

SUBJ: FACILITY OPERATION AND ADMINISTRATION

- 1. PURPOSE.** This change transmits revised pages to Order JO 7210.3V, Facility Operation and Administration, and the Briefing Guide.
- 2. DISTRIBUTION.** This change is distributed to select offices in Washington headquarters, regional offices, the William J. Hughes Technical Center, and the Mike Monroney Aeronautical Center; to all air traffic field facilities and international aviation field offices; and to interested aviation public.
- 3. EFFECTIVE DATE.** August 27, 2009.
- 4. EXPLANATION OF CHANGES.** 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 information.
- 5. DISPOSITION OF TRANSMITTAL.** Retain this transmittal until superseded by a new basic order.
- 6. PAGE CONTROL CHART.** See the Page Control Chart attachment.



Nancy B. Kalinowski
Vice President, System Operations Services

Date: JUN 18 2009

Facility Operation and Administration

Explanation of Changes

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

a. 1-1-6. CONSTRAINTS GOVERNING SUPPLEMENTS AND PROCEDURAL DEVIATIONS

This editorial change provides an address correction for future correspondence of air traffic related material.

b. 3-5-1. NAVAID MONITORING

References to FAAO JO 7110.10 paragraph 13-1-2 are removed from the paragraph.

c. 4-3-2. APPROPRIATE SUBJECTS

The subparagraph concerning LOAs between AFSSs/FSSs when NAVAIDS in one facility's area are monitored by another is replaced with another example of an LOA between flight service stations.

d. 8-1-1. TRANSITION PROCEDURES

Reference to OMIC is added. Reference to OS is changed to FLM.

e. 10-3-9. TAKEOFF CLEARANCE

This new paragraph negates the mandatory guidelines for Air Traffic Managers (ATM) and establishes procedures for takeoff clearance at facilities only where required as in previous notice N JO 7210.697. This change cancels and incorporates N JO 7210.704, Takeoff Clearance, effective, January 29, 2009.

f. 11-9-1. SYSTEM OPERATION

This change adds a new subparagraph addressing radar-only mode. This change cancels and incorporates N JO 7210.712, Airport Surface Detection Equipment System-Model X (ASDE-X) Radar-Only Mode, effective April 30, 2009.

g. 13-2-3. POSITIONS/SERVICES

The reference to NAVAID monitoring procedures as a part of a position binder is removed.

h. 17-4-4. OPERATIONS MANAGER (OM) SUPPORT

Delete reference to FAAO 7110.52, Suspected Illegal Use of Aircraft.

i. 17-6-9. FIELD FACILITY RESPONSIBILITIES FOR TMIs

This change adds a reference to new paragraph 17-7-5, for the responsibilities of ARTCC to ARTCC and ARTCC to N90 miles-in-trail restrictions and coordination.

j. 17-6-15. CAPPING AND TUNNELING

Capping and tunneling provide FAA air traffic facilities and our customers increased flexibility in responding to conditions in the National Airspace System (NAS). This new paragraph further clarifies the procedures and responsibilities of the Air Traffic Control System Command Center (ATCSCC) and the Air Route Traffic Control Center (ARTCC) Traffic Management Units (TMU). This change cancels and incorporates N JO 7210.703, Capping and Tunneling, effective December 8, 2008.

k. 17-7-5. ARTCC TO ARTCC COORDINATION; 17-7-6. RESPONSIBILITIES; and 17-7-7. PROCEDURES

These new paragraphs will clarify Flow Evaluation Area (FEA) procedures to be utilized in the development and coordination of air route traffic control center (ARTCC) to ARTCC and ARTCC to New York TRACON (N90) restrictions. This change cancels and incorporates N JO 7210.702, Flow Evaluation Area (FEA) Implementation for ARTCC to ARTCC Restrictions, effective January 15, 2009.

l. 17-12-4. AIRPORT RESERVATION OFFICE

This change will initiate generic guidance and refer queries for detailed information to the FAA's Web site for obtaining reservations. This change cancels and incorporates N JO 7210.701, Clarification of High Density Traffic Airport (HDTA) Reservation Guidance and Change of Section Title, effective September 15, 2008.

m. Appendix 2. Air Carrier Points of Contact for Aircraft Identification Problems

Editorial changes were made to contact information.

n. Editorial/format changes were made where necessary. Revision bars were not used because of the insignificant nature of these changes.

PAGE CONTROL CHART

REMOVE PAGES	DATED	INSERT PAGES	DATED
Table of Contents i	7/31/08	Table of Contents i	7/31/08
Table of Contents ii	3/12/09	Table of Contents ii	8/27/09
Table of Contents xi through xiv	3/12/09	Table of Contents xi through xiv	8/27/09
Table of Contents xvii	3/12/09	Table of Contents xvii	3/12/09
Table of Contents xviii through xxiii	3/12/09	Table of Contents xviii through xxiii	8/27/09
1-1-1	2/14/08	1-1-1	2/14/08
1-1-2	2/14/08	1-1-2	8/27/09
2-2-3 and 2-2-4	3/12/09	2-2-3 and 2-2-4	8/27/09
3-5-1 and 3-5-2	3/12/09	3-5-1 and 3-5-2	8/27/09
4-3-1	2/14/08	4-3-1	2/14/08
4-3-2	2/14/08	4-3-2	8/27/09
4-3-3 and 4-3-4	7/31/09	4-3-3 and 4-3-4	8/27/09
7-1-1 and 7-1-2	3/12/09	7-1-1 and 7-1-2	8/27/09
8-1-1 and 8-1-2	2/14/08	8-1-1 and 8-1-2	8/27/09
10-3-3	7/31/08	10-3-3	7/31/08
10-3-4	7/31/08	10-3-4	8/27/09
11-9-1 and 11-9-2	3/12/09	11-9-1 through 11-9-3	8/27/09
13-2-1	2/14/08	13-2-1	8/27/09
17-4-1	7/31/08	17-4-1	7/31/08
17-4-2 and 17-4-3	7/31/08	17-4-2 and 17-4-3	8/27/09
17-6-3 and 17-6-4	3/12/09	17-6-3 through 17-6-5	8/27/09
17-7-1	3/12/09	17-7-1	3/12/09
17-7-2	3/12/09	17-7-2 and 17-7-3	8/27/09
17-12-1 and 17-12-2	3/12/09	17-12-1 and 17-12-2	8/27/09
Appendix 2-1	2/14/08	Appendix 2-1	2/14/08
Appendix 2-2	2/14/08	Appendix 2-2	8/27/09
IDX-1 through IDX-7	7/31/08	IDX-1 through IDX-7	8/27/09

Table of Contents

Part 1. BASIC

Chapter 1. General

Section 1. Introduction

Paragraph	Page
1-1-1. PURPOSE	1-1-1
1-1-2. DISTRIBUTION	1-1-1
1-1-3. CANCELLATION	1-1-1
1-1-4. EXPLANATION OF CHANGES	1-1-1
1-1-5. EFFECTIVE DATE	1-1-1
1-1-6. CONSTRAINTS GOVERNING SUPPLEMENTS AND PROCEDURAL DEVIATIONS	1-1-1
1-1-7. SAFETY MANAGEMENT SYSTEM (SMS)	1-1-2
1-1-8. REFERENCES TO FAA NON-AIR TRAFFIC ORGANIZATION	1-1-2

Section 2. Order Use

1-2-1. POLICY	1-2-1
1-2-2. ANNOTATIONS	1-2-1
1-2-3. PUBLICATION AND DELIVERY DATES	1-2-1
1-2-4. WORD MEANINGS	1-2-1
1-2-5. ABBREVIATIONS	1-2-1

Chapter 2. Administration of Facilities

Section 1. General

2-1-1. INTERREGIONAL REQUIREMENTS	2-1-1
2-1-2. FACILITY STANDARD OPERATING PROCEDURES DIRECTIVE	2-1-1
2-1-3. POSITION/SECTOR BINDERS	2-1-1
2-1-4. REFERENCE FILES	2-1-1
2-1-5. RELEASE OF INFORMATION	2-1-1
2-1-6. CHECKING ACCURACY OF PUBLISHED DATA	2-1-2
2-1-7. AIR TRAFFIC SERVICE (ATS) CONTINUITY	2-1-2
2-1-8. HANDLING BOMB THREAT INCIDENTS	2-1-3
2-1-9. HANDLING MANPADS INCIDENTS	2-1-4
2-1-10. AIRPORT EMERGENCY PLANS	2-1-4
2-1-11. EXPLOSIVES DETECTION K-9 TEAMS	2-1-5
2-1-12. INTERSECTION TAKEOFFS	2-1-5
2-1-13. AIRCRAFT IDENTIFICATION PROBLEMS	2-1-5
2-1-14. APPROACH CONTROL CEILING	2-1-6
2-1-15. AUTHORIZATION FOR SEPARATION SERVICES BY TOWERS	2-1-6
2-1-16. BIRD HAZARDS	2-1-7
2-1-17. PROHIBITED/RESTRICTED AREAS	2-1-7
2-1-18. LAND-BASED AIR DEFENSE IDENTIFICATION ZONE (ADIZ)/AIR TRAFFIC CONTROL (ATC) SECURITY SERVICES	2-1-8
2-1-19. AIRPORT TRAFFIC PATTERNS	2-1-8

Paragraph	Page
2-1-20. OBSTACLE IDENTIFICATION SURFACES, OBSTACLE FREE ZONES, RUNWAY SAFETY AREAS, AND CLEARWAYS	2-1-9
2-1-21. FACILITY IDENTIFICATION	2-1-9
2-1-22. DISPOSITION OF OBSOLETE CHARTS	2-1-9
2-1-23. OUTDOOR LASER DEMONSTRATIONS	2-1-9
2-1-24. COMBINE/RECOMBINE AN ATCT/TRACON	2-1-9
2-1-25. SUBMISSION OF AIR TRAFFIC CONTROL ASSIGNED AIRSPACE (ATCAA) DATA	2-1-9
2-1-26. SUBMISSION OF SUA AND PAJA FREQUENCY INFORMATION	2-1-10
2-1-27. REPORTING UNAUTHORIZED LASER ILLUMINATION OF AIRCRAFT	2-1-10

Section 2. Responsibilities

2-2-1. LEGAL LIABILITIES OF PERSONNEL	2-2-1
2-2-2. JOB REQUIREMENTS	2-2-1
2-2-3. POSITION RESPONSIBILITY	2-2-1
2-2-4. DUTY FAMILIARIZATION AND THE TRANSFER OF POSITION RESPONSIBILITY	2-2-1
2-2-5. OPERATING INITIALS	2-2-3
2-2-6. SIGN IN/OUT AND ON/OFF PROCEDURES	2-2-3
2-2-7. CIRNOT HANDLING	2-2-4
2-2-8. GENOT HANDLING	2-2-4
2-2-9. PERSONNEL BRIEFINGS REGARDING AIR TRAFFIC BULLETIN ITEMS	2-2-4
2-2-10. LAW ENFORCEMENT INFORMATION	2-2-5
2-2-11. PERSONNEL BRIEFINGS REGARDING ORDER CHANGES	2-2-5
2-2-12. SYSTEMS MANAGEMENT OF VSCS EQUIPMENT	2-2-5
2-2-13. REPORTING EQUIPMENT TROUBLE	2-2-5
2-2-14. FACILITY DIRECTIVES REPOSITORY (FDR)	2-2-6

Section 3. Air Traffic Familiarization/Currency Requirements for En Route/Terminal/Flight Service Facilities

