-16-5. USER REQUIREMENTS

- a. International operators filing through the Canadian airspace to destinations within the conterminous United States must file an inland navigational fix within 30 NM north of the common Canada/United States airspace geographical boundary to be eligible to participate in the NRP.

**b.** Flights must be filed and flown via any published DP or STAR for the departure/arrival airport respectively, or published preferred IFR routes, for at least that portion of flight which is within 200 NM from the point of departure or destination. If the procedures above do not extend to 200 NM, published airways may be used for the remainder of the 200 NM. If the procedures above do not exist, published airways may be used for the entire 200 NM.

**c.** Operators that file a flight plan which conforms to a published preferred IFR route must not enter "NRP" in the remarks section of that flight plan.

**d.** Operators must ensure that the route of flight contains no less than one waypoint, in the FRD

format, or NAVAID, per each ARTCC that a direct route segment traverses and these waypoints or NAVAIDs must be located within 200 NM of the preceding ARTCC's boundary. Additional route description fixes for each turning point in the route must be defined.

**e.** Operators must ensure that the route of flight avoids active restricted areas and prohibited areas by at least 3 NM unless permission has been obtained from the using agency to operate in that airspace and the appropriate air traffic control facility is advised.

**f.** Operators must ensure that "NRP" is entered in the remarks section of the flight plan for each flight participating in the NRP program.

## Part 6. REGULATORY INFORMATION

### Chapter 18. Waivers, Authorizations, and Exemptions

#### Section 1. Waivers and Authorizations

##### 18-1-1. 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).

##### 18-1-2. POLICY

a. FAAO 1100.5, FAA Organization - Field, delegates to the Service Operations Service Area Directors 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 redelegation of this authority. Further, redelegation of the authority to grant or deny waivers or authorizations shall be consistent with the functional areas of responsibility as described in FAA's Rulemaking Manual, and may be limited if deemed appropriate.

b. Applications for a Certificate of Waiver or Authorization acted upon by a En Route and Oceanic Operations Service Area or Terminal Operations Service Area office 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 shall 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.

##### 18-1-3. 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 subpara b).

b. Flight Standards, as designated by the Administrator, and described in FAA's Rulemaking Manual, 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:

1. Section 91.119, Minimum safe altitudes: General;
2. Section 91.175, Takeoff and landing under IFR;
3. Section 91.209, Aircraft lights;
4. Section 91.303, Aerobatic flight;
5. Any section listed in 91.905 as appropriate for aerobatic demonstrations and other aviation events.
6. 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 shall be thoroughly informed regarding the waiver and those actions required of them by any special provisions. The holder shall be advised that it is their responsibility to ensure that all persons participating in the operation are briefed on the waiver.

#### **18-1-4. 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 shall include all pertinent facts, background information, recommendation(s), as well as the basis and reasons for requesting Headquarters action.

b. Requests shall 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.

#### **18-1-5. 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 reissuance or by letter.

#### **18-1-6. ISSUANCE OF CERTIFICATE OF WAIVER OR AUTHORIZATION (FAA FORM 7711-1)**

Waivers and authorizations shall be completed in accordance with the following instructions and shall be signed only by the appropriate authority (see FIG 18-1-1 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 shall 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. Except for waivers or authorizations issued by Flight Standards, waivers or authorizations shall not be made effective for more than 12 calendar months. Waivers or authorizations issued by Flight Standards may be made effective for 24 calendar months in accordance with Flight Standards policy. 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.

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 (e.g., limitations, location, time periods, type aircraft) shall be specified and included as part of the waiver or authorization.

#### **18-1-7. RETENTION OF CERTIFICATES OF WAIVER OR AUTHORIZATION**

The issuing office shall 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.

