

4/1/98

SUBJ: FAA CONTRACT TOWER (FCT) OPERATION AND ADMINISTRATION

1. PURPOSE. This order provides guidance to Federal Aviation Administration (FAA), contractor, and subcontractor personnel for the administration of air traffic control (ATC) operations at airport traffic control towers (ATCT) that are contracted under the FCT Program. The Contract Tower Branch, ATO-140, provides technical guidance and direction for regional and national contracts wherein contractor personnel provide ATC services at FCT locations throughout the United States and its territories and possessions.

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Appendix 1. Operational Documents, Directives, and Regulations

Distribution: A-W (AT/TO/TA/TX/AF/NS/LM/CO/CP/AM/SU)-2;
ADA-30; A-FAT-⁰(STD); A-X (AT/AF/CS/AM/LG)-2; A-Y (AY)-2;
A-FAF-7 (STD); ZAT-464

Initiated By: ATO-100

2. DISTRIBUTION. This order is distributed to division level in Washington headquarters Air Traffic (AT) and Airway Facilities (AF); NAS Transition and Implementation; Requirements and Life-Cycle Management; the Offices of Civil Aviation Security Operations, Civil Aviation Security Policy and Planning, Aviation Medicine, and Office of Acquisitions; the Operations Center; regional AT, AF, Civil Aviation Security, and Logistics Divisions; the FAA Academy; all AT field facilities and AF sector maintenance offices; and FCT locations.

3. CANCELLATION. FAA Order 7210.54, FAA Contract Tower Operation and Administration, dated September 8, 1995, is canceled.

4. EXPLANATION OF CHANGES. This revision adds procedures to be used to respond to Freedom of Information Act (FOIA) requests at FCT's, and incorporates minimum requirements for government-furnished equipment (GFE) at FCT's. This revision includes additional orders in Appendix 1 that are applicable to FCT's, and updates subject matter and terminology throughout the order.

5. AUTHORITY. As directed by the Associate Administrator for Air Traffic Services, ATS-1, the Director of Air Traffic, AAT-1, is responsible for the FCT Program. The Terminal/Enroute Operations Division, ATO-100, has been identified as the office of primary responsibility (OPR) for matters described in this order which are related to the FCT Program.

6. POLICY. This order prescribes guidance necessary to effectively administer operations at FCT facilities. If a conflict arises between the contents of this order and other FAA issuances, FAA managers shall request clarification from ATO-140 through the Air Traffic Division (ATD). In the event a conflict arises between this order and the terms of an FCT contract, personnel shall abide by the contract and notify ATO-140 of the conflict. Contract personnel should request clarification from ATO-140 through contractor management personnel.

7. DEFINITIONS.

a. Contracting Officer (CO). An FAA employee who administers a contract and has sole responsibility for modifications and/or changes to that contract.

b. Contract Tower Branch. The FAA headquarters air traffic office assigned oversight responsibility for the FCT Program.

c. Contractor. The entity, persons, or state or local organization and/or authority that has a prime contract or subcontract with FAA for management of one or more FCT's and for provision of ATC services at such locations.

d. Conversion. A former FAA Level I visual flight rules ATCT that is contracted as an FCT.

e. FAA Contract Tower. A visual flight rules ATCT providing ATC services under contract with FAA, including both sole-source and national contract locations.

f. FCT National Contracts. Contracts awarded by geographic area, each including multiple FCT locations, which are administered by a CO and technical staff at FAA headquarters.

g. FCT Sole Source Contracts. Contracts awarded for individual FCT locations which are administered by a CO and technical staff at FAA regional offices (RO); oversight is the responsibility of ATO-140.

h. FCT Air Traffic Manager. The contractor or subcontractor employee assigned responsibility by the contractor for day-to-day operations at an FCT location (the equivalent of an FAA air traffic manager).

i. Hub Facility (Hub). The FAA facility that functions as the FCT's point of contact for operational and certification matters.

j. New Start. An ATCT that was not previously federally funded which is contracted as an FCT.

k. Non-Federal control tower (NFCT). An ATCT that is operated by a company or municipality and not funded by the FAA.

l. On-the-Job Training (OJT). Training which provides direct experience in the work environment.

m. Technical Officer (TO). An FAA employee to whom the CO delegates responsibility for technical oversight of that contract.