2-3-1. GENERAL	2-3-1
2-3-2. APPLICATION	2-3-1
2-3-3. REQUIREMENTS	2-3-1
2-3-4. DIFFERENTIAL	2-3-1

Section 4. Hours of Duty

2-4-1. SERVICE HOURS	2-4-1
2-4-2. TIME STANDARDS	2-4-1
2-4-3. TIME CHECKS	2-4-1
2-4-4. STATUS OF SERVICE	2-4-1

Section 5. Watch Coverage-Flight Service Stations

2-5-1. BASIC WATCH SCHEDULES	2-5-1
2-5-2. DESIGNATING WATCH SUPERVISION COVERAGE	2-5-1
2-5-3. AREA SUPERVISION	2-5-1
2-5-4. RELIEF PERIODS	2-5-1
2-5-5. OVERTIME DUTY	2-5-2
2-5-6. HOLIDAY STAFFING	2-5-2
2-5-7. CONSOLIDATING POSITIONS	2-5-2
2-5-8. SUPERVISORS HOURS OF DUTY	2-5-2

Paragraph	Page
10-1-6. SELECTING ACTIVE RUNWAYS	10-1-2
10-1-7. USE OF ACTIVE RUNWAYS	10-1-2
10-1-8. FLIGHT PROGRESS STRIP USAGE	10-1-4
10-1-9. LOW VISIBILITY OPERATIONS	10-1-4
10-1-10. MOBILE CONTROL TOWERS	10-1-4
10-1-11. PARTICIPATION IN LOCAL AIRPORT DEICING PLAN (LADP)	10-1-4
10-1-12. PRECISION OBSTACLE FREE ZONE (POFZ)	10-1-6
Section 2. Position Binders	
10-2-1. POSITION DUTIES AND RESPONSIBILITIES	10-2-1
10-2-2. TOWER/RADAR TEAM POSITION BINDERS	10-2-1
Section 3. Operations	
10-3-1. SIGMET AND PIREP HANDLING	10-3-1
10-3-2. WIND INSTRUMENTS AT APPROACH CONTROL FACILITIES	10-3-1
10-3-3. LOW LEVEL WIND SHEAR/MICROBURST DETECTION SYSTEMS	10-3-1
10-3-4. RELAY OF RVV/RVR VALUES	10-3-2
10-3-5. ADVANCE APPROACH INFORMATION	10-3-2
10-3-6. ILS/MLS HEIGHT/DISTANCE LIMITATIONS	10-3-2
10-3-7. LAND AND HOLD SHORT OPERATIONS (LAHSO)	10-3-2
10-3-8. TAXI INTO POSITION AND HOLD (TIPH) OPERATIONS	10-3-3
10-3-9. TAKEOFF CLEARANCE	10-3-4
Section 4. Services	
10-4-1. AUTOMATIC TERMINAL INFORMATION SERVICE (ATIS)	10-4-1
10-4-2. PRETAXI CLEARANCE PROCEDURES	10-4-1
10-4-3. GATE HOLD PROCEDURES	10-4-2
10-4-4. ADVISORY SERVICE TO ARRIVING VFR FLIGHTS	10-4-2
10-4-5. PRACTICE INSTRUMENT APPROACHES	10-4-2
10-4-6. SIMULTANEOUS ILS/MLS APPROACHES	10-4-3
10-4-7. PRECISION RUNWAY MONITOR-SIMULTANEOUS OFFSET INSTRUMENT APPROACHES	10-4-4
10-4-8. REDUCED SEPARATION ON FINAL	10-4-5
10-4-9. MINIMUM IFR ALTITUDES (MIA)	10-4-6
Section 5. Terminal Radar	
10-5-1. SHUTDOWN OF PAR ANTENNAS	10-5-1
10-5-2. RADAR DISPLAY INDICATORS	10-5-1
10-5-3. FUNCTIONAL USE OF CERTIFIED TOWER RADAR DISPLAYS	10-5-1
10-5-4. ASR PERFORMANCE CHECKS	10-5-2
10-5-5. DEFICIENCIES IN SYSTEM	10-5-2
10-5-6. RADAR TOLERANCES	10-5-2
10-5-7. RECOMMENDED ALTITUDES FOR SURVEILLANCE APPROACHES	10-5-3
10-5-8. ASDE PERFORMANCE CHECKS	10-5-3
Section 6. Airport Lighting	
10-6-1. GENERAL	10-6-1
10-6-2. OPERATION OF LIGHTS WHEN TOWER IS CLOSED	10-6-1
10-6-3. INCOMPATIBLE LIGHT SYSTEM OPERATION	10-6-1

Paragraph	Page
10-6-4. APPROACH LIGHT SYSTEMS	10-6-2
10-6-5. VISUAL APPROACH SLOPE INDICATOR (VASI) SYSTEMS	10-6-3
10-6-6. PRECISION APPROACH PATH INDICATOR (PAPI) SYSTEMS	10-6-3
10-6-7. RUNWAY AND TAXIWAY LIGHTS	10-6-4
10-6-8. RUNWAY FLOODLIGHTS	10-6-4
10-6-9. RUNWAY EDGE LIGHTS ASSOCIATED WITH MEDIUM APPROACH LIGHT SYSTEM/RUNWAY ALIGNMENT INDICATOR LIGHTS	10-6-4

Section 7. Airport Arrival Rate (AAR)

10-7-1. PURPOSE	10-7-1
10-7-2. POLICY	10-7-1
10-7-3. DEFINITIONS	10-7-1
10-7-4. RESPONSIBILITIES	10-7-1
10-7-5. CALCULATING AARs	10-7-1
10-7-6. OPERATIONAL AARs	10-7-2

Chapter 11. National Programs

Section 1. Terminal VFR Radar Services

11-1-1. PROGRAM INTENT	11-1-1
11-1-2. IMPLEMENTATION	11-1-1
11-1-3. TRSA	11-1-2
11-1-4. CLASS C AIRSPACE	11-1-2
11-1-5. CLASS B AIRSPACE	11-1-3

Section 2. Automated Terminal Tracking Systems (ATTS)

11-2-1. OPERATIONAL USE	11-2-1
11-2-2. DATA ENTRIES	11-2-1
11-2-3. DISPLAY DATA	11-2-1
11-2-4. USE OF MODIFY AND QUICK LOOK FUNCTIONS	11-2-1
11-2-5. AUTOMATION PROGRAM CHANGES	11-2-2
11-2-6. AUTOMATIC ACQUISITION/TERMINATION AREAS	11-2-2
11-2-7. MINIMUM SAFE ALTITUDE WARNING (MSAW), CONFLICT ALERT (CA) AND MODE C INTRUDER (MCI)	11-2-2
11-2-8. MAGNETIC VARIATION OF VIDEO MAPS/GEO MAPS AT ARTS FACILITIES	11-2-3
11-2-9. MSAW DTM CARTOGRAPHIC CERTIFICATION, UPDATES, AND RECOMPILATION	11-2-3
11-2-10. DIGITAL MAP VERIFICATION	11-2-4

Section 3. Data Recording and Retention

11-3-1. DATA RECORDING	11-3-1
11-3-2. DATA RETENTION	11-3-1
11-3-3. FAULT LOG	11-3-2

Section 4. TPX-42

11-4-1. OPERATIONAL USE	11-4-1
11-4-2. LOW ALTITUDE ALERT SYSTEM (LAAS)	11-4-1

Section 5. Charted VFR Flyway Planning Chart Program

11-5-1. DEFINITION	11-5-1
--------------------------	--------

Paragraph	Page
11-5-2. CRITERIA	11-5-1
11-5-3. RESPONSIBILITIES	11-5-1

Section 6. Helicopter Route Chart Program

11-6-1. POLICY	11-6-1
11-6-2. DEFINITION	11-6-1
11-6-3. CRITERIA	11-6-1
11-6-4. RESPONSIBILITIES	11-6-2

Section 7. Terminal Area VFR Route Program

11-7-1. POLICY	11-7-1
11-7-2. DEFINITION	11-7-1
11-7-3. CRITERIA	11-7-1
11-7-4. RESPONSIBILITIES	11-7-1

Section 8. Standard Terminal Automation Replacement System (STARS)

11-8-1. OPERATIONAL USE	11-8-1
11-8-2. DATA ENTRIES	11-8-1
11-8-3. DISPLAY DATA	11-8-1
11-8-4. USE OF STARS QUICK LOOK FUNCTIONS	11-8-1
11-8-5. AUTOMATION PROGRAM CHANGES	11-8-1
11-8-6. AUTOMATIC ACQUISITION/TERMINATION AREAS	11-8-2
11-8-7. MINIMUM SAFE ALTITUDE WARNING (MSAW) AND CONFLICT ALERT (CA)	11-8-2
11-8-8. MAGNETIC VARIATION OF VIDEO MAPS/GEO MAPS AT STARS FACILITIES	11-8-3
11-8-9. MSAW DTM CARTOGRAPHIC CERTIFICATION, UPDATES, AND RECOMPILATION	11-8-3
11-8-10. DIGITAL MAP VERIFICATION	11-8-3
11-8-11. MODE C INTRUDER (MCI) ALERT PARAMETERS	11-8-3
11-8-12. OPERATIONAL MODE TRANSITION PROCEDURES	11-8-4
11-8-13. RADAR SELECTION PROCEDURES	11-8-4
11-8-14. MULTI-SENSOR RADAR OPERATIONS	11-8-5
11-8-15. SINGLE SITE COVERAGE ATTS OPERATIONS	11-8-5

Section 9. Safety Logic Systems Front-Line Manager/CIC Procedures

11-9-1. SYSTEM OPERATION	11-9-1
11-9-2. ENSURE STATUS	11-9-1
11-9-3. MONITOR ALERTS AND ENSURE CORRECTIVE ACTION	11-9-2
11-9-4. RAIN CONFIGURATION	11-9-2
11-9-5. LIMITED CONFIGURATION	11-9-2
11-9-6. WATCH CHECKLIST	11-9-2

Section 10. VFR Waypoint Chart Program

11-10-1. POLICY	11-10-1
11-10-2. DEFINITION	11-10-1
11-10-3. CRITERIA	11-10-1
11-10-4. RESPONSIBILITIES	11-10-2

Chapter 12. Facility Statistical Data, Reports, and Forms

Section 1. General Information

12-1-1. GENERAL	12-1-1
-----------------------	--------

Paragraph	Page
12-1-2. COUNTING METHODS	12-1-1
12-1-3. QUESTIONS OR CHANGES	12-1-1
12-1-4. SUMMARY OF STATISTICAL REPORTS AND FORMS	12-1-1
12-1-5. CATEGORIES OF OPERATIONS	12-1-2

Section 2. Itinerant Operations

12-2-1. TABULATION	12-2-1
--------------------------	--------

Section 3. Local Operations

12-3-1. TABULATION	12-3-1
--------------------------	--------

Section 4. Overflight Operations

12-4-1. TABULATION	12-4-1
--------------------------	--------

Section 5. Amending and Reviewing Data

12-5-1. AMENDED OPSNET DATA	12-5-1
12-5-2. ANALYSIS AND REVIEW	12-5-1

Part 4. FLIGHT SERVICE STATIONS

Chapter 13. Flight Service Operations and Services

Section 1. General

13-1-1. OPERATING POSITION DESIGNATORS	13-1-1
13-1-2. TEMPORARY FSS	13-1-1
13-1-3. FLIGHT PLAN AREA	13-1-1
13-1-4. ICSS INTRODUCTORY ANNOUNCEMENT	13-1-1