## Appendix 4. List of Medium and Large Hub Airports

Airport Name/Airport Identifier	Airport Hub Size	
	Medium (M)	Large (L)
<b>Albuquerque, New Mexico</b> Albuquerque International Sunport Airport – ABQ	X	
<b>Anchorage, Alaska</b> Ted Stevens Anchorage International Airport- ANC	X	
<b>Atlanta, Georgia</b> Hartsfield–Jackson Atlanta International Airport – ATL		X
<b>Austin, Texas</b> Austin–Bergstrom International Airport- AUS	X	
<b>Baltimore, Maryland</b> Baltimore/Washington International Thurgood Marshall Airport– BWI		X
<b>Boston, Massachusetts</b> General Edward Lawrence Logan International Airport– BOS	X	
<b>Buffalo, New York</b> Buffalo Niagra International Airport– BUF	X	
<b>Burbank, California</b> Bob Hope Airport – BUR	X	
<b>Charlotte, North Carolina</b> Charlotte Douglas International Airport CLT		X
<b>Chicago, Illinois</b> Chicago Midway International Airport- MDW Chicago O’Hare International Airport – ORD		X
		X
<b>Cincinnati, Ohio</b> Cincinnati/Northern Kentucky International Airport– CVG	X	
<b>Cleveland, Ohio</b> Cleveland Hopkins International Airport - CLE	X	
<b>Columbus, Ohio</b> Port Columbus International Airport - CMH	X	
<b>Dallas/Fort Worth, Texas</b> Dallas Love Field Airport– DAL Dallas Fort Worth International Airport- DFW	X	
		X
<b>Denver, Colorado</b> Denver International Airport– DEN		X
<b>Detroit, Michigan</b> Detroit Metropolitan Wayne County Airport. – DTW		X
<b>Fort Lauderdale, Florida</b> Fort Lauderdale/Hollywood International Airport – FLL		X
<b>Fort Myers, Florida</b> Southwest Florida International Airport – RSW	X	
<b>Hartford, Connecticut</b> Bradley International Airport – BDL	X	
<b>Honolulu, Hawaii</b> Honolulu International Airport– HNL		X
<b>Houston, Texas</b> George Bush Intercontinental/Houston Airport – IAH William P. Hobby Airport – HOU	X	X

<b>Indianapolis, Indiana</b> Indianapolis International Airport– IND	<b>X</b>	
<b>Jacksonville, Florida</b> Jacksonville International Airport– JAX	<b>X</b>	
<b>Kahului, Hawaii</b> Kahului Airport–OGG	<b>X</b>	
<b>Kansas City, Missouri</b> Kansas City International Airport – MCI	<b>X</b>	
<b>Las Vegas, Nevada</b> McCarran International Airport– LAS		<b>X</b>
<b>Los Angeles, California</b> Los Angeles International Airport – LAX		<b>X</b>
<b>Louisville, Kentucky</b> Louisville International/Standiford Field Airport– SDF	<b>X</b>	
<b>Manchester, New Hampshire</b> Manchester Airport – MHT	<b>X</b>	
<b>Memphis, Tennessee</b> Memphis International Airport– MEM	<b>X</b>	
<b>Miami, Florida</b> Miami International Airport – MIA		<b>X</b>
<b>Milwaukee, Wisconsin</b> General Mitchell International Airport – MKE	<b>X</b>	
<b>Minneapolis, Minnesota</b> Minneapolis-St. Paul International Wold-Chamberlain Airport – MSP		<b>X</b>
<b>Nashville, Tennessee</b> Nashville International Airport – BNA	<b>X</b>	
<b>New Orleans, Louisiana</b> Louis Armstrong New Orleans International Airport – MSY	<b>X</b>	
<b>New York, New York</b> John F. Kennedy International Airport– JFK La Guardia Airport – LGA Newark Liberty International Airport– EWR		<b>X</b> <b>X</b> <b>X</b>
<b>Norfolk, Virginia</b> Norfolk International Airport– ORF	<b>X</b>	
<b>Oakland, California</b> Metropolitan Oakland International Airport– OAK	<b>X</b>	
<b>Oklahoma City, Oklahoma</b> Will Rogers World Airport – OKC	<b>X</b>	
<b>Omaha, Nebraska</b> Eppley Airfield Airport– OMA	<b>X</b>	
<b>Ontario, California</b> Ontario International Airport – ONT	<b>X</b>	
<b>Orlando, Florida</b> Orlando International Airport– MCO	<b>X</b>	
<b>Philadelphia, Pennsylvania</b> Philadelphia International Airport– PHL		<b>X</b>
<b>Phoenix, Arizona</b> Phoenix Sky Harbor International Airport – PHX		<b>X</b>