8. ABBREVIATIONS.

AAM	Office of Aviation Medicine
AAT	Air Traffic Service
ACO	Office of Civil Aviation Security Operations
ADA	Deputy Administrator
AF	Airway Facilities
AMA	FAA Academy
ASU	Office of Acquisitions
ATC	Air Traffic Control
ATCT	Airport Traffic Control Tower
ATD	Air Traffic Division
ATO	Air Traffic Operations Program
ATX	Air Traffic Resource Management Program
CFR	Code of Federal Regulations
CO	Contracting Officer
CTO	Control Tower Operator
FAR	Federal Aviation Regulations
FCT	FAA Contract Tower
FOIA	Freedom of Information Act
GFE	Government-Furnished Equipment
HUB	FAA Hub Facility
LOA	Letter of Agreement
NFCT	Non-Federal Control Tower

OJT	On-the-Job Training
OPR	Office of Primary Responsibility
QA	Quality Assurance
RO	Regional Office
RPOC	Regional Point of Contact
TO	Technical Officer

9. LEVEL OF SUPPORT. An FCT is a Federally-funded facility. FAA organizations shall provide the same support and guidance to an FCT as is provided to other FAA facilities.

10. CONTRACT LIMITATIONS. The CO has sole responsibility for modifications and/or changes to the contract. Other FAA personnel that deal directly with contractor personnel must be familiar with the terms of the contract and shall use care not to require actions of the contractor which fall within the purview of the CO.

11. RESPONSIBILITIES.

a. FAA Organizations.

(1) **ATO-140.** ATO-140 is responsible for the FCT Program, and shall provide:

(a) The names of the TO's for the FCT national contracts to the CO.

(b) Timely assistance and technical guidance to FAA and contractor personnel on FCT issues.

(2) **Headquarters Organizations.** Affected headquarters organizations shall be familiar with the specific responsibilities outlined in this order.

(a) The Contracts Division, ASU-300, shall provide ATO-140 with the name of the CO for the FCT national contracts. The CO shall coordinate all contract modifications with ATO-140 prior to execution.

(b) All other headquarters organizations shall coordinate FCT issues with ATO-140, including documents, directives, regulations, and all changes thereto.

(3) **Regional Offices (RO).** Affected RO's shall be familiar with the specific responsibilities outlined in this order.

(a) The regional ATD shall:

1 Provide ATO-140 with a RPOC for the FCT Program.

2 Ensure that affected facilities and organizations within the region are aware of the RPOC.

3 Assign each FCT to a hub facility.

4 Provide the regional Logistics Division with the name of the TO for each FCT sole-source contract.

(b) Regional FCT issues should be coordinated with the RPOC.

(c) The regional Logistics Division shall provide the RPOC with the name of the CO for each FCT sole-source contract.

(d) The regional CO shall coordinate all sole-source contract modifications with the RPOC prior to execution.

NOTE: The CO may work directly with ATO-140 regarding FCT funding issues.

(e) The regional TO for each FCT sole-source contract shall coordinate contract issues with the RPOC.

(f) The RPOC shall coordinate issues that impact FCT contracts with ATO-140.

(g) The regional AF Division shall provide the regional ATD with a point of contact for the FCT Program.

(4) Hub. Hubs shall be familiar with the specific responsibilities outlined in this order.

(a) FCT issues that cannot be resolved at the hub level shall be coordinated with the RPOC.

(b) The hub may delegate day-to-day operational support and/or certification responsibilities to other FAA facilities.

(5) ATC Facilities. ATC facilities which interface with an FCT shall contact the hub whenever FCT issues cannot be resolved at the local level.

b. Contractors.

NOTE: Throughout this document, contractor requirements also apply to the subcontractor, as appropriate.

(1) Contractual issues shall be coordinated with the CO.

(2) Technical issues associated with the FCT national contracts shall be coordinated with ATO-140.

(3) Technical issues associated with an FCT sole-source contract shall be coordinated with the regional TO and/or RPOC.