Section 2. Position/Service Information Binders

13-2-1. RESPONSIBILITY	13-2-1
13-2-2. BOUNDARIES	13-2-1
13-2-3. POSITIONS/SERVICES	13-2-1

Section 3. Operations

13-3-1. AIRPORT CONDITION FILE	13-3-1
13-3-2. LANDING AREA STATUS CHECKS	13-3-1
13-3-3. AIRPORT SEARCH ARRANGEMENTS	13-3-1
13-3-4. LIAISON VISITS	13-3-1
13-3-5. DUTIES	13-3-1
13-3-6. TIE-IN NOTAM RESPONSIBILITY	13-3-1

Section 4. Services

13-4-1. PREFILED FLIGHT PLANS	13-4-1
13-4-2. PRACTICE INSTRUMENT APPROACHES	13-4-1
13-4-3. OPERATION OF AIRPORT LIGHTS	13-4-1
13-4-4. RUNWAY EDGE LIGHTS ASSOCIATED WITH MEDIUM APPROACH LIGHT SYSTEM/RUNWAY ALIGNMENT INDICATOR LIGHTS	13-4-1

Section 7. AFSS Lists, Logs, and Tallies (OASIS)

Paragraph	Page
16-7-1. RECORDING OF FLIGHT INFORMATION	16-7-1
16-7-2. MANAGEMENT OF LISTS AND LOGS	16-7-1
16-7-3. TALLIES PRINTING	16-7-1

Part 5. TRAFFIC MANAGEMENT SYSTEM

Chapter 17. Traffic Management National, Center, and Terminal

Section 1. Organizational Missions

17-1-1. TRAFFIC MANAGEMENT SYSTEM MISSION	17-1-1
17-1-2. DAVID J. HURLEY AIR TRAFFIC CONTROL SYSTEM COMMAND CENTER (ATCSCC)	17-1-1
17-1-3. TRAFFIC MANAGEMENT UNIT (TMU) MISSION	17-1-1

Section 2. Organizational Responsibilities

17-2-1. AIR TRAFFIC TACTICAL OPERATIONS PROGRAM	17-2-1
17-2-2. SERVICE OPERATIONS AREA OFFICES	17-2-1
17-2-3. ATCSCC	17-2-1
17-2-4. FIELD FACILITIES	17-2-2

Section 3. Line of Authority

17-3-1. ATCSCC	17-3-1
17-3-2. ARTCC	17-3-1
17-3-3. TERMINAL	17-3-1

Section 4. Supplemental Duties

17-4-1. TELEPHONE CONFERENCES	17-4-1
17-4-2. SPECIAL INTEREST FLIGHTS	17-4-1
17-4-3. ANALYSIS	17-4-1
17-4-4. OPERATIONS MANAGER (OM) SUPPORT	17-4-2
17-4-5. DIVERSION RECOVERY	17-4-2

Section 5. Coordination

17-5-1. COORDINATION	17-5-1
17-5-2. COMMUNICATION	17-5-1
17-5-3. DOCUMENTATION	17-5-1
17-5-4. RESPONSIBILITIES	17-5-1
17-5-5. STATIC COORDINATION	17-5-3
17-5-6. EN ROUTE INTRA-FACILITY COORDINATION	17-5-4
17-5-7. TERMINAL INTER-FACILITY COORDINATION	17-5-4
17-5-8. NATIONAL TRAFFIC MANAGEMENT LOG (NTML)	17-5-4
17-5-9. NTML FACILITY CONFIGURATION REQUIREMENTS	17-5-5
17-5-10. NTML PROCEDURES	17-5-5
17-5-11. PROCESSING REQUESTS FOR REROUTES AND RESTRICTIONS FOR FACILITIES WITH NTML	17-5-5

Paragraph	Page
17-5-12. DELAY REPORTING	17-5-6

Section 6. Traffic Management Initiatives

17-6-1. GENERAL	17-6-1
17-6-2. BACKGROUND	17-6-1
17-6-3. POLICY	17-6-1
17-6-4. TYPES OF TMIs	17-6-1
17-6-5. EXCEPTION	17-6-2
17-6-6. TMI DATA	17-6-2
17-6-7. TMI APPROVAL AUTHORITY	17-6-2
17-6-8. PROCESSING TMI	17-6-2
17-6-9. FIELD FACILITY RESPONSIBILITIES FOR TMIs	17-6-2
17-6-10. ATCSCC RESPONSIBILITIES FOR TMI	17-6-3
17-6-11. TMIs WITHIN ARTCC AREA OF JURISDICTION	17-6-3
17-6-12. TMIs OF 10 MIT OR LESS	17-6-3
17-6-13. EN ROUTE SEQUENCING PROGRAM (ESP) IMPLEMENTATION	17-6-3
17-6-14. TMIs OF 25 MIT OR GREATER	17-6-4
17-6-15. CAPPING AND TUNNELING	17-6-4

Section 7. Flow Evaluation Area (FEA) and Flow Constrained Area (FCA)

17-7-1. GENERAL	17-7-1
17-7-2. DEFINITIONS	17-7-1
17-7-3. RESPONSIBILITIES	17-7-1
17-7-4. PROCEDURES	17-7-1
17-7-5. ARTCC TO ARTCC COORDINATION	17-7-2
17-7-6. RESPONSIBILITIES	17-7-2
17-7-7. PROCEDURES	17-7-2

Section 8. Monitor Alert Parameter

17-8-1. PURPOSE	17-8-1
17-8-2. IMPLEMENTATION PROCEDURES	17-8-1
17-8-3. RESPONSIBILITIES	17-8-1
17-8-4. ANALYSIS REQUIREMENTS	17-8-2
17-8-5. RESOLVING RECURRING SECTOR LOADING ISSUES	17-8-2

Section 9. Ground Delay Programs

17-9-1. POLICY	17-9-1
17-9-2. GENERAL	17-9-1
17-9-3. BACKGROUND	17-9-1
17-9-4. DEFINITIONS	17-9-1
17-9-5. VARIABLES IN GDPs	17-9-1
17-9-6. ATCSCC PROCEDURES	17-9-1
17-9-7. ARTCC PROCEDURES	17-9-2
17-9-8. TERMINAL PROCEDURES	17-9-3
17-9-9. AMENDING EDCTs	17-9-3
17-9-10. CANCELLATION PROCEDURES	17-9-3
17-9-11. DOCUMENTATION	17-9-4
17-9-12. USER OPTIONS	17-9-4

Paragraph	Page
17-9-13. VFR FLIGHTS	17-9-4
Section 10. Airspace Flow Programs (AFP)	
17-10-1. GENERAL	17-10-1
17-10-2. POLICY	17-10-1
17-10-3. RESPONSIBILITIES	17-10-1
17-10-4. PROCEDURES	17-10-1
Section 11. Ground Stop(s)	
17-11-1. POLICY	17-11-1
17-11-2. GENERAL	17-11-1
17-11-3. LOCAL GROUND STOP(S)	17-11-1
17-11-4. NATIONAL GROUND STOP(S)	17-11-1
17-11-5. CANCELLATION PROCEDURES	17-11-2
17-11-6. DOCUMENTATION	17-11-2
Section 12. Special Traffic Management Programs	
17-12-1. SPECIAL EVENT PROGRAMS	17-12-1
17-12-2. COORDINATION	17-12-1
17-12-3. IMPLEMENTATION	17-12-1
17-12-4. AIRPORT RESERVATION OFFICE	17-12-1
Section 13. Severe Weather Management	
17-13-1. GENERAL	17-13-1
17-13-2. DUTIES AND RESPONSIBILITIES	17-13-1
Section 14. Severe Weather Avoidance Plan (SWAP)	
17-14-1. GENERAL	17-14-1
17-14-2. RESPONSIBILITIES	17-14-1
Section 15. Preferred IFR Routes Program	
17-15-1. GENERAL	17-15-1
17-15-2. RESPONSIBILITIES	17-15-1
17-15-3. DEVELOPMENT PROCEDURES	17-15-1
17-15-4. COORDINATION PROCEDURES	17-15-2
17-15-5. PROCESSING AND PUBLICATION	17-15-3
Section 16. North American Route Program	
17-16-1. PURPOSE	17-16-1
17-16-2. RESPONSIBILITIES	17-16-1
17-16-3. PROCEDURES	17-16-1
17-16-4. REPORTING REQUIREMENTS	17-16-1
17-16-5. USER REQUIREMENTS	17-16-1
Section 17. Coded Departure Routes	
17-17-1. PURPOSE	17-17-1
17-17-2. DEFINITION	17-17-1
17-17-3. POLICY	17-17-1

Paragraph	Page
17-17-4. RESPONSIBILITIES	17-17-1
17-17-5. CDR DATA FORMAT	17-17-1
17-17-6. PROCEDURES	17-17-2

Section 18. Route Advisories

17-18-1. PURPOSE	17-18-1
17-18-2. POLICY	17-18-1
17-18-3. EXPLANATION OF TERMS	17-18-1
17-18-4. ROUTE ADVISORY MESSAGES	17-18-1
17-18-5. RESPONSIBILITIES	17-18-2
17-18-6. PROCEDURES	17-18-2

Section 19. Operations Plan

17-19-1. PURPOSE	17-19-1
17-19-2. DEFINITION	17-19-1
17-19-3. RESPONSIBILITIES	17-19-1
17-19-4. PROCEDURES	17-19-2

Section 20. National Playbook

17-20-1. PURPOSE	17-20-1
17-20-2. POLICY	17-20-1
17-20-3. DEFINITION	17-20-1
17-20-4. RESPONSIBILITIES	17-20-1
17-20-5. NATIONAL PLAYBOOK DATA FORMAT	17-20-2
17-20-6. PROCEDURES	17-20-2

Section 21. Traffic Management (TM) Support of Non-Reduced Vertical Separation Minima (RVSM) Aircraft

17-21-1. PURPOSE	17-21-1
17-21-2. POLICY	17-21-1
17-21-3. DEFINITIONS	17-21-1
17-21-4. EXCEPTED FLIGHTS	17-21-1
17-21-5. OPERATOR ACCESS OPTIONS	17-21-1
17-21-6. DUTIES AND RESPONSIBILITIES	17-21-1

Part 6. REGULATORY INFORMATION

Chapter 18. Waivers, Authorizations, and Exemptions

Section 1. Waivers and Authorizations

18-1-1. PURPOSE	18-1-1
18-1-2. POLICY	18-1-1
18-1-3. RESPONSIBILITIES	18-1-1
18-1-4. PROCESSING CERTIFICATE OF WAIVER OR AUTHORIZATION (FAA FORM 7711-2) REQUESTS	18-1-2
18-1-5. PROCESSING CERTIFICATE OF WAIVER OR AUTHORIZATION RENEWAL OR AMENDMENT REQUESTS	18-1-2
18-1-6. ISSUANCE OF CERTIFICATE OF WAIVER OR AUTHORIZATION (FAA FORM 7711-1)	18-1-2

Paragraph	Page
18-1-7. RETENTION OF CERTIFICATES OF WAIVER OR AUTHORIZATION	18-1-2
18-1-8. WAIVER, AUTHORIZATION OR DENIAL PROCEDURE	18-1-3
18-1-9. CANCELLATION OF WAIVERS AND AUTHORIZATIONS	18-1-3

Section 2. Elimination of Fixed-Wing Special Visual Flight Rules Operations

18-2-1. PURPOSE	18-2-1
18-2-2. POLICY	18-2-1
18-2-3. RESPONSIBILITIES	18-2-1

Section 3. Current Authorizations and Exemptions from Title 14, Code of Federal Regulations

18-3-1. AUTHORIZATIONS AND EXEMPTIONS FROM TITLE 14, CODE OF FEDERAL REGULATIONS (14 CFR)	18-3-1
18-3-2. AUTHORIZATION AND EXEMPTION REQUESTS	18-3-1

Section 4. Parachute Jump Operations

18-4-1. NONEMERGENCY PARACHUTE JUMP OPERATIONS	18-4-1
--	--------

Section 5. Moored Balloons, Kites, Unmanned Rockets, and Unmanned Free Balloons/Objects

18-5-1. MOORED BALLOONS, KITES, UNMANNED ROCKETS, AND UNMANNED FREE BALLOONS/OBJECTS	18-5-1
18-5-2. DERELICT BALLOONS/OBJECTS	18-5-1

Chapter 19. Temporary Flight Restrictions

Section 1. General Information

19-1-1. PURPOSE	19-1-1
19-1-2. AUTHORITY	19-1-1
19-1-3. REASONS FOR ISSUING A TFR	19-1-1
19-1-4. TYPES OF TFRs	19-1-1
19-1-5. TFR INFORMATION	19-1-1
19-1-6. ENTITIES REQUESTING TFRs	19-1-1
19-1-7. ISSUING TFRs	19-1-1
19-1-8. TFRs OUTSIDE OF THE UNITED STATES AND ITS TERRITORIES	19-1-2
19-1-9. FACTORS FOR CONSIDERING TFR RESTRICTIONS	19-1-2
19-1-10. TFR QUESTIONS	19-1-2

Section 2. Temporary Flight Restrictions in the Vicinity of Disaster/Hazard Areas (14 CFR Section 91.137)

19-2-1. PURPOSE	19-2-1
19-2-2. RATIONALE	19-2-1
19-2-3. EXCEPTIONS	19-2-1
19-2-4. REQUESTING AUTHORITIES	19-2-1
19-2-5. SITUATIONS FOR RESTRICTIONS	19-2-1
19-2-6. CAVEATS TO RESTRICTIONS	19-2-2
19-2-7. RESPONSIBILITIES	19-2-2
19-2-8. MESSAGE CONTENT	19-2-3

Paragraph	Page
19-2-9. REVISIONS AND CANCELLATIONS	19-2-3

**Section 3. Temporary Flight Restrictions in National Disaster Areas
in the State of Hawaii (Section 91.138)**

19-3-1. PURPOSE	19-3-1
19-3-2. REQUESTING AUTHORITIES	19-3-1
19-3-3. DEGREE OF RESTRICTIONS	19-3-1
19-3-4. DURATION OF RESTRICTIONS	19-3-1

Section 4. Emergency Air Traffic Rules (14 CFR Section 91.139)

19-4-1. PURPOSE	19-4-1
19-4-2. REQUESTING AUTHORITIES	19-4-1
19-4-3. DEGREE OF RESTRICTIONS	19-4-1

**Section 5. Flight Restrictions in the Proximity of the Presidential
and Other Parties (14 CFR Section 91.141)**

19-5-1. PURPOSE	19-5-1
19-5-2. REQUESTING AUTHORITIES	19-5-1
19-5-3. DEGREE OF RESTRICTIONS	19-5-1

**Section 6. Flight Limitation in the Proximity of Space Flight
Operations (14 CFR Section 91.143)**

19-6-1. PURPOSE	19-6-1
19-6-2. REQUESTING AUTHORITIES	19-6-1
19-6-3. DEGREE OF RESTRICTIONS	19-6-1

**Section 7. Management of Aircraft Operations in the Vicinity of
Aerial Demonstrations and Major Sporting Events (14 CFR Section
91.145)**

19-7-1. PURPOSE	19-7-1
19-7-2. POLICY	19-7-1
19-7-3. RESPONSIBILITIES	19-7-1
19-7-4. RELATED DOCUMENTS	19-7-2
19-7-5. COORDINATION	19-7-2
19-7-6. SPECIAL TRAFFIC MANAGEMENT PROGRAM GUIDELINES	19-7-3
19-7-7. PROCESS FOR TFRs	19-7-3
19-7-8. REVISIONS AND CANCELLATIONS	19-7-4

Section 8. Special Security Instructions (14 CFR Section 99.7)

19-8-1. PURPOSE	19-8-1
19-8-2. REQUESTING AUTHORITIES	19-8-1
19-8-3. DEGREE OF RESTRICTIONS	19-8-1
19-8-4. DEFINITIONS	19-8-1

Part 7. SYSTEM OPERATIONS SECURITY

Chapter 20. Operations Security, Strategic and Tactical

Section 1. Organizational Missions

20-1-1. SYSTEM OPERATIONS SECURITY MISSION	20-1-1
--	--------

Paragraph	Page
20-1-2. STRATEGIC OPERATIONS SECURITY MISSION	20-1-1
20-1-3. TACTICAL OPERATIONS SECURITY MISSION	20-1-1

Section 2. Organizational Responsibilities

20-2-1. STRATEGIC OPERATIONS SECURITY	20-2-1
20-2-2. TACTICAL OPERATIONS SECURITY	20-2-1
20-2-3. FIELD FACILITIES	20-2-1

Section 3. Line of Authority

20-3-1. SYSTEM OPERATIONS SECURITY	20-3-1
20-3-2. AIR TRAFFIC SECURITY COORDINATOR (ATSC)	20-3-1
20-3-3. AIR TRAFFIC SECURITY LIAISON (ATSL)	20-3-1

Section 4. Supplemental Duties

20-4-1. DOMESTIC EVENTS NETWORK (DEN)	20-4-1
20-4-2. PRESIDENTIAL MOVEMENT	20-4-1
20-4-3. SPECIAL INTEREST FLIGHTS (SIFs)	20-4-1
20-4-4. CONTINUITY OF OPERATIONS AND CONTINUATION OF GOVERNMENT (COOP/COG)	20-4-1
20-4-5. CLASSIFIED OPERATIONS	20-4-2
20-4-6. INTELLIGENCE ANALYSIS AND COMMUNICATION	20-4-2

Section 5. Coordination

20-5-1. COORDINATION	20-5-1
20-5-2. COMMUNICATION AND DOCUMENTATION	20-5-1
20-5-3. RESPONSIBILITIES	20-5-1

Appendices

Appendix 1. Air Carrier Contact for the Distribution of Incident Reports	Appendix 1-1
Appendix 2. Air Carrier Points of Contact for Aircraft Identification Problems	Appendix 2-1
Appendix 3. Air Carrier Aircraft for Air Traffic Activity Operations Count	Appendix 3-1
Index	I-3

Part 1. BASIC

Chapter 1. General

Section 1. Introduction

1-1-1. PURPOSE

This order provides instructions, standards, and guidance for operating and managing air traffic facilities.

a. Part 1 contains information generally applicable to two or more options.

b. Part 2, Part 3, and Part 4 prescribe instructions unique to each discipline:

1. Air Route Traffic Control Centers (ARTCC).
2. Terminal Air Traffic Control Facilities.

3. Automated Flight Service Stations/Flight Service Stations.

c. Part 5 prescribes the instructions for traffic management applicable to the David J. Hurley Air Traffic Control System Command Center (ATCSCC), center, and terminal facilities.

d. Part 6 is regulatory information concerning waivers, authorizations, exemptions, and flight restrictions.

e. Part 7 provides the overview concerning System Operations Security, Strategic and Tactical Operations, which are further delineated in FAAO JO 7610.4, Special Operations. Part 7 explains Air Traffic's role in the security realm, military activities, and other events which have impact on facilities and the NAS.

1-1-2. DISTRIBUTION

This order 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.

1-1-3. CANCELLATION

FAA Order 7210.3U, Facility Operation and Administration, dated February 16, 2006, and all changes to it are canceled.

1-1-4. EXPLANATION OF CHANGES

The significant changes to this order are identified in the Explanation of Changes page(s). It is advisable to retain this/these page(s) until the next basic order is published.

1-1-5. EFFECTIVE DATE

This order is effective **February 14, 2008**.

1-1-6. CONSTRAINTS GOVERNING SUPPLEMENTS AND PROCEDURAL DEVIATIONS

a. Exceptional or unusual requirements may dictate procedural deviations or supplementary procedures to this order. The written approval of the Vice President of System Operations Services shall be obtained prior to issuing a supplemental or procedural deviation to this order which decreases the level, quality, or degree of service required by this order.

b. Prior approval by the following appropriate military headquarters is required for subsequent interface with the Federal Aviation Administration (FAA) if military operations or facilities are involved. (See TBL 1-1-1.)

**TBL 1-1-1
Military Headquarters**

<i>Branch</i>	<i>Address</i>
U.S. Air Force	HQ AFFSA/A3A 7919 Mid-America Blvd Suite 300 Oklahoma City, OK 73135
U.S. Army	Director USAASA (MOAS-AS) 9325 Gunston Road Suite N-319 Ft. Belvoir, VA 22060-5582
U.S. Navy	CNO (OP-554)

1-1-7. SAFETY MANAGEMENT SYSTEM (SMS)

Every employee is responsible to ensure the safety of equipment and procedures used in the provision of services within the National Airspace System (NAS). Risk assessment techniques and mitigations, as

appropriate, are intended for implementation of any planned safety significant changes within the NAS, as directed by FAA Order 1100.161, Air Traffic Safety Oversight. Direction regarding the Safety Management System (SMS) and its application can be found in the FAA Safety Management System Manual and FAA Order 1100.161. The Safety Management System will be implemented through a period of transitional activities. (Additional information pertaining to these requirements and processes can be obtained by contacting the service area offices.)

1-1-8. REFERENCES TO FAA NON-AIR TRAFFIC ORGANIZATION

When references are made to regional office organizations that are not part of the ATO (i.e., Communications Center, Flight Standards, Airport offices, etc.), the facility should contact the FAA region where the facility is physically located - not the region where the facility's Service Area office is located.

2-2-5. OPERATING INITIALS

a. Specialists shall be assigned two-letter operating initials to identify the employee for record purposes. When all combinations of letters are depleted, duplicate initials may be assigned to personnel working in different areas of specialization.

b. Unless signatures are specifically requested, use assigned operating initials for all operating forms, interphone contacts, marking of recorder tapes, and other records.

c. A current file of assigned initials shall be maintained.

2-2-6. SIGN IN/OUT AND ON/OFF PROCEDURES

The following is applicable to all FAA air traffic facilities, but does not apply to FAA contract facilities.

Cru-X/ART is the official time and attendance system for both signing in/out for a shift and on and off positions, not paper logs nor Common ARTS/HOST/NTML/M1FC or other Agency or local programs. Facilities may use Common ARTS/HOST/NTML/M1FC to sign on positions for position preference settings; however, these systems/programs must not be used for official time and attendance nor position times. Duplicate paper logs for sign in/out of the shift and on and off positions must not be utilized during normal daily operations.

a. FAA operations managers-in-charge (OMIC)/front-line managers (FLM)/supervisory traffic management coordinators (STMC)/national operations managers (NOM)/national traffic management officers (NTMO)/controllers-in-charge (CIC) of the watch are responsible for ensuring the accuracy of the personnel log for time and attendance (T&A) recording. T&A information must be entered into and maintained within the ATO Resource Tool (ART) system approved.

1. The facility air traffic manager shall ensure that procedures are in place so that operational schedules are entered correctly into ART.

2. Employees shall use ART to sign in and out of their shifts.

(a) Sign in for a shift shall be accomplished no later than the shift assigned time unless the OS/STMC/NTMO/CIC and/or OMIC has approved leave at the start of the assigned shift. Sign in, using the assigned shift start time, may occur up to 15 minutes before an employee's assigned shift. Earning of, and signing in for, Time Outside Shift time at the beginning of an assigned shift must receive approval by the OS/STMC/NTMO/CIC or OMIC prior to earning or recording it into Cru-X/ART.