<b>Pittsburgh, Pennsylvania</b> Pittsburgh International Airport – PIT	<b>X</b>	
<b>Portland, Oregon</b> Portland International Airport– PDX		<b>X</b>
<b>Providence, Rhode Island</b> Theodore Francis Green State Airport – PVD	<b>X</b>	
<b>Raleigh/Durham, North Carolina</b> Raleigh–Durham International Airport– RDU	<b>X</b>	
<b>Reno, Nevada</b> Reno/Tahoe International Airport– RNO	<b>X</b>	
<b>Sacramento, California</b> Sacramento International Airport – SMF	<b>X</b>	
<b>Salt Lake City, Utah</b> Salt Lake City International Airport– SLC		<b>X</b>
<b>San Antonio, Texas</b> San Antonio International Airport– SAT	<b>X</b>	
<b>San Diego, California</b> San Diego International Airport –SAN		<b>X</b>
<b>San Francisco, California</b> San Francisco International Airport – SFO		<b>X</b>
<b>San Jose, California</b> Norman Y. Mineta San Jose International Airport – SJC	<b>X</b>	
<b>San Juan, Puerto Rico</b> Luis Munoz Marin International Airport– SJU	<b>X</b>	
<b>Santa Ana, California</b> John Wayne Airport - Orange County Airport – SNA	<b>X</b>	
<b>Seattle, Washington</b> Seattle–Tacoma International Airport– SEA		<b>X</b>
<b>St. Louis, Missouri</b> Lambert–St. Louis International Airport – STL	<b>X</b>	
<b>Tampa, Florida</b> Tampa International Airport – TPA		<b>X</b>
<b>Tucson, Arizona</b> Tucson International Airport– TUS	<b>X</b>	
<b>Washington, D.C.</b> Washington Dulles International Airport – IAD Ronald Reagan Washington National Airport – DCA		<b>X</b> <b>X</b>
<b>West Palm Beach/Palm Beach, Florida</b> Palm Beach International Airport– PBI	<b>X</b>	



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# **BRIEFING GUIDE**

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

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**1. PARAGRAPH NUMBER AND TITLE:** 2-1-29. REPORTING DEATH, ILLNESS, OR OTHER PUBLIC HEALTH RISK ON BOARD AIRCRAFT

**2. BACKGROUND:** The International Civil Aviation Organization (ICAO) standard calls for pilots in command to ensure reporting of in-flight cases of suspected communicable disease to air traffic control (ATC). ATC is then expected to relay this notification to the appropriate public health or other competent authority. The Centers for Disease Control and Prevention (CDC) has requested FAA assistance in implementing this notification protocol, which will also be used for deaths and other public health risks on board aircraft. The new emphasis on this notification routing through ATC is intended to expedite alerting and better support shared situational awareness among the key stakeholders, reinforcing efforts to slow the spread of dangerous diseases or other public health risks by air travel, while enabling ATC to better mitigate impacts caused by actions necessary to facilitate public health intervention (e.g., diversion of the affected flight) on the safety and efficiency of the aviation system.