(4) FCT Air traffic managers and/or control personnel shall coordinate issues that cannot be resolved at the local level with contractor management personnel.

12. OPERATIONS AND STAFFING.

a. Operational Interface.

(1) The ATD shall forward the following information regarding hub assignment (see paragraph 11a(3)(a)3, above), and any changes thereto, to ATO-140 for each FCT:

- (a) Name of assigned hub;
- (b) Hub telephone number; and
- (c) Name of hub contact person.

b. Requests for Additional Services. The FCT contracts specify the terms under which ATC services will be provided, including hours of operation for each FCT. FAA personnel must use care not to require actions of the contractor which fall outside the scope of the contract; e.g., extension of the hours of operation, or requests for additional staffing. **Modifications to a contract can only be effected by the CO.**

c. FAA Supplemental Staffing for Special Events.

(1) ATO-140 will coordinate dates of the event, the number of FAA controllers to be assigned, and the supervisory plan (see paragraph 12c(2)(c) below) with the contractor, or may delegate this responsibility to the ATD.

(2) The ATD shall:

- (a) Apprise ATO-140 whenever FAA supplemental staffing for special events will be needed at an FCT and provide details concerning the event.
- (b) When requested by ATO-140, coordinate with the contractor regarding dates of the event, the number of FAA controllers to be assigned, and the supervisory plan (see paragraph 12c(2)(c) below).
- (c) Ensure that FAA personnel are onsite for the duration of the event to act as a focal point and provide leadership. An FAA manager, supervisor, or controller-in-charge shall be on duty whenever FAA controllers are working positions of operation, and shall assume responsibility for the operation. Contractors will retain supervisory responsibility for their personnel. At no time will contractor personnel be responsible for supervision of FAA personnel.

d. Letters of Agreement (LOA). FCT's are authorized to enter into LOA's with FAA facilities, National Airspace System users, and airport operators/tenants in accordance with FAA directives.

(1) The hub shall provide assistance to the FCT air traffic manager for the development of local procedures, facility LOA's, etc.

(2) The contractor shall comply with regional LOA processing procedures.

(3) Contractors are not authorized to use LOA's signed by the former FAA manager, and shall negotiate changes to the signature pages prior to operational responsibility transfer. In the event this cannot be accomplished, the FAA manager shall:

(a) Prepare a memo to the files (or similar documentation) signed by the FCT air traffic manager and the FAA air traffic manager acknowledging the validity of the current LOA's.

(b) Notify all of the signatories to the current LOA's, of the change to contractor operation, and

(c) Notify the FCT RPOC.

e. Emergency and Contingency Situations. FAA facilities shall provide assistance to FCT's during emergency and/or contingency situations. Requests outside the scope of an LOA shall be coordinated through the ATD; however, the hub shall take action necessary to prevent a lapse in service to the users.

NOTE: This does not mean to imply that the FAA will provide supplementary staffing for the contractor.

13. CONVERSIONS AND NEW STARTS. FAA personnel shall work with contractor personnel to facilitate the conversion of FAA facilities to contract operations and the commissioning of new start FCT locations.

a. Local Area Knowledge Packet. The hub shall ensure that a local area knowledge packet is prepared for use in the classroom training of contract controllers. This packet shall be available for the contractor at least 60 days prior to the planned conversion or startup date.

b. Directives Library. The hub shall ensure that copies of each directive listed in Appendix 1, Operational Documents, Directives, and Regulations (excluding FAR's and CFR's), are available in the facility at each conversion or new start FCT location. Upon request, the hub shall provide a copy of FAA Order 7110.65 for each contract employee.

c. Retention of FAA Documents. The hub shall make arrangements to remove documents from converted FAA Level I towers for disposal and/or storage prior to the date the contractor assumes responsibility for the operation. Such documents would include tape recordings, accident and/or incident packages, operational forms, correspondence, time and attendance records, etc. If operational tapes are removed, enough tapes shall be provided as required to conduct the operation.

d. Transfer of Operational Responsibility. On the conversion date, FAA Form 7230-4, Daily Record of Facility Operation, shall include a statement denoting the time that operational responsibility was transferred from the FAA to the contractor. The FAA air traffic manager and the FCT air traffic manager must both sign FAA Form 7230-4 if the transfer occurs before close of business.

