

CHANGE

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

**JO 7400.2H
CHG 1**

Air Traffic Organization Policy

Effective Date:
August 25, 2011

SUBJ: Procedures for Handling Airspace Matters

- 1. Purpose of This Change.** This change transmits revised pages to Federal Aviation Administration Order JO 7400.2H, Procedures for Handling Airspace Matters.
- 2. Audience.** This change applies to all Air Traffic Organization (ATO) personnel and anyone using ATO directives. This order also applies to all regional, service area, and field organizational elements involved in rulemaking and nonrulemaking actions associated with airspace allocation and utilization, obstruction evaluation, obstruction marking and lighting, airport airspace analysis, and the management of air navigation aids.
- 3. Where Can I Find This Change?** This change is available on the FAA Web site at http://faa.gov/air_traffic/publications and https://employees.faa.gov/tools_resources/orders_notices/.
- 4. Explanation of Policy Change.** See the Explanation of Changes attachment which has editorial corrections and changes submitted through normal procedures.
- 5. Distribution.** This change is distributed to select offices in Washington headquarters; the Office of Commercial Space Transportation; regional Flight Standards; Airports Divisions; service area offices; the William J. Hughes Technical Center; the Mike Monroney Aeronautical Center; Technical Operations Aviation System Standards; all 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 Disposition of Transmittal.** Retain this transmittal until superseded by a new basic order.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.



Elizabeth L. Ray
Vice President, Mission Support Services
Air Traffic Organization

Date: June 21, 2011

Explanation of Changes

Change 1

**Direct questions through appropriate facility/service center office staff
to the Office of Primary Interest (OPI).**

a. 1-1-5. CHANGE AUTHORITY

This change updates the approval authority for issuing changes to this order.

**b. 1-1-7. SUBMISSION CUTOFF AND
EFFECTIVE DATES**

1-1-8. DELIVERY DATES

These paragraphs are added to provide the publication schedule and delivery requirements.

**c. 29-4-1. ISSUANCES OF NOTICES TO
AIRMEN (NOTAM)**

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

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

FAAO JO 7400.2H
Change 1
Page Control Chart
August 25, 2011

REMOVE PAGES	DATED	INSERT PAGES	DATED
Table of Contents i	3/10/11	Table of Contents i	8/25/11
Table of Contents ii	3/10/11	Table of Contents ii	3/10/11
1-1-1 and 1-1-2	3/10/11	1-1-1 and 1-1-2	8/25/11
29-4-1	3/10/11	29-4-1	8/25/11

Order JO 7400.2H Procedures for Handling Airspace Matters

Table of Contents

Part 1. General Procedures for Airspace Management

Chapter 1. General

Section 1. Introduction

Paragraph	Page
1-1-1. PURPOSE OF THIS ORDER	1-1-1
1-1-2. AUDIENCE	1-1-1
1-1-3. WHERE TO FIND THIS ORDER	1-1-1
1-1-4. WHAT THIS ORDER CANCELS	1-1-1
1-1-5. CHANGE AUTHORITY	1-1-1
1-1-6. EXPLANATION OF CHANGES	1-1-1
1-1-7. SUBMISSION CUTOFF AND EFFECTIVE DATES	1-1-1
1-1-8. DELIVERY DATES	1-1-1
1-1-9. ORDER CHANGES	1-1-1
1-1-10. DISTRIBUTION	1-1-2

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. FUNCTIONAL RESPONSIBILITIES	1-2-1
1-2-4. TITLE 14 CODE OF FEDERAL REGULATIONS (CFR) REFERENCES	1-2-1
1-2-5. WORD USAGE	1-2-1
1-2-6. ABBREVIATIONS	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	2-1-2

Section 2. Executive Order 10854

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

Section 3. Airspace Planning and Analysis

2-3-1. BACKGROUND	2-3-1
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Paragraph	Page
2-3-2. POLICY	2-3-1

Section 4. Processing Rulemaking Airspace Actions

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

Section 5. Processing Nonrulemaking Airspace Actions

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

Section 6. Informal Airspace Meeting

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

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. NAVIGATIONAL 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 8260-2, 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

Part 1. General Procedures for Airspace Management

Chapter 1. General

Section 1. Introduction

1-1-1. PURPOSE OF THIS ORDER

a. This order prescribes policy, criteria, guidelines, and procedures applicable to the System Operations Services, System Operations Airspace and AIM; Technical Operations ATC Spectrum Engineering Services; the Office of Airport Planning and Programming, APP; the Office of Airport Safety and Standards, AAS; Technical Operations Aviation System Standards; and the Flight Standards Service, AFS.

b. While this order provides procedures for handling airspace matters, additional procedures and criteria to supplement those contained herein may be set forth in other directives and should be consulted.

1-1-2. AUDIENCE

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

b. This order also applies to all regional, service area, and field organizational elements involved in rulemaking and nonrulemaking actions associated with airspace allocation and utilization, obstruction evaluation, obstruction marking and lighting, airport airspace analysis, and the management of air navigation aids.

1-1-3. WHERE TO FIND THIS ORDER

This order is available on the FAA Web site at http://faa.gov/air_traffic/publications and http://employees.faa.gov/tools_resources/orders_notices/.

1-1-4. WHAT THIS ORDER CANCELS

FAA Order 7400.2G, Procedures for Handling Airspace Matters, dated April 10, 2008.

1-1-5. CHANGE AUTHORITY

The Vice President, Mission Support Services, will issue changes to this directive after obtaining concurrence from the affected Headquarters offices/services/service units on the cover of this order.

1-1-6. EXPLANATION OF CHANGES

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

b. If further information is desired, please direct questions through the appropriate facility/service area/regional office to the headquarters office of primary responsibility.

1-1-7. SUBMISSION CUTOFF AND EFFECTIVE DATES

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

Publication Schedule		
Basic or Change	Cutoff Date for Submission	Effective Date of Publication
JO 7400.2H	8/26/10	3/10/11
Change 1	3/10/11	8/25/11
Change 2	8/25/11	2/9/12
Change 3	2/9/12	7/26/12
JO 7400.2J	7/26/12	3/7/13

1-1-8. DELIVERY DATES

If an FAA facility **has not** received the order/changes at least 30 days before the above effective dates, the facility shall notify its service area office distribution officer.

1-1-9. ORDER CHANGES

a. The responsibility associated with processing and coordinating revisions to this order is delegated

to the Manager, Airspace Regulations and ATC Procedures Group.

b. Proposed changes or recommended revisions must be submitted, in writing, to Airspace Regulations and ATC Procedures Group. The proposal should include a description of the proposal, and the language to be inserted in the order.

c. When appropriate, Airspace Regulations and ATC Procedures Group may convene a workgroup for the purpose of reviewing, clarifying, editing, or revising recommendations received to revise this order. Composition of the workgroup will be determined by the subject matter, and the expertise required. Airspace Regulations and ATC Procedures Group is responsible for the selection of the members of the workgroup, and for appointing the chairperson of the group.

d. When revised, reprinted, or additional pages are issued, they will be marked as follows:

1. Each revised or added page will show the change number and effective date of the change.

2. Bold vertical lines in the margin of the text will mark the location of substantive procedural, operational, or policy changes (e.g., when material that affects the performance of duty is added, revised, or deleted).

1-1-10. DISTRIBUTION

This order is distributed to select offices in Washington headquarters; the Office of Commercial Space Transportation; regional Flight Standards; Airports Divisions; service area offices; the William J. Hughes Technical Center; the Mike Monroney Aeronautical Center; Technical Operations Aviation System Standards; all field facilities; international aviation field offices; and interested aviation public.

Section 4. Notices to Airmen

29-4-1. ISSUANCE OF NOTICES TO AIRMEN (NOTAM)

a. To enhance safety of flight, the appropriate service area office shall prepare the NOTAM and notify the United States NOTAM Office Facility via telephone (540) 422-4262/4263, or fax (540) 422-4298 within seven days of a proposed laser activity to alert pilots of such activities.

b. The NOTAM will emphasize the potential hazardous effects and other related phenomena that may be encountered by laser light emissions. Include facility to notify, and any other information deemed appropriate.

c. The service area office may further delegate notification responsibility to the respective Flight Service Station, and/or Air Traffic Facility.

d. When deemed appropriate, the service area office may direct the proponent to activate or cancel the FDC NOTAM, specific to the laser activity. The service area office shall explain the responsibility of the proponent concerning appropriate NOTAM actions.

e. The service area office is responsible for canceling the NOTAM except as noted above in paragraph 29-4-1.c. and d.