**3. CHANGE:**

**OLD**

Add

Add

Add

Add

Add

Add

Add

Add

Add

Add

Add

**NEW**

**2-1-29. 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 (202) 493-4170.**

**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.**

Add	<u>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:</u>
Add	<u>1. Call sign.</u>
Add	<u>2. Number of suspected cases of illness on board.</u>
Add	<u>3. Nature of the illness or other public health risk, if known.</u>
Add	<u>4. Number of persons on board.</u>
Add	<u>5. Number of deaths, if applicable.</u>
Add	<u>6. Departure airport.</u>
Add	<u>7. Arrival airport.</u>
Add	<u>8. Estimated time of arrival.</u>
Add	<u>9. Pilot's intent (for example, continue to destination or divert).</u>
Add	<u>10. Any request for assistance (for example, a need for emergency medical services to meet aircraft at arrival).</u>
Add	<u>REFERENCE-</u> <u>FAAO JO 7110.65, Para 10-2-19, REPORTING DEATH, ILLNESS, OR OTHER PUBLIC HEALTH RISK ON BOARD AIRCRAFT</u>

# 1. PARAGRAPH NUMBER AND TITLE: 3-1-1. BASIC EQUIPMENT

**2. BACKGROUND:** Little to no guidance is available to ATC facilities that replace legacy equipment with new(er) equipment. When ACE-IDS and IDS-4s were installed, legacy equipment remained in these facilities occupying valuable workspace with duplicate displays and redundant information. This created extra maintenance costs and provided no benefit. There is a need for clear guidance, when replacing legacy equipment with NextGen equipment. Additionally there has been no guidance on the operational use of Information Display Systems (IDS).

## 3. CHANGE:

<u>OLD</u>	<u>NEW</u>
<b>3-1-1. BASIC EQUIPMENT</b>	<b>3-1-1. BASIC EQUIPMENT</b>
title through b	No Change
Add	<u>1. At terminal facilities where certified information display system (IDS) equipment is installed, the IDS must be the display source for the time, DASI, RVR, wind (including wind shear ribbon display terminals), and weather data from ASOS, AWOS, SAWS, etc.</u>

Add

TBL 3-1-1  
**Certified and Uncertified Systems**

Add

<u>Uncertified</u>	<u>Certified</u>
<u>Systems Atlanta Information Display System 4 (IDS-4)</u>	<u>ACE-IDS</u>
	<u>NAS IDS (NIDS)</u>

Add

**2. If all control positions are using a certified IDS, no more than one legacy display for each type (DASI, RVR, etc.) may remain in the tower and/or TRACON for back-up purposes.**

Add

**3. Facilities that use uncertified IDS must ensure the information is cross-checked with the actual source for accuracy in accordance with the facility's daily watch checklist (for example, ASOS, RVR, LLWAS, etc.)**

Add

**NOTE-**  
**For facilities using certified systems, these comparisons are performed by technical operations personnel.**

Add

**4. Air traffic facilities that use electronic IDS must ensure that all displayed information is current. Facilities must ensure that any information with a scheduled expiration is removed from the controller display at the time of expiration. If the system is capable of automatically removing expired information, it must be configured to do so.**

**1. PARAGRAPH NUMBER AND TITLE:**

3-4-4. HANDLING RECORDER TAPES OR DATs;  
11-3-2. DATA RETENTION;  
17-5-14. TARMAC DELAY OPERATIONS; and  
Appendix 4. List of Medium and Large Hub Airports

**2. BACKGROUND:** Enhancing Airline Passenger Protections, also referred to as the "Three-hour Tarmac Rule," became effective April 29, 2010, with the release of N JO 7210.745. The Three-hour Tarmac Rule is applicable to domestic flights. International flights by domestic carriers have some latitude to extend the criteria beyond three hours, to be determined by the carrier. Foreign flag carriers are exempt.

Guidelines included with the original notice still remain in effect; however, this change and associated notice provides further procedural clarification identified in the paragraphs listed below as well as adds a new paragraph to the order.

## 3. CHANGE:

OLD

**3-4-4. HANDLING RECORDER TAPES OR DATS**

title through b6  
Add

OLD

**11-3-2. DATA RETENTION**

title through b4NOTE-  
Add

OLD

Add  
Add

Add

Add

Add

Add

Add

NEW

**3-4-4. HANDLING RECORDER TAPES OR DATS**

No Change

7. Tarmac Delay: When a facility is notified that an aircraft has exceeded the Three-hour Tarmac Rule, retain voice recordings relevant to the event for 1 year.