Example: Provision of ATC services assumed by (enter contractor name).

14. TRAINING.

a. Phase-In Period. During the phase-in period, the ATD shall ensure that adequate field facility resources for training and certification are made available so that the contractor can assume responsibility for ATC operations within 30 days of the startup date at the FCT location.

b. On-the-Job Training (OJT).

(1) During the phase-in period, FAA controllers who are certified OJT instructors shall provide OJT for contract control personnel in accordance with guidelines issued by the Program Director for Air Traffic Resource Management, ATX-1.

NOTE: Contractor personnel may also provide OJT during the phase-in.

(2) After the phase-in period, all OJT shall be conducted by contractor personnel in accordance with the FAA-approved contractor training program.

c. Testing and Certification.

(1) The hub shall ensure that facility rating and control tower operator (CTO) certifications are performed, and shall coordinate weather testing and certification with the National Weather Service.

(2) The contractor shall contact the hub in a timely manner to schedule facility rating certification, CTO testing and certification, and weather testing and certification.

d. Briefing/Training Items.

(1) Headquarters organizations, regional offices, and hubs shall ensure that required briefing materials are distributed in a format that can be utilized by FCT facilities; e.g., hard copy or paper.

NOTE: Video playback equipment is not required GFE at FCT's.

(2) Hubs shall ensure that all required briefing items are forwarded to their assigned FCT's.

15. QUALITY ASSURANCE (QA).

a. Evaluation Process.

(1) The Air Traffic Evaluations and Investigations Staff, AAT-20, shall:

(a) Ensure that full-facility, follow-up, and in-flight evaluations are performed at FCT's in accordance with applicable FAA directives.

(b) During evaluations, assess regional and hub responsibilities as addressed in this order.

(c) Coordinate checklist revisions with ATO-140.

(d) Provide ATO-140 with a copy of FCT full-facility and follow-up evaluation reports.

(e) Advise ATO-140 when contractor written responses to full-facility, follow-up, and in-flight evaluations are not timely.

(2) The hub shall:

(a) Include FCT's in their QA program.

(b) Provide assistance to their assigned FCT's on written responses regarding corrective actions for any problems identified and/or remaining open as a result of a full-facility, follow-up, or in-flight evaluation.

(3) The contractor shall:

(a) Perform internal full-facility evaluations in accordance with the latest edition of FAA Order 7010.1, Air Traffic Evaluations, and the contractor's FAA-approved QA program.

(b) Forward written responses to AAT-20 conducted full-facility, follow-up, and in-flight evaluations to the ATD through the hub in accordance with FAA Order 7010.1.

b. Accident/Incident Reporting.

(1) ATO-140 shall ensure that ADA-30, and AAT-20 are provided with current administrative, pager, and home telephone numbers for the ATO-140 manager.

(2) The regional air traffic representative will advise AAT-20 during the notification whenever a report concerns an FCT.

(3) AAT-20 will initiate contact with the ATO-140 manager, through ADA-30, as soon as they become aware of an accident, incident, or newsworthy event which involves an FCT.

(4) The hub shall support FCT's as follows:

(a) Provide assistance to ensure compliance with applicable FAA directives on accident/incident reporting;

(b) Ensure that completed accident/incident reports are forwarded in accordance with FAA directives; and

(c) Provide current information regarding regional notification procedures.

(5) The contractor shall:

(a) Forward completed accident and/ or incident reports to the ATD through the hub.

(b) In addition to internal contractor procedures, follow regional notification procedures when reporting accidents and/or incidents.

NOTE: Post-accident drug and alcohol testing determinations at FCT's are the sole responsibility of the contractor.

16. ANTI-DRUG AND ALCOHOL MISUSE PREVENTION PROGRAMS.**a. ATO-140 shall:**

(1) Submit anti-drug plans and alcohol misuse prevention program certification statements included in contract proposals to the Drug Abatement Division, AAM-800, for review and approval. Submissions shall include the contract and/or authorization number.

(2) Keep AAM-800 apprised of FCT locations, names of contractors, and date of conversion or startup of services.

b. Contractors shall comply with the requirements of their approved anti-drug plan and alcohol misuse prevention program.