NOTE-

Shift/Core hour changes must be in accordance with local and national policy. Earning Time Outside Shift (overtime, credit hours, etc.) must be approved by the OS/STMC/NTMO/CIC or OMIC prior to entering it into Cru-X/ART or working it.

(b) In situations where it is known in advance that employees will not report to the facility, such as when attending an all day meeting outside the facility, facilities should enter the employee's shift in the schedule as an Other Duty Code.

(c) Sign out shall be accomplished at the end of an employee's assigned shift. Sign out using the assigned shift end time may be accomplished no earlier than 15 minutes prior to the end of the shift, or no later than 15 minutes after the end of the assigned shift. Any Time Outside Shift at the end of an assigned shift, or leave, must first receive OS/STMC/NTMO/CIC or OMIC approval prior to earning/using and recording such time in Cru X/ART.

3. The supervisor/CIC position relief briefing check list shall include:

(a) T&A status,

(b) Other Duties,

(c) Time Outside Shift (TOS) requests/approvals, and

(d) Leave requests/approvals.

NOTE-

Upon signing on position the OMIC/FLM/STMC/NOM/NTMO/CIC assumes full responsibility of all check list items including those identified above.

4. It is the employee's responsibility to notify the OMIC/FLM/STMC/NOM/NTMO/CIC of the watch of any changes to "Other Duty" shifts. For example, an employee is outside of the facility on another duty and requests a day of sick leave.

5. In the event of electronic system failure, scheduled system outage, or facility evacuation, the

paper FAA Form 7230-10, "Position Log," shall be used to indicate position responsibility. When the ART system has been restored or the facility reoccupied, the facility shall ensure that all data collected with the paper FAA Form 7230-10's is entered into ART. In instances where the data cannot be entered into ART, the paper FAA Form 7230-10's shall be retained in accordance with document retention guidance.

b. The Cru-X/ART electronic logs shall be used to indicate responsibility at all operational positions and for supervisory traffic management coordinator-in-charge (STMCIC), operations supervisor-in-charge (OSIC), traffic management coordinator-in-charge (TMCIC), and CIC functions. It is the responsibility of the relieved controller to enter the correct change of position responsibility time in Cru-X/ART. In situations where there is no relieved controller, such as when opening a position, the person opening the position is responsible for entering the correct position time or notifying the supervisor/STMC/CIC of the position opening time. The supervisor/STMC/NTMO/CIC shall then enter that time into Cru-X/ART.

2-2-7. CIRNOT HANDLING

A CIRNOT initiated by WMSCR/NNCC shall be transmitted to all circuit users.

a. WMSCR/NNCC shall maintain a record of all CIRNOTs and forward a hard copy to FAA Headquarters, Terminal Safety and Operations Support by the most expeditious means available.

b. AFSS/FSS air traffic managers shall provide CIRNOTs to the Terminal Operations Service Area office and/or other field facilities upon request.

c. CIRNOTs should be retained at the receiving facility for 120 days.

NOTE-

The most expeditious means is transmitting the CIRNOT via facsimile, telephone, mail, electronic mail, etc.

2-2-8. GENOT HANDLING

A GENOT initiated by headquarters ATO organizations, requiring distribution to air traffic facilities, shall be transmitted to all Service Area offices, Flight Service Stations (FSS), Automated Flight Service Stations (AFSS), and ARTCC.

a. Terminal Operations Service Area office shall distribute GENOTs to the following using the most expeditious means available:

1. FAA contract and non-Federal towers.
2. FAA military ATREPS assigned to the service area.

NOTE-

The most expeditious means is transmitting the GENOT via facsimile, telephone, mail, electronic mail, etc.

b. The AFSS/FSS shall distribute the GENOT to all FAA field facilities addressed, except ARTCCs, within their designated areas as determined by the respective Service Area office using the most expeditious means available.

REFERENCE-

FAAO JO 7210.3, Para 2-2-8a2 Note.

c. Terminal Hub facilities distribute all GENOTs in plain language format to all non-Federal and contract ATCTs which are located within their Hub Area. The GENOT shall be distributed in the most expeditious means available.

REFERENCE-

FAAO JO 7210.3, Para 2-2-8a2 Note.

d. Air traffic managers at all facilities shall:

1. Disseminate GENOT information to concerned facility personnel. The content of the message will dictate the priority of the distribution.

2. Ensure that all employees with a need to know are thoroughly briefed on the change prior to performing their duties.

3. Ensure that the appropriate entry is made in the employee's Training and Proficiency Record, Form 3120-1.

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:

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 Herndon, 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 3. Letters of Agreement (LOA)

4-3-1. LETTERS OF AGREEMENT

a. Air traffic managers shall negotiate a LOA when operational/procedural needs require the cooperation and concurrence of other persons/facilities/organizations. A LOA shall be prepared when it is necessary to:

b. Supplement established operational/procedural instructions.

c. Define responsibilities and coordination requirements.

d. Establish or standardize operating methods.

e. Specify special operating conditions or specific air traffic control procedures.

f. Delegate responsibility for ATC service; e.g., approach control service, control boundary jurisdiction, and procedures for coordinating and controlling aircraft where two or more airports have conflicting traffic patterns or overlapping conflicting traffic patterns.

g. Establish responsibilities for:

1. Operating airport equipment.

2. Providing emergency services.

3. Exchange braking action reports with the airport management. As a minimum, procedures shall provide for the prompt exchange of reports which indicate runway braking conditions have deteriorated to “fair,” “poor,” or “nil” or have improved to “good.”

4. Reporting operating limitations and hazards.

h. Describe procedures that supplement those contained in FAAO JO 7110.65, Air Traffic Control, or FAAO JO 7110.10, Flight Services, to satisfy a requirement of a military service.

REFERENCE-
FAAO JO 7110.65, Para 1-1-10, Constraints Governing Supplements and Procedural Deviations.

i. Define stereotyped flight plans used for special operations, such as training flights or flight test activities.

j. Describe airspace areas required to segregate special operations.

k. Establish aircraft radiotelephony call signs to be used by the tower and the local operators.

l. Define the responsibilities of the tower and the airport management or other authority for movement and nonmovement areas by precisely delineating the loading ramps and parking areas under the jurisdiction of the airport management or other appropriate authority. Facility air traffic managers may, at their discretion, exclude from the movement area those portions of the airport surface normally designated movement areas that are not visible from the tower. Consideration shall be given to the impact this may have on the movement of ground traffic. The agreement may include the following:

1. Airport management or other appropriate authority shall require, by agreement or regulation, all ground vehicles and equipment operators and personnel to obtain tower approval prior to entry onto the airport movement area and comply with control instructions issued to them while on that area. This includes those vehicles used to conduct pushback operations and shall require approval prior to moving aircraft/vehicles out of the loading ramps or parking areas onto the movement area.

2. Airport management or other appropriate authority may also require those aircraft which will not infringe upon the movement area but will impede ingress and egress to the parking area to contact the tower for advisories prior to conducting pushback operations. State that information related to aircraft movement on the loading ramps or parking areas is advisory in nature and does not imply control responsibility.

3. At those airports where vehicles not equipped with two-way radio are permitted by the airport management or other appropriate authority to enter or cross the defined movement area at specific locations without approval from the tower, enter into an LOA with the airport management, or other appropriate authority, specifying the conditions for such operations and include the clause as follows: “The airport owner/operator covenants and expressly agrees that with regard to any liability which may arise from the operation within (area/areas), that party shall be solely and exclusively liable for the negligence of its own agents, servants, and/or employees, in accordance with applicable law, and

that neither party looks to the other to save or hold it harmless for the consequences of any negligence on the part of one of its own agents, servants, and/or employees.”

4-3-2. APPROPRIATE SUBJECTS

Examples of subjects of LOAs are:

- a. Between ARTCCs:
 1. Radar handoff procedures.
 2. Interfacility coordination procedures.
 3. Delegation of responsibility for IFR control jurisdiction.
- b. Between ATCTs:
 1. Tower en route control service.
 2. Interfacility coordination procedures.
- c. Between Flight Service Stations: Procedures for maintaining master flight plan files.
- d. Between an ARTCC and an ATCT:
 1. Approach control service.
 2. Interfacility coordination procedures.
 3. Tower/center en route control service.
- e. Between an ARTCC and an AFSS/FSS: Define areas of security responsibility. (See para 2-7-5, Facility Security.)
- f. Between an ATCT and an AFSS/FSS: Operation of airport lighting.
- g. Between an ARTCC or an approach control facility and a nonapproach control tower, an AFSS/FSS, an airport manager, or a local operator: Special VFR Operations. (See FIG 4-3-1.)
- h. Between an ARTCC or an approach control facility and a nonapproach control tower:
 1. Authorization for separation services.
 2. Interfacility coordination procedures.
- i. Between an ARTCC and another government agency:
 1. Interfacility coordination for control of ADC aircraft.
 2. Delegation of responsibility for approach control services.

3. MTR procedures.

j. Between a tower and another government agency:

1. Simulated flameout procedures.
2. Control of helicopter SVFR flights.
3. Operation of aircraft-arresting barriers.
4. MTR procedures.

k. Between a tower and/or AFSS/FSS and an airport manager/aircraft operator at airports upon which the tower and/or AFSS/FSS is located:

1. Airport emergency service.
2. Operation of airport lighting.
3. Reporting airport conditions.
4. Control of vehicular traffic on airport movement areas.
5. Operations under an exemption from Part 91, Appendix D, Section 3, the surface area of Class B, Class C, Class D, or Class E airspace within which Special VFR weather minimums are not authorized.

REFERENCE-

Advisory Circular AC 150/5210-7C, Airport Rescue and Fire Fighting Communications.

4-3-3. DEVELOPING LOA

Air traffic managers shall take the following action when developing a LOA: (See FIG 4-3-1 and FIG 4-3-2.)

- a. Determine, through coordination, which FAA facility is principally responsible for processing the LOA.
- b. Confine the material in each agreement to a single subject or purpose.
- c. Describe the responsibilities and procedures applicable to each facility and organization involved.
- d. Delegate responsibility for control of IFR aircraft, where necessary, by taking the following action:
 1. Describe the area within which responsibility is delegated. The area may be depicted in chart form.
 2. Define the conditions governing use of the area. These include altitudes, routing configuration, and limitations or exceptions to the use of the applicable airspace.

3. Specify the details of control procedures to be used. These include clearance limits, reporting points, handoff points, and release points.

4. Identify clearance limits designated as Instrument Approach Fixes when they are to be used for holding aircraft.

5. Specify communications and coordination procedures.

e. Coordinate with other FAA facilities and military or civil organizations as appropriate.

f. Attach charts or other visual presentations, when appropriate, to depict the conditions of the LOA.

g. Coordinate with the Regional Flight Standards Division, All Weather Operations Program Manager if aircraft operations or pilot procedures will be affected.

h. Prepare a single supplement, if necessary, to augment the letter at a facility and attach it to the basic LOA. Do not repeat material from the basic LOA.

i. After coordination, send two copies of the proposed LOA, including supplements, to the service area office for approval if required.