NEW

**11-3-2. DATA RETENTION**

No Change

5. Tarmac Delay: When a facility is notified that an aircraft has exceeded the Three-hour Tarmac Rule, retain voice recordings relevant to the event for 1 year.

NEW

**17-5-14. TARMAC DELAY OPERATIONS**

a. Facility Procedures. The ATCSCC, en route facilities, and affected terminal facilities (see appendix 4) must develop procedures for handling of requests related to tarmac delays. ATMs must ensure that those procedures are in a facility directive and briefed annually. Issues to consider when developing local procedures should include:

1. What constitutes a “significant disruption” of service at that location in order to accommodate a tarmac delay aircraft. These issues vary by location and may include but are not limited to:

(a) Accommodating a tarmac delay aircraft would require airborne holding that would result in delays of 15 minutes or more.

(b) Use of an active runway to taxi a tarmac delay aircraft that would preclude the use of that runway for arrivals or departures and result in arrival/departure delays of 15 minutes or more.

(c) Taxi of tarmac delay aircraft would result in placing other aircraft in jeopardy of violating the Three-hour Tarmac Rule.

(d) Taxi of tarmac delay aircraft would displace departure aircraft already in a reportable delay status and result in delays in excess of an additional 15 minutes.

- Add (e) The taxi of a tarmac delay aircraft to the ramp, gate, or alternate deplaning area would result in a diversion or the airborne holding of more than three aircraft.
- Add 2. Operational complexity, surface operations, other arrival/departure runways, taxi routes, ramp areas, and low visibility operations.
- Add 3. Security and/or Customs concerns.
- Add 4. Local safety considerations, such as multiple runway crossings.
- Add 5. Location of alternate deplanement areas, if applicable.
- Add 6. Taxiway/runway closures and/or airport construction.
- Add b. Notification Requirements. Requests should be received from the pilot-in-command of tarmac delayed aircraft in a timely manner to ensure compliance with the Three-hour Tarmac Rule. This request should include the reason, such as "tarmac-related delay," and the time by which the aircraft must be airborne or deplane passengers.
- Add 1. When a tarmac delay taxi request is received:
- Add (a) Terminal facilities must verbally notify the overlying facility when informed of a tarmac delay request.
- Add (b) TRACONs must verbally notify the overlying ARTCC TMU when an airport within their geographic jurisdiction has received a tarmac delay request.
- Add (c) ARTCC TMUs must verbally notify the ATCSCC when an airport within their geographic jurisdiction has received a tarmac delay request.
- Add NOTE-  
It is expected that all airline communication regarding individual flights or airport status in relation to tarmac delay issues will be made to the ATCSCC and not the affected facility.
- Add c. Resulting Actions.
- Add 1. An aircraft requesting taxi clearance for tarmac delay reasons should be issued clearance as soon as operationally practical, unless a significant disruption of airport operations or a compromise of safety or security would result.

Add

**2. Requests to taxi for deplanement related to the Three-hour Tarmac Rule must be documented on FAA Form 7230-4 as a QAR, indicating the time that the request was made. At facilities equipped with NTML, utilize the program to forward the associated "Q" entry to the TRACON/ARTCC/ATCSCC. Parent/overlying facilities that proved NTML services for non-NTML facilities must enter and forward the QAR when notified of a Tarmac Delay request by a facility.**

Add

**3. When a facility is notified that an aircraft has exceeded the Three-hour Tarmac Rule, all available records pertinent to that event, to include flight plan data, voice recordings, data recordings and facility logs, must be retained for 1 year.**

Add

**NOTE-**  
**Tarmac delay operations are in support of local airline/airport contingency plans regarding Enhancing Airline Passenger Protections (Three-hour Tarmac Rule).**

Add

**4. Consumer complaints are to be handled as follows:**

Add

**(a) Refer the complainant to the appropriate airline. Do not engage in discussion with the consumer.**

Add

**(b) After referral to the airline, the complainant may also be referred to the Department of Transportation (DOT). The DOT web address for airline service complaints is: [http://airconsumer.ost.dot.gov/CP\\_AirlineService.htm](http://airconsumer.ost.dot.gov/CP_AirlineService.htm)**