17. DOCUMENTS, FORMS, AND CHARTS.**a. Operational Directives.****(1) ATO-140 shall:**

(a) Ensure that the Planning, Information, and Analysis Division, ATX-400, has current information on:

1 FCT locations that are added to or deleted from the FCT Program; if known, also identify the facility's new status; e.g., NFCT, etc.;

2 Names and addresses of contractors with FCT national contracts; and

3 "Z"-list publications required by the contracts (see Appendix 1).

(b) For non-"Z"-list publications, notify the OPR to include ZAT-464 (FCT list) in the distribution.

(2) ATX-400 shall ensure that FCT locations are included on the ZAT-464 distribution list.

(3) Other headquarters offices shall ensure the ZAT-464 distribution list is included in document distributions when requested by ATO-140.

(4) The regional Distribution Office shall ensure that FAA Form 1100-1, Directory Distribution Change Notice, is forwarded to ATX-400 for:

(a) All facilities, either FAA or NFCT, that are converted to an FCT (include the distribution/proof card); and

(b) Each new start FCT location.

NOTE: Do not mail the distribution card and a request for removal to the Department of Transportation.

(5) Hubs shall:

(a) Ensure that FCT's receive copies of regulations and FAA directives listed in Appendix 1 (excluding FAR's and CFR's), including changes and/or amendments to those directives.

(b) Assist FCT's when additional copies are requested.

(6) Contractors shall:

(a) Notify the hub whenever additional copies of the regulations and FAA directives listed in Appendix 1 are needed.

(b) Complete an FAA Form 1100-1 and forward copy 1 and copy 2 to ATX-400 whenever:

1 Address information changes; or

2 Increased quantities of particular documents are required.

(c) Complete FAA Form 1100-1 and forward copy 3 to the regional FAA directory representative listed in the current FAA Organizational Directory whenever address or telephone information changes.

b. Provision of Information and Data.

(1) The ATD and/or hub may request operational information from FCT's and/or ask for access to operational data. Voluminous or unusual requests should be routed to ATO-140, through the RPOC, for direct coordination with contractor management personnel.

(2) The contractor shall provide:

(a) Monthly traffic count and other required data to the FAA in accordance with applicable directives.

(b) Access to all operational data, such as voice recordings, daily/monthly traffic count, and operational position sign-on/off information, etc.

(c) Information in response to requests from FAA, such as data for aeronautical studies, operational statistics, etc.

c. Forms and Charts. The hubs shall ensure that FCT's are provided with a sufficient supply of:

(1) Operational forms required by the documents, directives, and regulations listed in Appendix 1 (excluding FAR's and CFR's).

(2) Current operational charts and publications, such as terminal area charts, sectionals, etc.

d. Terminal Proficiency and Refresher Units.

(1) The Terminal Training Branch, AMA-550, shall ensure all locations on the ZAT-464 distribution list are provided with copies of new and/or revised units.

(2) The contractor shall contact the hub to request additional copies of any unit.

18. MAINTENANCE AND EQUIPMENT.**a. Maintenance.**

(1) The regional AF Division is responsible for maintenance, repairs, upkeep and janitorial services at FAA-owned or leased space.

NOTE: The contractor shall provide janitorial services in the secure, exclusive use access space provided for their use (i.e., manager's office).

(2) The regional AF Division is responsible for upkeep of the grounds at FAA-owned properties.

(3) The airport sponsor is responsible for maintenance, repairs, upkeep and janitorial services at non-FAA owned or leased space.

b. Equipment and Property.

(1) The regional AF Division shall:

(a) Provide routine and corrective maintenance for all FAA-owned operational equipment and property at FCT locations.

(b) Identify an AF point of contact for each FCT location to call in the event of equipment problems.

(c) When required, ensure that training for new, different, or modified GFE and operational equipment at FCT's is accomplished.

(2) The contractor shall:

(a) Initiate trouble calls to the AF point of contact when troubles occur with FAA-owned equipment and property.

(b) Provide necessary coordination and assistance to AF personnel to accomplish maintenance during normal hours of operation.