4-3-4. REVIEW BY SERVICE AREA OFFICE

a. The Service Area office shall review the proposed LOA, ensure coordination with other interested offices and affected user groups, as necessary, and approve the LOA if satisfactory.

b. The Service Area office may, in writing, delegate to air traffic managers, air traffic managers designees, ATREPs, or Region Air Defense Liaison Officer (RADLOs) the authority to develop, coordinate, approve, and implement LOAs except for:

1. Those which prescribe procedures or minima contrary to those contained in FAAO JO 7110.65, Air Traffic Control, unless appropriate military authority has authorized application of reduced separation between military aircraft; or

REFERENCE-
FAAO JO 7110.65, Para 1-1-9, Procedural Letters of Agreement.

2. Those between an IFR facility and a tower to authorize the separation services prescribed in para 2-1-15, Authorization for Separation Services by

Towers, and para 10-5-3, Functional Use of Certified Tower Radar Displays.

4-3-5. APPROVAL

Upon receipt of Service Area office approval, the air traffic manager shall:

a. Prepare the LOA in final form incorporating the Service Area office guidance.

b. Establish an effective date, acceptable to all parties involved, that permits sufficient time for distribution and for participating facilities and user groups to familiarize personnel, revise directives, flight charts, etc., and complete other actions.

c. Sign the LOA and obtain signatures of other authorities as required.

d. Distribute copies of the signed LOA to each participating facility or organization, the Service Area office, and other interested offices. Distribution of supplements outside the facility is not required.

e. Ensure that current, new, or revised LOA, Standard Operating Procedures (SOP), and FAA Facility Orders (FO) are posted in the Facility Directives Repository (FDR) before the effective date of the document.

REFERENCE-
FAAO JO 7210.3, Para 2-2-14, Facility Directives Repository (FDR).

4-3-6. REVISIONS

a. Process revisions to LOAs and attachments or supplements thereto as page replacements. Mark the revisions as follows:

1. Place an asterisk or vertical line to the left of each new or revised paragraph or section to signify new material.

2. Identify page revisions by the "REV" number, e.g., "REV 1," and the effective date in the lower right hand corner of each revised page.

b. Coordinate revisions to a LOA in the same manner and degree as for the original LOA.

4-3-7. CANCELLATION

Review letters of agreement frequently to ensure timeliness and conformance with current policy. Cancel any agreement which is no longer applicable, and notify the affected groups. Coordinate with the signatories and the Service Area office if cancellation is necessary. Ensure that the FDR is updated.

FIG 4-3-1

Format for a Control Facility/AFSS/FSS Letter of Agreement

(Name) Center/Approach Control and (Name) AFSS/FSS

LETTER OF AGREEMENT

EFFECTIVE: _____

SUBJECT: Special VFR Operations within (Name) Airport Surface Area

1. PURPOSE: To provide operating procedures for Special VFR flight handling in the (name) surface area without individual coordination.

2. SCOPE: The procedures outlined herein are for use in the conduct of Special VFR operations within the (name) Airport surface area at or below _____ feet. These procedures are applicable only to aircraft equipped with functioning 2-way radio in order to effect a recall when required by traffic or weather conditions.

3. RESPONSIBILITIES: Upon request by the (name) AFSS/FSS, the Center/Approach Control Facility may authorize Special VFR operations in the (name) Airport surface area for specific periods of time. The Center/Approach Control Facility shall retain the authority to withdraw the provisions of this agreement at any time.

4. PROCEDURES:

a. Local Special VFR operations. The (name) AFSS/FSS shall not authorize more than one aircraft to operate simultaneously in the surface area unless pilots agree that they will maintain visual separation with other aircraft operating in the surface area.

b. IFR Arrivals and Departures. Special VFR operations shall be controlled by the (name) Center/Approach Control during the following periods:

(1) From 10 minutes prior to the estimated time of arrival of an IFR aircraft over the approach fix until it is on the ground (IFR arrivals shall not be cleared for an approach until the AFSS/FSS confirms that there are no Special VFR operations in progress.)

(2) From 10 minutes prior to the estimated time of departure of an IFR aircraft until it departs the surface area.

c. Special VFR Arrivals and Departures:

(1) The (name) AFSS/FSS may authorize aircraft to enter, depart, or fly through the surface area when no Special VFR operations are in progress. Authorization shall be granted as outlined in 4a.

(2) Aircraft desiring to enter the surface area during times Special VFR operations are in progress shall be instructed to maintain VFR conditions outside the surface area pending recall and landing of aircraft operating in the surface area.

d. Predesigned clearance phraseologies. To authorize Special VFR operations or to issue instructions or other messages pertinent thereto, the (name) AFSS/FSS shall use the following phraseology:

(1) To authorize operations:

A-T-C CLEARS (identification) TO ENTER/OUT OF/THROUGH (name) SURFACE AREA. MAINTAIN SPECIAL VFR CONDITIONS AT OR BELOW (altitude). REPORT LANDING COMPLETED/LEAVING SURFACE AREA, or

A-T-C CLEARS (identification) TO OPERATE WITHIN (name) SURFACE AREA. MAINTAIN SPECIAL VFR CONDITIONS AT OR BELOW (altitude).

(2) To deny operations when visibility is less than one mile: VISIBILITY (value). A-T-C UNABLE TO ISSUE DEPARTURE/ENTRY CLEARANCE.

(3) To suspend operations:

SPECIAL VFR AUTHORIZATION DISCONTINUED. RETURN TO AIRPORT OR DEPART SURFACE AREA. ADVISE INTENTIONS (after response), REPORT LANDING COMPLETED/LEAVING SURFACE AREA.

(4) To advise an aircraft to remain outside the surface area:

A-T-C ADVISES (identification) TO MAINTAIN VFR OUTSIDE THE (name) SURFACE AREA PENDING ARRIVAL/RECALL/DEPARTURE OF SPECIAL VFR AIRCRAFT.

Air Traffic Manager, (Name) AFSS/FSS

Air Traffic Manager, (Name) ARTCC/Approach Control

Chapter 7. En Route Data

Section 1. Performance Checks

7-1-1. RADAR PERFORMANCE CHECKS

Daily radar performance checks and special radar accuracy checks of long-range radar (LRR) systems used by FAA for ATC shall be accomplished as follows:

a. Radar systems performance shall be evaluated by radar-qualified air traffic controllers through daily observations and use of the radar systems. FAA Flight Check aircraft may be used to assist the controller in performing radar checks. Controllers should utilize Flight Check aircraft or targets of opportunity to verify radar video and fixed map accuracy when necessary.

NOTE-

Neither the daily radar performance checks nor the special radar accuracy checks replace commissioning and special flight inspection. (See para 3-7-1, Commissioning Radar Facilities.)

b. Accuracy of radar display systems must be certified on a daily basis. For digitized (narrowband) radar systems, this check is performed by the computer program and is certified daily by Technical Operations personnel. Controllers must monitor the acceptability of the digitized system by indirect methods; e.g., stability and accuracy of presentation, visible alarm lights, and accuracy of registration. Sector controllers must report radar problems to the OS/CIC.

c. Narrowband radar systems shall not be used for operational purposes unless they are certified by the appropriate Technical Operations personnel. Uncertified radar subsystems shall be inhibited from an operational narrowband system. The OMIC shall make an entry on FAA Form 7230-4 when the digitized radar system is certified and/or when the display from an uncertified radar subsystem is inhibited or restored to the operational system.

7-1-2. SPECIAL RADAR ACCURACY CHECKS

a. When these checks are made, consider video and fixed map accuracy. To insure a thorough understanding of the program and its objectives by all

personnel, close coordination is required among air traffic and technical operations personnel. Initial coordination for common digitizer radar accuracy flight checks is effected by the Maintenance Control Center (MCC) coordinator with the facility's test coordinator and Technical Operations. Effect interfacility coordination and with the ARTCC within which the Flight Check aircraft originates. Give special attention to assure the unique assignment of a discrete beacon code; i.e., assure that other aircraft within the same radar coverage as the Flight Check aircraft are not assigned the same beacon code and that the beacon code assigned the Flight Check aircraft is not changed.

b. The ARTCC air traffic manager shall ensure that a sufficient number of controllers are fully qualified to participate in the special radar accuracy check. A detailed list of minimum accuracy requirements of the radar shall be made available to the controller/s.

c. The controller/s assigned to participate in these checks must be thoroughly familiar with the requirements set forth herein as well as the commissioning flight inspection data.

NOTE-

FAA aircraft normally operate on published routes.

d. When necessary, ARTCC controllers shall:

1. Check the accuracy of as many of the predetermined checkpoints as possible while the Flight Check aircraft is operating within the area of radar coverage.

2. Request the pilot to advise when he/she is over each predetermined checkpoint. When these checks are being conducted, the pilot shall alert the controller that the checkpoint is being approached and state "mark" when over the point.

3. Do not change the previously assigned discrete beacon code.

e. Satisfactory radar performance of video and fixed map accuracy will be such that an aircraft reporting over a checkpoint will be within a circular area about the checkpoint, the radius of which is

3 percent of the distance from the checkpoint to the radar antenna site or 500 feet, whichever is greater.

1. Type radar system.
2. Date.
3. Aircraft identification.
4. Type aircraft.
5. Altitude/flight level.
6. Aircraft reported position.
7. Radar indicated position.
8. Discrepancy.
9. Primary or secondary radar.
10. CP or LP.

Chapter 8. NAS En Route Automation

Section 1. General

8-1-1. TRANSITION PROCEDURES

a. Facilities shall develop and maintain current detailed procedures for transition to and from the various automated and nonautomated modes of operation.

b. The transition plans must include as a minimum:

1. Transition decision authority; i.e., the individual responsible for making the transition decision.

2. Specific transition procedures.

3. Detailed checklists specifying the duties and the responsibilities for the OMIC, STMCIC, FLM, Radar Position (R), and other appropriate positions.

The checklist must include, as a minimum, the following information/procedures:

(a) Transition decision authority.

(b) Coordination/notification procedures (intra- and interfacility).

(c) Specific duties/responsibilities (including detection and resolution of potential conflicts).

NOTE-

Whenever possible, coordination/notification procedures and duties/responsibilities should be listed in the order in which they are to be accomplished.

c. The air traffic manager shall not cause or permit the operational use of the Direct Access Radar Channel (DARC) solely for purposes of training when the primary operational system is available.

8-1-2. ALTRV FLIGHT DATA PROCESSING

a. Facilities shall process ALTRV flight plans as follows:

1. Classified ALTRV data, stationary and/or flight plan information, shall not be entered into the computer, processed, stored, or transmitted by the computer unless specific declassification data is provided, e.g., “declassified for NOTAM/computer flight plan processing 24 hours in advance.” In the absence of declassified data, process this information

manually and pass to only those personnel with a need-to-know. All data shall be marked with the appropriate level of security classification, collected when the need-to-know is completed and destroyed according to security guidelines.

NOTE-

The use of a mission plan (MP) message is not authorized for processing classified ALTRV flight plans.

2. The MOS at the departure ARTCC or where the ALTRV begins shall ensure that unclassified ALTRV missions be entered into the NAS computer to destination or to ALTRV end point.

3. Unclassified ALTRV flight plans that have a block altitude change shall be entered to the destination airport or ALTRV end point. An “XXX” shall be entered into the route of flight immediately after each fix at which a block altitude change is to occur to prevent the production of flight progress strips containing erroneous altitude information. The air traffic specialist working the area at which the “XXX” has been entered, shall change the mission block altitude to that which has been previously coordinated then remove the “XXX” so that the correct block altitude will be processed to subsequent facilities.

b. The facility officer designated military liaison and security duties is responsible for the development and implementation of methods for assuring the accuracy and the completeness of ALTRV flight plan and control information.

c. Estimates and revisions of ALTRV flight plans not processed on-line shall be forwarded via the Aeronautical Information System from facility to facility.