Add

**(c) Specific complaints received via email may be forwarded to the FAA ATO Litigation Liaison Office at: 9-AWA-AJR-8@faa.gov.**

**OLD**

Add

**NEW**

#### **Appendix 4. List of Medium and Large Hub Airports**

Airport Name/Airport Identifier	Airport Hub Size	
	Medium (M)	Large (L)
<b>Albuquerque, New Mexico</b> Albuquerque International Sunport Airport – ABQ	X	
<b>Anchorage, Alaska</b> Ted Stevens Anchorage International Airport- ANC	X	
<b>Atlanta, Georgia</b> Hartsfield-Jackson Atlanta International Airport – ATL		X

<b>Austin, Texas</b> Austin-Bergstrom International Airport- AUS	X	
<b>Baltimore, Maryland</b> Baltimore/Washington International Thurgood Marshall Airport- BWI		X
<b>Boston, Massachusetts</b> General Edward Lawrence Logan International Airport- BOS	X	
<b>Buffalo, New York</b> Buffalo Niagra International Airport- BUF	X	
<b>Burbank, California</b> Bob Hope Airport - BUR	X	
<b>Charlotte, North Carolina</b> Charlotte Douglas International Airport CLT		X
<b>Chicago, Illinois</b> Chicago Midway International Airport- MDW Chicago O'Hare International Airport - ORD		X X
<b>Cincinnati, Ohio</b> Cincinnati/Northern Kentucky International Airport- CVG	X	
<b>Cleveland, Ohio</b> Cleveland Hopkins International Airport - CLE	X	
<b>Columbus, Ohio</b> Port Columbus International Airport - CMH	X	
<b>Dallas/Fort Worth, Texas</b> Dallas Love Field Airport- DAL Dallas Fort Worth International Airport- DFW	X	X
<b>Denver, Colorado</b> Denver International Airport- DEN		X
<b>Detroit, Michigan</b> Detroit Metropolitan Wayne County Airport. - DTW		X
<b>Fort Lauderdale, Florida</b> Fort Lauderdale/Hollywood International Airport - FLL		X
<b>Fort Myers, Florida</b> Southwest Florida International Airport - RSW	X	
<b>Hartford, Connecticut</b> Bradley International Airport - BDL	X	
<b>Honolulu, Hawaii</b> Honolulu International Airport- HNL		X
<b>Houston, Texas</b> George Bush Intercontinental/Houston Airport - IAH William P. Hobby Airport - HOU	X	X
<b>Indianapolis, Indiana</b> Indianapolis International Airport- IND	X	
<b>Jacksonville, Florida</b> Jacksonville International Airport- JAX	X	
<b>Kahului, Hawaii</b> Kahului Airport-OGG	X	
<b>Kansas City, Missouri</b> Kansas City International Airport - MCI	X	
<b>Las Vegas, Nevada</b> McCarran International Airport- LAS		X
<b>Los Angeles, California</b> Los Angeles International Airport - LAX		X
<b>Louisville, Kentucky</b> Louisville International/Standiford Field Airport- SDF	X	