(c) Advise the RPOC whenever problems which affect the ATC operation arise with buildings and/or equipment that are not FAA-owned/maintained and cannot be resolved with the owner/maintainer in a timely manner.

c. Voice Recorder Tapes. The contractor shall check, change, and handle operational voice recorder tapes in accordance with the provisions in FAA Order 7210.3. At locations where the recorders are government-owned and not convenient to the operating quarters, the contractor shall execute a written agreement with the AF manager to assign responsibility for checking and changing recorder tapes.

d. Itemized GFE Inventory.

(1) The CO shall:

(a) Delegate authority to the Industrial Evaluation and Contract Support Branch, ASU-210, for the management of GFE under the FCT national contracts.

(b) Sign where indicated on FAA Form 4650-12, Materiel Requisition/Issue/Receipt, and FAA Form 4650-13, Materiel Requisition/Issue/Receipt-Continuation, and forward to ASU-210 at least 15 days prior to the startup date.

(2) ASU-210 shall:

(a) Appoint a designated property administrator to open a property file and manage GFE.

(b) Forward the property administrator's name to the CO and ATO-140.

(c) Ensure that FAA Forms 4650-12 and 4650-13 are forwarded to the FCT location no later than 15 days after the startup date.

(3) The ATD shall, no later than 60 days prior to the contract startup date at each FCT location:

(a) Prepare an itemized inventory of GFE by completing the following sections of FAA Forms 4650-12 and 4650-13:

1 Part A: "From (consignor)" section only; insert full facility address.

2 Part C in its entirety;

a The following items are mandatory: item number, equipment type and/or item description, quantity, unit price, and total cost.

b A national stock number should be inserted if available.

c Serial numbers and brand names should be included in the equipment type and/or item description, if possible.

d Estimated costs must be denoted with an "E."

e Obtain appropriate signature.

NOTE: The inventory should not include communications and other operational equipment that will remain on the AF property list.

(b) Include, as a minimum, the following items:

- 1 binoculars,
- 2 chairs,
- 3 desk,
- 4 filing cabinet,
- 5 handsets/headsets,
- 6 typewriter and
- 7 cassette recorder.

NOTE: The ATD is encouraged to leave a telefax and other equipment to assist in the receipt and dissemination of information. This may be done via hand receipt or FAA Forms 4650-12/13. Regions are responsible to repair/replace all equipment included on FAA Forms 4650-12/13.

(c) Forward the completed forms to ATO-140.

(4) ATO-140 shall complete the remaining parts of the forms and forward them to the CO at least 30 days prior to the startup date.

(5) The contractor shall:

(a) Remain aware of GFE responsibilities as outlined in Federal Acquisition Regulation, Part 45, and Transportation Acquisition Regulation, Part 1245;

(b) Review the items on FAA Forms 4650-12 and 4650-13 jointly with an FAA representative;

(c) Follow the instructions for "Consignee" enclosed with the forms.

e. Computer Based Instruction (CBI) Platforms. CBI platforms will be provided to all FCT's.

f. Minimum Equipment List. A minimum equipment list which contains equipment required to be installed at all new start FCT locations has been established. This list will be incorporated in FAA Order 6480.7, Airport Traffic Control Tower And Terminal Radar Approach Control Facility Design Guidelines.

g. Equipment Siting. At FCT's that are FAA-owned/leased or where FAA maintains any tower equipment, contractor personnel must obtain written approval from the FAA prior to the use or installation of any equipment or appliance within, or in proximity to, the ATCT.

19. BUDGET. FAA offices shall ensure that sufficient resources are allocated to support FCT's in accordance with this order.

20. SECURITY.

a. Forms and Fingerprint Cards. The contractor shall:

(1) Provide to: FAA, 9700 Page Avenue, Room 4597E, Saint Louis, Missouri, 63132, a list of the names of employees at each location within 30 days of startup. An updated list of employees shall be provided upon request.

(2) Forward a completed Standard Form (SF) 85P, Questionnaire for Public Trust Positions, and fingerprint card FD-258, prior to each employee reporting for duty, to: FAA, 9700 Page Avenue, Room 4597E, Saint Louis, Missouri, 63132.