8-1-3. COMPUTER DATA RETENTION

a. Retain SAR/CDR computer and DLOG (if recorded) recordings and data communications/console typewriter printouts for 15 days unless they are related to an accident/incident as defined in FAAO 8020.11, Aircraft Accident and Incident Notification, Investigation, and Reporting. Retention of the latter shall be in accordance with

FAAO 1350.15, Records, Organization, Transfer, and Destruction Standards, Chapter 14, subparas 8020(1), (a), (b), (c), (d), and (exception).

b. If a request is received to retain computer data following an accident, the printout of the relative data will suffice, and the recording tape/disc 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 SAR/CDR and DLOG (if recorded) tapes/discs 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 computer 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 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.

d. Treat SAR/CDR and DLOG (if recorded) tapes/discs/*duplicate and/or originals* and data communications/console typewriter printouts related to hijack aircraft the same as voice recorder tapes. (See para 3-4-4, Handling Recorder Tapes or DATs.)

2. Prepare a facility directive using the information as specified in the current LAHSO directive prescribing procedures for conducting these operations. The directive must contain a diagram that depicts the airport runway configuration, identifies the configuration to be used, and specifies the Available Landing Distance (ALD) from the landing threshold to the Hold-Short Point.

NOTE-

Any aircraft that is not listed in the current LAHSO directive shall not be considered for LAHSO.

REFERENCE-

FAAO JO 7110.65, Para 3-10-4, *Intersecting Runway Separations*.

3. Ensure the directive identifies the eligible aircraft which may operate on each runway, based on the ALD, current LAHSO directive, and/or FAAO JO 7110.65, Appendix A, Aircraft Information.

4. Provide a list of runways authorized for LAHSO, along with the appropriate ALD to System Operations Airspace and Aeronautical Information Management, for publication in the Airport/Facility Directory and appropriate U.S. Terminal Procedures Publications.

5. Conduct user briefings at least 45 days before implementation.

c. Air traffic managers must obtain concurrence from the appropriate Flight Standards field offices and conduct a preliminary environmental review before conducting LAHSO.

REFERENCE-

FAAO 1050.1, *Policies and Procedures for Considering Environmental Impacts*.

NOTE-

This is only applicable to those facilities not currently conducting SOIR operations.

10-3-8. TAXI INTO POSITION AND HOLD (TIPH) OPERATIONS

a. The Air Traffic (AT) Manager shall:

1. Determine an operational need exists before conducting TIPH operations.

2. Before authorizing TIPH operations, conduct a review of the impact that airport configuration and local conditions may have on the application of TIPH procedures.

3. Prepare a facility directive prescribing:

(a) Local procedures for conducting these operations.

(b) Methods to assist the local controller in maintaining awareness of aircraft positions on the airport, i.e., annotating flight progress strips or marking the location of aircraft with color-coded chips on a magnetic diagram of the airport.

REFERENCE-

FAAO JO 7210.3, Para 10-1-7, *Use of Active Runways*.

(c) The consolidation and staffing of positions.

(d) The requirements necessary for issuing a landing clearance with an aircraft holding in position.

(1) The safety logic system must be operated in full core alert runway configuration.

(2) The reported weather must be ceiling of 800 feet or more.

(3) The reported visibility must be 2 miles or more.

REFERENCE-

FAAO JO 7110.65, Para 3-9-4, *Taxi Into Position and Hold (TIPH)*, subpara c1.

FAAO JO 7110.65, Para 3-10-5, *Landing Clearance*, subpara b.

(e) Runway geometry, i.e., the physical configuration of runways and other airport movement areas.

(f) Weather conditions, time of day, i.e., prevailing light conditions.

REFERENCE-

FAAO JO 7110.65, Para 3-9-4, *Taxi into Position And Hold (TIPH)*, subpara c1 and g.

(g) Fleet mix.

REFERENCE-

FAAO JO 7110.65, Para 3-9-6, *Same Runway Separation*.

FAAO JO 7110.65, Para 3-9-7, *Wake Turbulence Separation For Intersection Departures*.

FAAO JO 7110.65, Para 3-9-8, *Intersecting Runway Separation*.

(h) Traffic volume; complexity restrictions.

(i) Obstructions or limitations to visibility from controller-to-aircraft and aircraft-to-aircraft perspectives.

4. Local control position must not be consolidated/combined with any other non-local control position. For example, local control must not be consolidated/combined with the front-line manager/controller-in-charge (CIC) position, clearance delivery, flight data, ground control, cab coordinator, etc. Local control can be combined with other local control positions to include tower associate (local

assist) or local monitor position. When a Class B/helicopter position with defined control tower airspace is established, this position can be combined with local control.

5. The tower associate (local assist) position or a local monitor position must be staffed to permit more than one aircraft at a time to taxi into position and hold on the same runway between sunrise and sunset.

6. The front-line manager/CIC position should not be combined with any other position.

7. Ensure front-line managers/CICs review para 2-6-1a, Watch Supervision, with an emphasis on maintaining situational awareness and management of the operational environment with a goal toward eliminating distractions.

8. Do not authorize taxi into position and hold operations at an intersection between sunset and sunrise unless the following is implemented:

(a) The runway is used as a departure-only runway.

(b) Only one aircraft at a time is permitted to taxi into position and hold on the same runway.

(c) Document on FAA Form 7230-4, Daily Record of Facility Operation, the following: "TIPH at INT of RWY (number) and TWY (name) IN EFFECT" when using runway as a departure-only runway. "TIPH at INT of RWY (number) and TWY (name) SUSPENDED" when the runway is not used as a departure-only runway.

(d) At least 90 days before planned implementation, AT managers must submit the local directive outlining this operation for Terminal

Operations and Terminal Safety and Operations Support approval. Terminal Operations and Terminal Safety and Operations Support directors shall be notified of any proposed operational changes (e.g., a change to the runway or taxiway for conducting TIPH operations).

b. AT managers must submit operational need for TIPH and a facility directive to the appropriate Director, Terminal Operations (service area office) for approval. AT managers must maintain a copy of the approval correspondence from Terminal Operations.

c. The Director, Terminal Operations, must ensure an annual review of TIPH operations is conducted for those facilities employing TIPH. The results of this review shall be sent to the Terminal Safety and Operations Support Office by September.

10-3-9. TAKEOFF CLEARANCE

At those airports where the airport configuration does not allow for an aircraft to completely cross one runway and hold short of the departure runway and/or where airports do not have runway hold markings between runways, the ATM must establish guidelines for how aircraft are cleared for takeoff based on the airport configurations. These guidelines must ensure aircraft are still precluded from mistakenly departing from other than the assigned runway while taking into account factors affecting aircraft being "clear of the runway," for example, minimum distance between runways, presence of hold position markings, signage, etc. A facility directive must include where these procedures are able to be applied.

REFERENCE-

FAAO JO 7110.65, Para 3-9-9, Takeoff Clearance.
Pilot/Controller Glossary Term - Clear of the Runway.

Section 9. Safety Logic Systems Front-Line Manager/CIC Procedures

11-9-1. SYSTEM OPERATION

a. Safety logic systems are software enhancements to the ASDE-3 and Airport Surface Detection Equipment System - Model X (ASDE-X) that predict the path of aircraft landing and/or departing, and/or vehicular movements on runways. Visual and aural alerts are activated when the safety logic projects a potential collision.

1. Airport Movement Area Safety System (AMASS) is a safety logic system enhancement to the ASDE-3.

2. ASDE-X safety logic is a system enhancement to ASDE-X.

b. The safety logic system must be operated in a full core alert runway configuration. (In ASDE-X, when rain configuration is selected, it includes full core alerting capabilities.)

c. In the event of a Multilateration (MLAT) failure, ASDE-X will stay operational. In this case, ASDE-X will operate in radar-only mode. The system automatically transitions to radar-only mode when it senses an MLAT fault. No action is required by the operator to enable radar-only mode.

1. The controller displays will keep maps and track data. Tracks that were currently being tracked when MLAT failed will keep their data blocks while in the coverage area. Tracks on arrival with ASR coverage will also keep a data block while in the coverage area. Tracks moving from a radar-only mode zone to a fully operational zone will display the tracks as it enters the operational zone.

2. New tracks will start as unknown icons and must be manually tagged to receive a data block. ASDE-X safety logic processing is not affected by radar-only mode operation. The system automatically transitions to normal operation once the MLAT subsystem is back online. Full core alerting capabilities are provided in radar-only mode.

d. When ASDE-3 and/or AMASS is in maintenance mode, AMASS data must be considered invalid and the system must be taken offline. The front-line manager/CIC must validate, upon resuming normal

AMASS operations, that runway configurations and other user settings are adequate for operational use.

NOTE-

Action to change AMASS online/offline status is a technical operations function. ASDE-X safety logic will automatically be disabled when the system is in maintenance mode.

e. When a runway becomes unavailable for aircraft operations for an extended period of time, the runway should be entered as “closed” in the safety logic system. Facility procedures should be developed to address using the safety logic system in this capacity.

f. Construction projects in the vicinity of runways may cause nuisance or false alerts. The National Airway Systems Engineering (NASE) group may be able to provide an adaptation to filter the affected areas from safety logic system coverage. Facilities must contact NASE via email at 9-AMC-ATOW-ASDES@faa.gov, 30 to 45 days before the construction is scheduled to begin to assist in deciding if an adaptation is necessary.

g. ASDE-X false targets may be temporarily track dropped after positive verification has been done by pilot/vehicle operator position report or controller visual observation. When a false target is temporarily dropped, it must be noted on FAA Form 7230-4, Daily Record of Facility Operation.

REFERENCE-

FAAO JO 7110.65, Para 3-6-2, Identification.

h. The air traffic manager may authorize a real target to be inhibited from safety logic processing when the target will likely generate a nuisance alert.

11-9-2. ENSURE STATUS

a. The front-line manager/CIC is responsible for ensuring that the Safety Logic System is set for the correct runway configuration.

b. The front-line manager/CIC shall ensure that the operational status of the Safety Logic System is known to all operational personnel.

c. When a status change is made to the Safety Logic System all personnel assigned an operational position shall be notified verbally.

d. When any status change is made to the Safety Logic System it shall be noted on FAA Form 7230-4, Daily Record of Facility Operation. Such status shall be shown in the facility Status Information Area (SIA). The front-line manager/CIC shall ensure that all outages are carried over on applicable logs.

11-9-3. MONITOR ALERTS AND ENSURE CORRECTIVE ACTION

a. The front-line manager/CIC shall ensure that the Safety Logic System is monitored and all alerts are complied with.

b. All Safety Logic System alerts generated shall be documented on FAA Form 7230-4. If unable to determine the origin of an alert, treat the alert as false and notify Technical Operations so that corrective action can be taken.

c. The purpose of logging Safety Logic System alerts is to track the reliability and performance of the system. Therefore, the Quality Assurance Review (QAR) process shall not be used for false or nuisance alerts.

REFERENCE-

Pilot/Controller Glossary Term- Safety Logic System Alerts.

11-9-4. RAIN CONFIGURATION

a. Due to the required sensitivity of surface movement radars, numerous false targets may be generated by moderate to extreme precipitation. During these periods the ASDE-X and AMASS Safety Logic Systems should be operated in rain configuration. Should precipitation of this magnitude occur or be imminent, rain configuration may be applied to avoid the likelihood of false alerts.

b. When the event that led to placing the system into rain configuration is no longer a factor, the Safety Logic System must be reset to a normal configuration.