<b>Manchester, New Hampshire</b> Manchester Airport – MHT	<b>X</b>	
<b>Memphis, Tennessee</b> Memphis International Airport– MEM	<b>X</b>	
<b>Miami, Florida</b> Miami International Airport – MIA		<b>X</b>
<b>Milwaukee, Wisconsin</b> General Mitchell International Airport – MKE	<b>X</b>	
<b>Minneapolis, Minnesota</b> Minneapolis–St. Paul International Wold–Chamberlain Airport – MSP		<b>X</b>
<b>Nashville, Tennessee</b> Nashville International Airport – BNA	<b>X</b>	
<b>New Orleans, Louisiana</b> Louis Armstrong New Orleans International Airport – MSY	<b>X</b>	
<b>New York, New York</b> John F. Kennedy International Airport– JFK La Guardia Airport – LGA Newark Liberty International Airport– EWR		<b>X</b> <b>X</b> <b>X</b>
<b>Norfolk, Virginia</b> Norfolk International Airport– ORF	<b>X</b>	
<b>Oakland, California</b> Metropolitan Oakland International Airport– OAK	<b>X</b>	
<b>Oklahoma City, Oklahoma</b> Will Rogers World Airport – OKC	<b>X</b>	
<b>Omaha, Nebraska</b> Eppley Airfield Airport– OMA	<b>X</b>	
<b>Ontario, California</b> Ontario International Airport – ONT	<b>X</b>	
<b>Orlando, Florida</b> Orlando International Airport– MCO	<b>X</b>	
<b>Philadelphia, Pennsylvania</b> Philadelphia International Airport– PHL		<b>X</b>
<b>Phoenix, Arizona</b> Phoenix Sky Harbor International Airport – PHX		<b>X</b>
<b>Pittsburgh, Pennsylvania</b> Pittsburgh International Airport – PIT	<b>X</b>	
<b>Portland, Oregon</b> Portland International Airport– PDX		<b>X</b>
<b>Providence, Rhode Island</b> Theodore Francis Green State Airport – PVD	<b>X</b>	
<b>Raleigh/Durham, North Carolina</b> Raleigh–Durham International Airport– RDU	<b>X</b>	
<b>Reno, Nevada</b> Reno/Tahoe International Airport– RNO	<b>X</b>	
<b>Sacramento, California</b> Sacramento International Airport – SMF	<b>X</b>	
<b>Salt Lake City, Utah</b> Salt Lake City International Airport– SLC		<b>X</b>
<b>San Antonio, Texas</b> San Antonio International Airport– SAT	<b>X</b>	
<b>San Diego, California</b> San Diego International Airport –SAN		<b>X</b>

<b>San Francisco, California</b> San Francisco International Airport – SFO		<b>X</b>
<b>San Jose, California</b> Norman Y. Mineta San Jose International Airport – SJC	<b>X</b>	
<b>San Juan, Puerto Rico</b> Luis Munoz Marin International Airport– SJU	<b>X</b>	
<b>Santa Ana, California</b> John Wayne Airport - Orange County Airport – SNA	<b>X</b>	
<b>Seattle, Washington</b> Seattle-Tacoma International Airport– SEA		<b>X</b>
<b>St. Louis, Missouri</b> Lambert-St. Louis International Airport – STL	<b>X</b>	
<b>Tampa, Florida</b> Tampa International Airport – TPA		<b>X</b>
<b>Tucson, Arizona</b> Tucson International Airport– TUS	<b>X</b>	
<b>Washington, D.C.</b> Washington Dulles International Airport – IAD Ronald Reagan Washington National Airport – DCA		<b>X</b> <b>X</b>
<b>West Palm Beach/Palm Beach, Florida</b> Palm Beach International Airport– PBI	<b>X</b>	

### 1. PARAGRAPH NUMBER AND TITLE: 6-10-1. GENERAL, and 6-10-2. REQUIREMENTS

**2. BACKGROUND:** This proposed change incorporates N JO 7210.750, Interim Air Traffic Procedures for En Route Information Display System (ERIDS) into FAAO JO 7210.3, Facility Operations and Administration. It adds Chapter 6, Section 10, to the 7210.3 and describes the way ERIDS is to be used in En Route Air Traffic Control Facilities (ARTCCs).