(3) Contact the Investigations Division, ACO-300, to request forms FD-258 and SF-85P at: FAA, Investigations Division, ACO-300, 800 Independence Avenue S.W., Washington, DC, 20591.

(4) Quarterly, provide a list of all employees who have terminated employment since the last report to: FAA, 9700 Page Avenue, Room 4597E, Saint Louis, Missouri, 63132.

b. Security Investigations. ACO-300 shall notify ATO-140 whenever there is a problem with a National Agency Check for a contractor employee.

c. Security Inspections. Security inspections at FCT locations shall be accomplished in accordance with the requirements in FAA Order 1600.6, Physical Security Management Program for FAA Facilities; FAA Order 1650.7, Civil Aviation Security Guidelines; contract documents; and ACO guidelines.

21. FREEDOM OF INFORMATION ACT (FOIA). The FAA receives numerous requests for information under the FOIA concerning information relevant to FCT locations. The FOIA applies to records in the control and possession of the FAA. Any information in the possession of the FAA (i.e., tapes, accident packages) is subject to the FOIA. However, much of this information is often solely in the possession of the contractor. Records solely in the possession of the contractor are not subject to the FOIA.

a. All requests for information pertaining to FCT locations, received by the FAA, shall be forwarded to the appropriate FAA FOIA coordinator.

b. If the requested documents, such as information contained in accident/incident packages, personnel statements, tapes, etc., are in the possession of the FAA, the request shall be processed in accordance with established FOIA procedures.

c. If the requested information is solely in the possession of the contractor, the requester shall be notified that the records are not subject to the FOIA, and that the requester may contact the contractor directly to request the information. A formal FOIA response, if required by the requester, shall be issued.

22. COORDINATION. This order has been coordinated with Washington and regional AT, AF, chief counsel, aviation medicine, civil aviation security operations, operations center, logistics, evaluations and investigations, acquisitions, and FAA Academy offices.



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APPENDIX 1. OPERATIONAL DOCUMENTS, DIRECTIVES, AND REGULATIONS

The following documents, directives, and regulations are applicable to the FCT contracts, in whole or part:

- FAR, Parts 1, 65 (excluding subpart b, paragraph 65.46), 67, 91, and 93.
- 14 CFR, Parts 1, 65, 67, 91, and 93; 49 CFR 830.2; and 49 CFR, Part 40)

NOTE: Copies of FAR's and CFR's listed above are not required to be on site at FCT's, but will be maintained at contractor corporate offices.

- Aeronautical Information Manual
- FAA Order 1350.15, Records Organization, Transfer, and Destruction Standards
- FAA Order 1600.6, Physical Security Management Program
- FAA Order 1650.7, Civil Aviation Security Program Guidelines
- FAA Order 3120.4, Air Traffic Technical Training
- FAA Order 5200.6, Guidelines for the National Plan on Bird Hazard Detection and Control
- FAA Order 7010.1, Air Traffic Evaluations
- FAA Order 7110.52, Suspected Illegal Use of Aircraft
- FAA Order 7110.65, Air Traffic Control
- FAA Order 7110.67, Special Aircraft Operations By Law Enforcement/Military Organizations
- FAA Order 7210.3, Facility Operation and Administration
- FAA Order 7210.54, FAA Contract Tower Operation and Administration
- FAA Order 7210.55, Operational Data Reporting Requirements
- FAA Order 7210.56, Air Traffic Quality Assurance
- FAA Order 7220.1, Certification and Rating Procedures
- FAA Order 7232.5, Reduced or Increased Operating Hours for Airport Traffic Control Towers/Approach Control Facilities
- FAA Order 7340.1, Contractions
- FAA Order 7350.6, Location Identifiers

- FAA Order 7400.2, Procedures for Handling Airspace Matters
- FAA Order 7610.4, Special Military Operations
- FAA Order 7900.5, Surface Weather Observing - METAR
- FAA Order 7930.2, Notices to Airmen
- FAA Order 8020.11, Aircraft Accident and Incident Notification, Investigation, and Reporting
- FAA National Air Traffic Training Program, Terminal Proficiency and Refresher Units

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AFZ-600