

ORDER

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

AL 6020.4A

ALASKAN REGION

June 3, 1996

SUBJ: FACILITY SHUTDOWN, COMMISSIONING, AND DECOMMISSIONING COMMITTEE

1. PURPOSE. This order provides a committee, assigns responsibilities, and outlines procedures for establishing, coordinating, and approving schedules for:

- a. The shutdown of commissioned air navigation or air traffic control facilities for construction, installation, and maintenance purposes for 24 hours or more.
- b. The commissioning of new facilities.
- c. The decommissioning of existing facilities.

2. DISTRIBUTION. This order is distributed to section level in the Airway Facilities, Air Traffic, Flight Standards, Airports, and Logistics Divisions, to the Public Affairs Officer, and to all field office/facilities. Information copies are distributed to regional military representatives.

3. CANCELLATION. AL 6020.4, Facility Shutdown, Commissioning, and Decommissioning Committee, dated August 21, 1987, is canceled.

4. BACKGROUND. A requirement exists to provide a forum for coordination of all actions taken by the operating divisions in response to the directives listed below. The committee established by this order provides that forum.

a. Order OA 6030.5, Service Availability of Commissioned Facilities of the National Airspace System, requires that each region prepare a fully coordinated and documented analysis of all proposals for the planned interruption of commissioned facility service in excess of 24 hours. The Airway Facilities Division acts as staff to the Director in assuring complete planning and coordination of all actions affecting availability of commissioned facilities.

b. Order 7031.20A, Scheduling of Changes to Components of the National Airspace System, and Order 8260.26A, Establishing and Scheduling Instrument Approach Procedures Effective Dates. These orders require each region to establish a focal point in the Flight Standards Division which shall be responsible for ensuring that all necessary charting actions caused by a change to any component of the NAS are coordinated and made effective on the same planned charting date as the change.

c. Order 1100.1A, FAA Organization Policies and Standards, and Order 7900.2A, Reporting of Electronic Navigation Aids and Communication Facilities Data to the National Flight Data Center, provide guidelines to the regions for submission of data for proposed commissioning and decommissioning of facilities in the National Airspace System (NAS).

d. Order 6000.15A, Maintenance Handbook for Airway Facilities, provides guidelines and identifies field responsibilities for actions associated with service interruptions and shutdowns.

5. DEFINITIONS.

a. Facility as used in this directive includes all agency-owned, Federal Aid Program (FAP) installed, and non-federal installed air navigation and air traffic control facilities within the National Airspace System (NAS).

b. Commissioning is the formal placement of a facility, system, subsystem, equipment or service into the NAS as advertised by issuance of a Notice to Airmen (NOTAM).

Distribution:

Initiated By:

6. COMMITTEE CHAIRMAN. The Manager, Maintenance Branch, AAL-470, or appointed representative shall serve as chairman of the Facility Shutdown, Commissioning, and Decommissioning Committee.

7. COMMITTEE MEMBERSHIP.

a. The Facility Shutdown, Commissioning, and Decommissioning Committee shall consist of one or more representatives of the following:

- (1) Air Traffic Division, AAL-500
- (2) Airway Facilities Division, AAL-400
- (3) Flight Standards Division, AAL-200
- (4) Airports Division, AAL-600

b. Each division listed above shall, on receipt of this order, assign and forward to the committee chairman (AAL-470) the name of the committee member(s) and alternate(s) who will represent its respective division on this committee. Each representative shall be the focal point for all facility shutdown, commissioning, and decommissioning coordination within his/her respective office consistent with the orders referenced in paragraph 3. To maintain continuity, rotation of personnel through this assignment is to be held to a minimum.

8. COMMITTEE AUTHORITY. The committee is authorized to coordinate, approve, and publish schedules for the following:

a. The temporary shutdown of commissioned facilities when the duration of the shutdown will exceed 24 hours.

b. The decommissioning of existing facilities after the decommissioning itself is approved by either the Administrator or Director in accordance with

Order 1100.1A.

c. The commissioning of new air navigation facilities. Actual commissioning of the facility is still the responsibility of the AF Systems Maintenance Office.

9. RESPONSIBILITIES.

a. Chairman Responsibilities.

- (1) Assure proper coordination and approval of schedules for the following:
 - (a) Shutdown dates of all commissioned facilities.
 - (b) Discontinuance dates of facilities to be decommissioned.
 - (c) The commissioning dates of new facilities.
- (2) Establish time and place of all committee meetings.
- (3) Maintain an agenda for the committee.
- (4) Publish and distribute the Facility Shutdown, Commissioning, and Decommissioning Schedule within 5 working days after the regularly scheduled meeting each month.
- (5) Provide to the Public Affairs Officer, ANM-5, notification of major facility improvements or new facility commissionings approximately 30 days prior to the effective date.

b. Committee Member.

- (1) General Responsibilities.
 - (a) Attend all meetings.
 - (b) Submit agenda items on facility shutdowns, (planned or desired by the organizations which they represent) at least 60 days in advance of the proposed action. The commissioning and decommissioning of facilities requires 150 days advance notice.
 - (c) Serve as the official representative of his/her respective organization for coordination of proposed facility shutdowns, commissionings, and decommissionings, or proposed changes to previously approved schedules.
 - (d) Initiate, coordinate, and follow-up on actions within the purview of his/her organization which are necessary prior to, or because of, actions of the Facility Shutdown, Commissioning, and Decommissioning Committee. Provide the chairman of the committee with copies of all related correspondence and messages sent to the National Flight Data Center (NFDC) for publishing in the Airman's Information Manual (AIM).
 - (e) Accomplish necessary coordination of proposed and approved facility shutdowns and commissionings with representatives of the military, industry, State of Alaska, airlines, adjacent region, and Canada.

c. Individual Responsibilities.

- (1) The Airway Facilities member shall ensure proper coordination is done within the Airway Facilities organization (field and regional Office) and furnish to the committee appropriate details of the intent and purpose of the temporary shutdown of commissioned facilities in accordance with Order OA 6030.5.

(2) The Air Traffic member shall accomplish decommissioning coordination of Air Traffic facilities and services in accordance with Order 1100.1A, including notification to NFDC, and furnish approvals to the committee. The Air Traffic member shall prepare and furnish to the committee the Navigation Aids and Facilities Change Data Report (RIS: AT 7900-4) for facility shutdowns and commissionings as required by Order 7900.2A.

(3) The Flight Standards member shall coordinate with NFDC through the Anchorage Flight Inspection Field Office (FIFO).

(4) The Airports Division member shall submit agenda items on airport construction projects which have been determined to affect facility operation or commissionings. This determination will normally have been accomplished through Airport Layout Plan review, review of proposals, and other coordination channels external to the committee. The Airports Division member will also furnish nonagenda information on airport construction projects which affect facility operation or commissioning and where determination of the effects is pending. This member will furnish proposed commissioning dates and information concerning facilities installed under the FAP program to NFDC as required by Order 7900.2A.

d. The heads of organizations represented on the committee are responsible for appointing fully qualified members and alternates to represent them in accomplishing the duties of the committee and to resolve any issue impasses within the committee.

e. Facility managers and organizations planning actions requiring a facility shutdown exceeding 24 hours are responsible for contacting their regional office counterparts for input to the committee at least 60 days in advance to permit appropriate notification to be issued to the public. Commissionings and decommissionings require at least a 5 month notice to the committee.

10. PROCEDURES.

a. Meeting Date. A regularly scheduled meeting of the committee shall be held on the second Tuesday of each month except when a holiday falls on that day, in which case, the next available Tuesday shall be the meeting date.

b. A facility shutdown, commissioning, and decommissioning schedule shall be published and distributed following within 5 working days after each regularly scheduled meeting. The following standard distribution will be provided:

- (1) AAL-50/___1___copies
- (2) AAL-200/___6___copies
- (3) AAL-400/___8___copies
- (4) AAL-500/___6___copies
- (5) AAL-600/___6___copies
- (6) AF SMO Mgrs./___3___copies
- (7) AT Facility Mgrs./___3___copies
- (8) ANC FIFO/___2___copies
- (9) Military Reps/___2___copies (to be sent by AAL-500)

c. A document analysis (see Appendix 1) of all proposals for the planned interruption of commissioned facilities in excess of 24 hours shall be prepared by the AAL-400 representative. The documentation shall contain the pertinent facts, conclusions, and recommendations and reflect due consideration of the planning aspects identified in Order OA 6030.5. The format for this documentation is indicated in Appendix 1.