### 3. CHANGE:

<u>OLD</u>	<u>NEW</u>
<u>Chapter 6. En Route Operations and Services</u>	<u>Chapter 6. En Route Operations and Services</u>
Add	<u>Section 10. En Route Information Display System (ERIDS)</u>
Add	<u>6-10-1. GENERAL</u>
Add	<u>ERIDS is a real time, interactive, electronic information display system that is used as a replacement for paper sources of information. ERIDS provides controllers, supervisors, and traffic management personnel with access to aeronautical data, weather data, airspace charts, ATC procedures, NOTAMs, PIREPs, and other sources of ATC information.</u>
<u>OLD</u>	<u>NEW</u>
Add	<u>6-10-2. REQUIREMENTS</u>
Add	<u>a. Where available, ERIDS must be used to provide controllers with the following information:</u>
Add	<u>1. Sector binder information.</u>

Add	<u>REFERENCE-</u> <u>FAAO JO 7210.3, Para 6-2-2, En Route Sector Information Binder</u> <u>FAAO JO 7210.3, Para 2-1-3, Position/Sector Binders</u>
Add	<u>2. Notices To Airmen (NOTAMs). Facilities using ERIDS for NOTAM distribution must develop a backup plan in the event ERIDS becomes unavailable/unusable.</u>
Add	<u>3. National directives.</u>
Add	<u>4. United States Government flight information publications/DOD flight information publications.</u>
Add	<u>5. Other air traffic information and lists determined by facility directives.</u>
Add	<u>b. ERIDS may be used to record and disseminate PIREPs.</u>
Add	<u>c. ERIDS must not be used to disseminate dynamic operational information; for example, miles-in-trail restrictions, runway in use, weather information other than PIREPS, etc.</u>
Add	<u>d. Facilities must develop local procedures to meet the following requirements:</u>
Add	<u>1. Facilities using ERIDS must ensure that the provisions of FAA Order JO 7210.3, paragraph 6-2-2, are met in the event of an ERIDS outage or degradation.</u>
Add	<u>2. Facilities using ERIDS in lieu of sector information binders must insure that all information is available and maintained for each operational sector in accordance with the provisions of FAA Order JO 7210.3, paragraph 6-2-2.</u>

# **1. PARAGRAPH NUMBER AND TITLE: 10-2-2. TOWER/RADAR TEAM POSITION BINDERS**

**2. BACKGROUND:** The Aeronautical Charting Forum (ACF) - Instrument Procedures Group has had an open issue dating back to 2002 concerning the perceived lack of awareness of holding patterns that contain climb in hold assessments within areas of non-radar control. The ACF had wanted the agency to prepare an Air Traffic Bulletin to provide controllers with refresher training concerning holding patterns that contain climb in hold assessments and to include in the training that airspace containment areas will be larger due to the increased speeds that are assumed for the maneuver, as required, for turbojet aircraft. The use of the Air Traffic Bulletin is not believed to be a sufficient mechanism to convey this information long term. To satisfy the concern, facilities need to be aware where these patterns exist in their airspace, that the protected airspace is larger due to higher speeds assumed, and include them as part of the position binder.

**3. CHANGE:****OLD****10-2-2. TOWER/RADAR TEAM POSITION BINDERS**

title through b4(e)

(f) Normally used sector holding fixes to include published/unpublished hold, allowable altitudes, maximum speed, maximum length, direction of turn, direction from fix, and if applicable, published procedures involved.

**NEW****10-2-2. TOWER/RADAR TEAM POSITION BINDERS**

No Change

(f) Normally ~~used~~ sector holding fixes to include published/unpublished hold, allowable altitudes, maximum speed, maximum length, direction of turn, direction from fix, and if applicable, published procedures involved. Additionally, at facilities having areas with limited or no radar coverage, include those holding patterns within these areas that contain "climb in holding" assessments as noted on FAA Form 8260-2.

**1. PARAGRAPH NUMBER AND TITLE: 10-4-8. REDUCED SEPARATION ON FINAL**

**2. BACKGROUND:** A need for an added level of oversight with regard to documentation of the reduced separation on final staff study is required in this directive.

**3. CHANGE:****OLD****10-4-8. REDUCED SEPARATION ON FINAL**

Separation between aircraft may be reduced to 2.5 NM in-trail separation on the final approach course within 10 NMs 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 shall contain a representative sample of the types of aircraft that use the runway. Average ROT documentation shall 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. The revalidation documentation shall contain the following information for each arrival:

**NEW****10-4-8. 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:

