

ERRATA

**Due to an inadvertent error, some pages in FAA Order 7400.2E, Procedures for Handling
Airspace Matters, Change 3, effective May 15, 2003, contained formatting errors.
Please take action to replace the appropriate pages with those pages contained in this
errata publication.**

PAGE CONTROL CHART**7400.2E CHG 3****May 15, 2003**

REMOVE PAGES	DATED	INSERT PAGES	DATED
Table of Contents i	12/07/00	Table of Contents i	12/07/00
Table of Contents ii	12/07/00	Table of Contents ii	02/06/03
Table of Contents ix	12/07/00	Table of Contents ix	12/07/00
Table of Contents x	12/07/00	Table of Contents x	02/06/03
Table of Contents xi	07/07/01	Table of Contents xi	07/07/01
Table of Contents xii	07/07/01	Table of Contents xii	07/07/01
1-2-1	07/25/02	1-2-1	07/25/02
1-2-2	07/25/02	1-2-2	02/06/03
1-2-3	07/25/02	1-2-3	02/06/03
1-2-4	07/25/02	1-2-4	07/25/02
2-5-1	07/25/02	2-5-1	02/06/03
2-5-2	07/07/01	2-5-2	07/07/01
18-1-1	07/25/02	18-1-1	02/06/03

Part 1. GENERAL PROCEDURES FOR AIRSPACE MANAGEMENT

Chapter 1. BASIC

Section 1. INTRODUCTION

1-1-1. PURPOSE	1-1-1
1-1-2. DISTRIBUTION	1-1-1
1-1-3. CANCELLATION	1-1-1
1-1-4. EFFECTIVE DATE	1-1-1
1-1-5. EXPLANATION OF CHANGES	1-1-1
1-1-6. CHANGE AUTHORITY	1-1-1

Section 2. AUTHORITY AND ORDER USE

1-2-1. POLICY	1-2-1
1-2-2. AUTHORITY AND APPLICABILITY	1-2-1
1-2-3. TITLE 14 CODE OF FEDERAL REGULATIONS (CFR) REFERENCES	1-2-1
1-2-4. FUNCTIONAL RESPONSIBILITIES	1-2-1
1-2-5. WORD USAGE	1-2-2
1-2-6. ABBREVIATIONS	1-2-2
1-2-7. ORDER CHANGES	1-2-2

Chapter 2. RULEMAKING/NONRULEMAKING AIRSPACE CASES

Section 1. EX PARTE COMMUNICATIONS

2-1-1. DEFINITION	2-1-1
2-1-2. SCOPE	2-1-1
2-1-3. POLICY	2-1-1
2-1-4. DISCLOSURE	2-1-1
2-1-5. PERMITTED CONTACT	2-1-1
2-1-6. RECORDING CONTACTS	2-1-2
2-1-7. ADVICE FROM COUNSEL	2-1-2
2-1-8. RELEASE OF RULEMAKING AND/OR NONRULEMAKING TEXTS	2-1-3

Section 2. EXECUTIVE ORDER 10854

2-2-1. SCOPE	2-2-1
2-2-2. POLICY	2-2-1

Section 3. ENVIRONMENTAL MATTERS

2-3-1. SCOPE	2-3-1
2-3-2. POLICY	2-3-1

Section 4. AIRSPACE PLANNING AND ANALYSIS

2-4-1. BACKGROUND	2-4-1
2-4-2. POLICY	2-4-1

Section 5. PROCESSING RULEMAKING AIRSPACE ACTIONS

2-5-1.	PURPOSE	2-5-1
2-5-2.	RESPONSIBILITY	2-5-1
2-5-3.	DOCKETS	2-5-1
2-5-4.	FLIGHT PROCEDURAL DATA	2-5-1
2-5-5.	SUBMISSION OF AIRSPACE CASES TO HEADQUARTERS	2-5-1
2-5-6.	EFFECTIVE DATE OF FINAL RULES	2-5-2
2-5-7.	PUBLICATION IN FEDERAL REGISTER	2-5-2
2-5-8.	DISTRIBUTION	2-5-2

Section 6. PROCESSING NONRULEMAKING AIRSPACE ACTIONS

2-6-1.	PURPOSE	2-6-1
2-6-2.	IDENTIFICATION	2-6-1
2-6-3.	CIRCULARIZATION	2-6-1
2-6-4.	CIRCULARIZATION DOCUMENTATION	2-6-1
2-6-5.	EFFECTIVE DATE OF NONRULEMAKING ACTIONS	2-6-2
2-6-6.	PUBLICATION OF NONRULEMAKING ACTIONS	2-6-2

Section 7. INFORMAL AIRSPACE MEETINGS

2-7-1.	PURPOSE	2-7-1
2-7-2.	POLICY	2-7-1
2-7-3.	CLASS B AND C AIRSPACE AREAS NOTIFICATION PROCEDURES	2-7-1
2-7-4.	OTHER AIRSPACE ACTIONS	2-7-1
2-7-5.	LOCATION	2-7-1
2-7-6.	AGENDA ITEMS	2-7-2
2-7-7.	RECORD OF MEETINGS	2-7-2

Chapter 3. Aeronautical Information**Section 1. GENERAL**

3-1-1.	POLICY	3-1-1
3-1-2.	RESPONSIBILITY	3-1-1
3-1-3.	TRUE/MAGNETIC DIRECTIONS	3-1-1
3-1-4.	NAVIGATION AID COORDINATES	3-1-1
3-1-5.	DIRECTIONS	3-1-1

Section 2. CHARTED REPORTING POINTS

3-2-1.	POLICY	3-2-1
3-2-2.	CHART SERIES SELECTION	3-2-1
3-2-3.	FAA FORM 8360-2, RADIO FIX AND HOLDING DATA RECORD	3-2-1
3-2-4.	PREPARATION OF FORM 8260-2	3-2-1

Section 3. NAMING OF NAVAIDS, AERONAUTICAL FACILITIES, AND FIXES

3-3-1.	GENERAL	3-3-1
3-3-2.	RESPONSIBILITY	3-3-1
3-3-3.	NAMING OF NAVAIDS	3-3-1
3-3-4.	NAMING OF WAYPOINTS, INTERSECTIONS, AND DME FIXES	3-3-1

Chapter 15. CLASS B AIRSPACE

Section 1. General

15-1-1. PURPOSE	15-1-1
15-1-2. REGIONAL EVALUATION	15-1-1

Section 2. CLASS B AIRSPACE STANDARDS

15-2-1. CRITERIA	15-2-1
15-2-2. DESIGNATION	15-2-1
15-2-3. CONFIGURATION	15-2-1

Section 3. CLASS B AIRSPACE PROCESSING

15-3-1. RESPONSIBILITIES	15-3-1
15-3-2. STAFF STUDY	15-3-1
15-3-3. AIRSPACE USERS COORDINATION	15-3-1

Chapter 16. CLASS C AIRSPACE

Section 1. GENERAL

16-1-1. PURPOSE	16-1-1
16-1-2. NONRULEMAKING ALTERNATIVES	16-1-1
16-1-3. REGIONAL EVALUATION	16-1-1
16-1-4. CLASS C AIRSPACE	16-1-1

Section 2. CLASS C AIRSPACE STANDARDS

16-2-1. CRITERIA	16-2-1
16-2-2. DESIGNATION	16-2-1
16-2-3. CONFIGURATION	16-2-1
16-2-4. TIME OF DESIGNATION	16-2-1

Section 3. CLASS C AIRSPACE PROCESSING

16-3-1. RESPONSIBILITIES	16-3-1
16-3-2. STAFF STUDY	16-3-1
16-3-3. AIRSPACE USERS COORDINATION	16-3-1

Chapter 17. CLASS D AIRSPACE

Section 1. GENERAL

17-1-1. PURPOSE	17-1-1
17-1-2. REGIONAL EVALUATION	17-1-1
17-1-3. DESIGNATION	17-1-1
17-1-4. TIME OF DESIGNATION	17-1-1
17-1-5. PART TIME SURFACE AREAS	17-1-1

Section 2. CLASS D AIRSPACE STANDARDS

17-2-1. CONFIGURATION	17-2-1
17-2-2. AIRPORT REFERENCE POINT/GEOGRAPHIC POSITION	17-2-1
17-2-3. SATELLITE AIRPORTS	17-2-1
17-2-4. ADJOINING CLASS D AIRSPACE AREAS	17-2-1
17-2-5. DETERMINING CLASS D AREA SIZE	17-2-1

17-2-6. DEPARTURES	17-2-1
17-2-7. ARRIVAL EXTENSION	17-2-1
17-2-8. VERTICAL LIMITS	17-2-2
17-2-9. COMMUNICATIONS	17-2-2
17-2-10. WEATHER OBSERVATIONS AND REPORTING	17-2-2
17-2-11. LOSS OF COMMUNICATION OR WEATHER REPORTING CAPABILITY	17-2-2

Chapter 18. CLASS E AIRSPACE

Section 1. GENERAL

18-1-1. INTRODUCTION	18-1-1
18-1-2. CLASS E SURFACE AREAS	18-1-1
18-1-3. DESIGNATION	18-1-1

Section 2. TRANSITIONAL AIRSPACE

18-2-1. PURPOSE	18-2-1
18-2-2. 700/1,200 FOOT CLASS E AIRSPACE	18-2-1
18-2-3. 700-FOOT CLASS E AIRSPACE	18-2-1
18-2-4. 1,200-FOOT CLASS E AIRSPACE	18-2-1
18-2-5. CLASS E AIRSPACE FLOORS ABOVE 1,200 FEET	18-2-1
18-2-6. COORDINATION OF MISSED APPROACH ALTITUDES ...	18-2-1

Section 3. TRANSITIONAL AIRSPACE AREA CRITERIA

18-3-1. DEPARTURE AREA	18-3-1
18-3-2. LENGTHY DEPARTURE CLASS E AIRSPACE EXTENSIONS	18-3-1
18-3-3. ARRIVAL AREA	18-3-1
18-3-4. ARRIVAL EXTENSION	18-3-1
18-3-5. PROCEDURE TURN PROTECTION	18-3-2
18-3-6. DETERMINING BASE ALTITUDES	18-3-2

Chapter 19. OTHER AIRSPACE AREAS

Section 1. GENERAL

19-1-1. EN ROUTE DOMESTIC AIRSPACE AREAS	19-1-1
19-1-2. OFFSHORE/CONTROL AIRSPACE AREAS	19-1-1
19-1-3. DESIGNATION	19-1-1
19-1-4. PROCESSING	19-1-1

Chapter 20. AIR NAVIGATIONAL ROUTES

Section 1. GENERAL

20-1-1. PURPOSE	20-1-1
20-1-2. CONTROLLED AIRSPACE	20-1-1
20-1-3. WHEN TO DESIGNATE AIR NAVIGATIONAL ROUTES ...	20-1-1
20-1-4. RESPONSIBILITIES	20-1-1
20-1-5. ROUTE IDENTIFICATION	20-1-1
20-1-6. CHANGEOVER POINTS	20-1-2
20-1-7. BASE ALTITUDES	20-1-2

20-1-8. MINIMUM EN ROUTE ALTITUDES (MEA)	20-1-2
20-1-9. PROCEDURAL REQUIREMENTS	20-1-2
20-1-10. ACTION TO RAISE BASE OF TRANSITIONAL AREAS	20-1-2

Section 2. FLIGHT INSPECTION REQUIREMENTS

20-2-1. REQUEST FOR FLIGHT INSPECTION DATA	20-2-1
20-2-2. FLIGHT INSPECTION DATA DISTRIBUTION	20-2-1
20-2-3. FLIGHT INSPECTION REQUESTS	20-2-1
20-2-4. FLIGHT INSPECTION REPORT	20-2-1

Section 3. LOW/MEDIUM FREQUENCY AND VOR AIRWAYS

20-3-1. NAVAID SPACING	20-3-1
20-3-2. VERTICAL AND LATERAL EXTENT	20-3-1
20-3-3. WIDTH REDUCTIONS	20-3-1

Section 4. JET ROUTES

20-4-1. DESIGNATION	20-4-1
20-4-2. NAVAID SPACING	20-4-1
20-4-3. JET ROUTE WIDTH	20-4-1

Section 5. AREA NAVIGATION ROUTES

20-5-1. DISCUSSION	20-5-1
20-5-2. WAYPOINT CRITERIA	20-5-1
20-5-3. LATERAL PROTECTED AIRSPACE CRITERIA FOR RNAV EN ROUTE SEGMENTS	20-5-1
20-5-4. EN ROUTE TURN PROTECTION CRITERIA	20-5-1

Part 5. SPECIAL USE AIRSPACE

Chapter 21. GENERAL

Section 1. POLICY

21-1-1. PURPOSE	21-1-1
21-1-2. SCOPE	21-1-1
21-1-3. DEFINITION AND TYPES	21-1-1
21-1-4. CATEGORIES	21-1-1
21-1-5. SUA APPROVAL AUTHORITY	21-1-1
21-1-6. MINIMUM NUMBERS AND VOLUME	21-1-1
21-1-7. OPTIMUM USE OF AIRSPACE	21-1-1
21-1-8. JOINT-USE POLICY	21-1-1
21-1-9. ENVIRONMENTAL ANALYSIS	21-1-2
21-1-10. CONTROLLING AGENCY	21-1-2
21-1-11. USING AGENCY	21-1-2
21-1-12. WAIVERS	21-1-2
21-1-13. PUBLIC NOTICE PROCEDURES	21-1-2
21-1-14. SUA NONRULEMAKING CIRCULARS	21-1-3
21-1-15. CHARTING AND PUBLICATION REQUIREMENTS	21-1-4
21-1-16. CERTIFICATION OF SUA GEOGRAPHIC POSITIONAL DATA	21-1-4
21-1-17. LEAD REGION	21-1-4

Section 2. SUA LEGAL DESCRIPTIONS

21-2-1. GENERAL	21-2-1
21-2-2. LATERAL BOUNDARIES	21-2-1
21-2-3. VERTICAL LIMITS	21-2-1
21-2-4. TIMES OF USE	21-2-2
21-2-5. CONTROLLING AGENCY	21-2-2
21-2-6. USING AGENCY	21-2-3
21-2-7. SUA LEGAL DESCRIPTION AMENDMENTS	20-2-3

Section 3. SUA PROPOSALS

21-3-1. GENERAL	21-3-1
21-3-2. CLASSIFIED INFORMATION	21-3-1
21-3-3. PROPOSAL CONTENT	21-3-1
21-3-4. ABBREVIATED PROPOSALS	21-3-3

Section 4. COORDINATION OF PROPOSALS

21-4-1. POLICY	21-4-1
21-4-2. PROPOSAL PRE-COORDINATION	21-4-1
21-4-3. ATC FACILITY COORDINATION	21-4-1
21-4-4. SUBMISSION OF PROPOSALS	21-4-1

Section 5. REGIONAL ACTIONS

21-5-1. GENERAL	21-5-1
21-5-2. REGIONAL PROCESSING REQUIREMENTS	21-5-1
21-5-3. AERONAUTICAL IMPACT CONSIDERATION	21-5-2
21-5-4. ENVIRONMENTAL DOCUMENT REVIEW	21-5-2
21-5-5. REGIONAL DETERMINATION	21-5-2
21-5-6. DISAPPROVAL OF PROPOSALS	21-5-2
21-5-7. SUBMISSION OF APPROVAL RECOMMENDATIONS TO FAA HEADQUARTERS	21-5-2
21-5-8. HANDLING OF PROPOSALS TO REDUCE OR REVOKE SUA	21-5-3
21-5-9. FAA INITIATED SUA PROPOSALS	21-5-3

Section 6. AERONAUTICAL STUDY

21-6-1. PURPOSE	21-6-1
21-6-2. POLICY	21-6-1
21-6-3. CONTENT OF STUDY	21-6-1

Section 7. RESTRICTED AREA AND MOA ANNUAL UTILIZATION REPORTS

21-7-1. PURPOSE	21-7-1
21-7-2. REPORTING REQUIREMENTS	21-7-1
21-7-3. SUPPLEMENTARY REPORTS	21-7-1
21-7-4. UTILIZATION REPORT TERMS	21-7-1
21-7-5. REVIEW REQUIREMENT	21-7-2
21-7-6. REVIEW SUMMARY	21-7-2

Section 8. SUA REVIEW AND ANALYSIS

21-8-1. GENERAL	21-8-1
21-8-2. POLICY	21-8-1
21-8-3. SOURCES OF INFORMATION	21-8-1

Section 5. PROCESSING RULEMAKING AIRSPACE ACTIONS

2-5-1. PURPOSE

This section prescribes procedures to be followed when taking rulemaking actions to establish, modify, or revoke regulatory airspace.

2-5-2. RESPONSIBILITY

a. The Airspace and Rules Division, ATA-400, is responsible for processing the following actions: Class A, B, and C airspace areas; special use airspace; offshore airspace areas; airways; jet routes; and those Class D and E airspace areas that overlie U.S. territories and possessions.

b. The Operations and Air Traffic Law Branch, AGC-220, is responsible for ensuring that the airspace cases listed in paragraph a., meet the requirements of the Administrative Procedures Act.

c. Regional Air Traffic Divisions (ATD) are responsible for processing all Class D and E airspace area cases.

d. The Assistant Chief Counsel for each region is responsible for ensuring that all regional airspace cases meet the requirements of the Administrative Procedures Act.

2-5-3. DOCKETS

a. Docket Location.

1. The official docket for both Headquarters' and regional rulemaking cases shall be maintained at the Docket Management System, U.S. Department of Transportation, Room Plaza 401, 400 Seventh Street, SW., Washington, DC 20590-0001.

2. The Docket Management System (DMS) can also be accessed on the internet at <http://dms.dot.gov>.

b. Docket Identification.

1. Rulemaking cases shall be identified by two docket numbers. The first, an FAA docket number, includes the acronym FAA; the current year; and a consecutively assigned number (e.g., FAA-2003-14010). The second, an airspace docket number, includes the last two digits of the calendar year; the abbreviation of

the originating office; and a consecutively assigned number (e.g., 00-ASW-46).

2. Numbers shall run consecutively within each calendar year.

c. Docket Content. The official docket shall include all petitions, notices, rules, comments, correspondence, and related material concerning the case (other than working files).

2-5-4. FLIGHT PROCEDURAL DATA

a. If an airspace docket requires a procedure change and/or flight inspection, regional ATD shall coordinate the proposed effective date with the regional Flight Procedures Office (FPO). The proposed effective date must consider the time needed to process procedural changes and allow ample time for flight inspection, if required. The FPO shall notify the regional ATD of any problems that could affect the proposed effective date. See Order 8260.26, Establishment and Scheduling Standard Instrument Procedure Effective Dates, for scheduled processing and publication dates.

b. If a rule without notice is to be issued and flight check data is required, the regional ATD shall inform the responsible regional FPO of the action and specific data requested.

2-5-5. SUBMISSION OF AIRSPACE CASES TO HEADQUARTERS

a. The regional ATD shall review the action proposed and submit a complete technical description of the proposed airspace package (e.g., establishment, modification, or revocation) to ATA-400.

b. All background information including charts, proper justification, and appropriate recommendations shall be submitted.

c. If an airspace action needs to be completed by a specific date, the regional ATD shall coordinate with the FPO and any other FAA offices as necessary to ensure that sufficient lead-time exists for meeting normal airspace procedural processing and charting requirements; and instrument approach procedure development.

d. The ATD shall submit to ATA-400 written comments received in response to the proposed action, analysis of the comment(s), and any recommendations within 30 days after the comment closing date. If applicable, a statement concerning the status of the flight procedures data for en route cases (e.g., Minimum En Route Altitude, MEA; or Change Over Point, COP) shall be included.

2-5-6. EFFECTIVE DATE OF FINAL RULES

a. Amendments to parts 71 and 73 shall be made effective at 0901 Coordinated Universal Time (UTC) and shall coincide with en route charting dates as furnished by ATA-400. Exceptions are as follows:

1. Safety or national interest actions that require an earlier effective time or date.

2. Editorial changes.

3. 700-foot floor Class E airspace areas that underlie existing 1,200-foot Class E airspace areas.

4. Actions that lessen the burden on the public (e.g., revocation of restricted areas).

5. Class B and C airspace areas shall be made effective on days that coincide with the appropriate sectional aeronautical charting dates.

b. Cutoff dates are established to allow sufficient time for charting and chart distribution purposes. Rules should be signed on or before the applicable cutoff date.

2-5-7. PUBLICATION IN FEDERAL REGISTER

An original Notice of Proposed Rulemaking (NPRM) and three copies, or an original final rule and seven copies shall be forwarded to AGC-200 for publication in the Federal Register.

2-5-8. DISTRIBUTION

Distribution of airspace dockets (NPRMs and final rules) shall be consistent with the procedures set forth in Order 1720.18, FAA Distribution System.

U.S. Department
of Transportation

**Federal Aviation
Administration**

800 Independence Ave., S.W.
Washington, D.C. 20591

FORWARDING SERVICE REQUESTED

Official Business
Penalty for Private Use \$300