d. Offices wishing to schedule the shutdown, commissioning, or decommissioning of a facility shall contact their committee representatives. The committee representatives shall submit agenda items to the other representatives and the chairman approximately 10 days in advance of a meeting. The format for submission of agenda items is defined in Appendix 2. Representatives of the military service stationed at the regional headquarters, State of Alaska, should submit their agenda items to the Air Traffic Division, attention: Manager, Operations, Procedures and Airspace Branch, AAL-530, approximately 10 days in advance of the scheduled meeting.

e. Committee Agenda . All facilities to be shutdown for 24-hours or more, commissioned or decommissioned, shall normally be placed on the committee's agenda 60 days prior to the anticipated shutdown date or 150 days prior to the commissioning or decommissioning date, except as follows:

(1) Routine scheduled shutdowns of less than 24-hours duration need not be brought to the committee's attention. (Outages of less than 24 hours but of a continuous nature shall require the committee be notified for planning purposes only.)

(2) Emergency shutdown of facilities operating out of tolerance or experiencing malfunction of equipment do not require the committee's approval.

(3) Daylight-only shutdowns on successive days to accomplish unanticipated work do not require the committee's approval.

(4) Radar Shutdowns. Any scheduled radar shutdown, regardless of length, requires 8 days prior notice. This notice must be given to the (AT) facility manager who controls the radar.

f. Short Notice. Proposed shutdowns, commissionings, or decommissionings of facilities which cannot be foreseen in time to permit 60 days notice for shutdowns and 150 days for commissionings/decommissionings shall be submitted with appropriate explanation as to the necessity for waiving the advance requirement. The chairman shall coordinate the proposal with the committee members and either publicize the action through addition to the next regular edition of the schedule or by special addendum as deemed advisable.

Andrew S. Billick
Regional Administrator

APPENDIX 1. FORMAT FOR SUBMISSION OF ANALYSIS OF PLANNED INTERRUPTION1. INFORMATION REQUIRED WHEN PROPOSING FACILITY SHUTDOWN OR DECOMMISSIONING ACTION.

- a. Facility type
- b. Location identifier
- c. Airway Facilities SMO
- d. City
- e. State
- f. Action (shutdown, commissioning, decommissioning)
- g. Effective date(s) of action
- h. Runway data
- i. Action (shutdown, commissioning, decommissioning)
- j. Flight check requirement
- k. Project (AP, F&E, FMP, SMO, etc.)
- l. Description of project/reason for shutdown/remarks

2. PLANNING CONSIDERATIONS.

- a. Will there be any significant impact on military requirements or the aviation community in general? If so, explain impact.
- b. Will there be any significant impact on traffic handling capabilities, air traffic control system, or controller workload? If so, explain impact.
- c. Identify and consider any alternatives below that may reduce the duration of outage or mitigate the effects of loss of service with due consideration of cost versus benefit relationships:
 - (1) Are multiple shifts or overtime possible alternatives?
 - (2) Are replacement or substitute facilities available?
 - (3) Is there a possibility of scheduling the shutdown in such a manner that the facility would be shut down only during those periods when work in progress would least affect facility usage?
 - (4) Can the work be scheduled during hours of light traffic and/or minimum impact?
 - (5) Are there alternate routes or procedures available?
 - (6) Will a need exist for use of a temporary facility such as TVOR, NDB, portable ATCT, etc.?
 - (7) Are there any other feasible alternatives?

DATE

ORDER NUMBER

APPENDIX 2. FORMAT FOR SUBMISSION OF AGENDA ITEMS

DATE:

TO: AAL-470
INFO: AAL-500
AAL-600
AAL-200

SUBJECT: Agenda Item for Facility Shutdown, Commissioning, and Decommissioning Committee

1. Facility type
2. Location identifier
3. Airway Facilities SMO
4. City
5. State
6. Action (shutdown, commissioning, decommissioning)
7. Effective date(s) of action
8. Runway data
9. Equipment owner
10. Flight check requirement
11. Project (ADAP, F&E, SMO, etc.)
12. Description of project reason/for shutdown/remarks

Submitted by: _____

Name

Routing Symbol