NOTE-

When AMASS is in rain configuration all safety logic alerts with the exception of arrivals to a closed runway are inhibited and AMASS is not in full core alert status.

11-9-5. LIMITED CONFIGURATION

a. Under certain circumstances, there may be a need to operate the Safety Logic System in limited configuration. The limited configuration shall only

be used to temporarily inhibit persistent false alerts. The term “persistent false alert” refers to frequent false alerts caused by continuous or repetitive circumstances. False alerts caused by random events or circumstances of short duration are not considered “persistent false alerts.” The determination of “persistent alerts” is at the discretion of each front-line manager/CIC.

b. Due to the required sensitivity of surface movement radars, numerous false targets may be caused by precipitation of moderate or greater intensity. Should precipitation of this magnitude occur or be imminent at locations where ASDE does not have rain configuration availability, limited configuration may be applied to avoid the likelihood of false alerts.

c. When it is necessary to operate the ASDE-X Safety Logic System in limited configuration due to “persistent false alerts,” notify Technical Operations so that corrective action can be taken.

d. When an AMASS false alert is received, limited configuration shall only be used until Technical Operations verifies that the system is functioning properly and that the data necessary to analyze the alert has been obtained. Analysis and resolution of the circumstances surrounding the false alert will be determined by Technical Operations at a later date.

e. When limited configuration is applied, it shall be noted on FAA Form 7230-4, Daily Record of Facility Operation, including the reason for the configuration change. Ensure that all limited configurations are carried over on applicable logs.

NOTE-

1. For AMASS, the limited configuration disables all alerts except arrivals to a closed runway and is not considered full-core alert status.

2. For ASDE-X the limited configuration disables all alerts except arrivals to and departures on a closed runway and is not considered full-core alert status.

11-9-6. WATCH CHECKLIST

The Safety Logic System status shall be included in the facility watch checklist. At a minimum, the following items shall be reviewed:

- a.** Operational status.
- b.** Runway configuration.
- c.** Presentation of the Safety Logic System data on all ASDE system displays.

d. When test button is activated, the aural alert is heard, and the speaker volume is adequate.

Section 2. Position/Service Information Binders

13-2-1. RESPONSIBILITY

a. The air traffic manager shall provide position binders to include, but not be limited to, procedures for accomplishing position related duties and responsibilities as outlined below. Additionally, examples and formats shall be included for seldom used procedures. Cross references to documents and lists contained in other publications may be used where applicable. The air traffic manager may assign those functions, detailed below, to the appropriate position(s) as facility needs dictate but must provide those items appropriate for each position in the binders.

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

13-2-2. BOUNDARIES

Flight Plan Area: Provide a narrative and/or graphic depiction of the flight plan area. This includes areas covered when accepting flight plan responsibility for part-time facilities.

13-2-3. POSITIONS/SERVICES

a. Broadcast:

1. Define broadcast area and list outlets.
2. List locations and weather products.
3. Specify broadcast hours.

b. Pilot Briefing:

1. List and/or specify preflight briefing display.
2. Specify flight plan handling procedures.

c. In-Flight:

1. Document aircraft contacts.
2. List control frequencies/dial code information.

3. Specify local airport advisory/remote airport information service (RAIS)/remote airport advisory (RAA) procedures.

4. Specify SVFR procedures.

5. Specify aircraft orientation/emergency procedures.

6. Specify PIREP handling procedures.

7. Specify procedures/checkpoints for DF check.

8. Specify procedures for altimeter check.

d. NOTAM Handling:

1. List authorized sources/telephone numbers. Data may be stored and displayed via electronic means such as the Model One Full Capacity View Sequences or OASIS Sequence Definitions, where available.

2. Specify NOTAM dissemination procedures.

3. Specify NOTAM currency/display procedures.

e. Flight Data:

1. Specify military flight plan handling/co-ordination procedures.

2. Specify notification procedures for military training activities, including MTRs and MOAs.

3. Specify IFR/Defense VFR (DVFR), ADIZ, Canadian, Mexican, and ICAO procedures with examples.

4. Specify customs notification procedures.

5. Specify search and rescue notification procedures.

6. List airport search/contact telephone numbers.

f. En Route Flight Advisory Service (EFAS): Provide graphic depiction of flight watch area and include communications outlets.

Section 4. Supplemental Duties

17-4-1. TELEPHONE CONFERENCES

a. The ATCSCC is involved in several daily telephone conferences (TELCONs). TELCONs are initiated and hosted by the ATCSCC for field facilities, the appropriate Vice Presidents, and the Chief Operating Officer. Supplemental conference capability is available through the FAA's Remote Transmitter Site and the Washington Operations Center.

b. TMUs/TMCs utilize TELCONs when the need arises to discuss, evaluate, or problem solve any issues. These conference calls should include the appropriate ARTCC TMU, adjacent terminal facilities/towers, the ATCSCC, and the service area TM branch or Service Area office responsible for TM.

c. TMUs/TMCs should actively participate in facility briefings and user meetings in order to promote, educate, and inform all concerned about the function, role, and responsibilities of TM.

d. TELCONs are also used to maintain operational "Hotlines." The objective of Hotlines is to provide rapid communications between FAA facilities, customers and other aviation interests when complex air traffic and airspace issues are being managed. Hotlines allow many participants the capability to problem-solve complicated issues and reduces the amount of coordination needed to implement collaborated strategies. Hotlines may be initiated at the request of both the FAA and other aviation entities that substantiate its use. The operational Hotlines are authorized for customer attendance; however, they may be limited to listen-only capability.

1. The ATCSCC administers, facilitates, and manages operational Hotlines.

2. Hotlines are used to communicate:

- (a)** Airport and airspace capacity issues.
- (b)** Constraint/capacity mitigation strategies.
- (c)** Route availability information and route alternatives.
- (d)** Weather information.
- (e)** Equipment Outages.

(f) Customer preferences for initiatives and alternatives.

(g) Special circumstances, contingency requirements and emergency events.

(h) All required coordination and information sharing necessary in regard to the event.

(i) Coordination that can be accomplished quickly and precisely with all parties. If an item requires extensive coordination, other communication sources will be used.

(j) Items that are not considered sensitive or classified in nature.

NOTE-

Examples of sensitive or classified items include VIP movement and military requirements or exercises.

17-4-2. SPECIAL INTEREST FLIGHTS

ATCSCC, ARTCC, and CERAP: Follow procedures in FAAO JO 7610.4, Special Operations, Chapter 12, Special Military Flights and Operations, Section 14, Special Interest Flights, regarding special interest flights from State Department designated special interest countries. Forward all issues concerning special interest flights to the DEN ATSC for relay to the appropriate authorities.

17-4-3. ANALYSIS

a. The TMU analysis function or individuals assigned analysis functions shall be responsible for the collection and analysis of all available data as it pertains to traffic capacity, traffic flows, points of congestion, peak hours, etc. Specific areas of consideration include, but are not limited to:

- 1.** Sector demand (by hours).
- 2.** Sector flows (route/altitudes).
- 3.** Sector loading points.
- 4.** Sector traffic breakdown by category of user.
- 5.** Normal initiatives necessary to prevent sector saturation.
- 6.** Alternatives to prevent saturation and relieve congestion/conflicts.

NOTE-

Alternatives must take into consideration other facility/sector capabilities.

7. Total facility traffic count and potential user demand.

8. Sector staffing required to support potential user demand.

9. Location of delays (by sector and airport).

b. Coordination with user organizations shall be effected, when appropriate.

17-4-4. OPERATIONS MANAGER (OM) SUPPORT

Facility TMUs shall maintain a working knowledge of the major related fields of air traffic operations/responsibilities to effectively support the STMCIC in dealing with special situations that may arise on a daily basis. Reference sources that identify these related areas are listed below.

a. Emergency plan: Numerous interfacility letters of agreement are normally located at the STMCIC complex concerning plans which have been established to provide continuity in the event of a disaster or emergency conditions that would limit air traffic service. Additionally, in these binders are instructions concerning security control of air traffic and air navigation aids, defense readiness, and physical security plans.

b. Accident procedures/bomb threats/search and rescue procedures:

1. FAAO 8020.11, Aircraft Accident and Incident Notification, Investigation, and Reporting.

2. Bomb threats.

3. National Search and Rescue Manual.

4. FAAO 1270.1, Freedom of Information Act Program.

c. EA activity: FAAO JO 7610.4, Special Operations.

d. Hijack situations:

1. FAAO JO 7610.4, Special Operations.

2. FAAO JO 7110.65, Air Traffic Control.

e. Suspect aircraft:

1. FAAO 1600.29, Law Enforcement Alert Message System.

2. FAAO JO 7110.67, Special Aircraft Operations by Law Enforcement/Military Organizations.

f. Special flight operations: FAAO JO 7110.65, Chapter 9, Special Flights.

g. FAAO 7210.38, Center Weather Service Unit (CWSU).

NOTE-

In order to provide the maximum TM services, TM personnel should be utilized to perform non-TM functions only as a last resort.

17-4-5. DIVERSION RECOVERY

a. A diversion is a flight that is required to land at other than its original destination for reasons beyond the control of the pilot/company, e.g., periods of significant weather. Diversion recovery is an initiative orchestrated by the ATCSCC and system users to minimize the impact of system disruption. Diversion recovery will be utilized during and after periods of significant weather or other phenomena that has adversely impacted the system resulting in flight diversions. The goal of the diversion recovery initiative is to ensure that flights which have already been penalized by having to divert to another airport, do not receive additional penalties or delays. Flights identified for diversion recovery shall receive priority handling over other flights from their point of departure.

b. Diversion flights are identified by having "DVRSN" in the Remarks section of the flight plan, or the user inputs the information into the Diversion Recovery Tool (DRT). The following protocols will be utilized in diversion recovery procedures:

1. A flight on the DRT, as listed in TBL 17-4-1, is requesting priority. FAA facilities shall ensure the auto-detect feature is not activated on their DRT. FAA facilities shall view the "general aviation" and "comments" columns when utilizing the DRT.

2. "High" priority indicates the user's preference within one company.

3. "Yes" priority indicates that special handling is requested for the flight.

4. The user submitted preferred priorities may be modified where necessary to maintain the efficiency of the system.

c. The ATCSCC shall:

1. Implement diversion recovery.

2. Transmit an advisory to inform both field facilities and users that a diversion recovery initiative

has been implemented and the DRT has been activated.

3. Adjust the initiative as necessary to meet changing conditions.

4. Transmit an advisory when the DRT has been deactivated.

d. The ARTCCs shall:

1. Implement diversion recovery as directed by the ATCSCC.

2. Notify the ATCSCC if they do not intend to use the DRT. In such cases, the ATCSCC shall send the Center a general message with the information as stated in TBL 17-4-1, every 60 minutes until diversion recovery is no longer in effect.

3. Provide expeditious handling in returning to the system those flights identified by the ATCSCC/ DRT as diversion flights.

4. Forward user diversion recovery requests to towers and TRACONS. (See TBL 17-4-1).

NOTE-
DVRSN will be placed in the remarks section of the flight plan by the user.

e. Towers and TRACONS shall:

1. Provide expeditious handling in returning to the system those flights identified by the ARTCC/ DRT as diversion flights.

2. Notify the overlying ARTCC TMU if they will utilize the DRT.

TBL 17-4-1

User Recovery Priority Request Format

The following flights are requesting priority handling to their original destination. Please advise the appropriate FAA facilities of this request.								
ACID	Diverted To	ETD	CTD	DEST	DCNTR	ACNTR	PRIORITY	COMMENTS
ZZZ111	MDW	2210Z	-	ORD	ZAU	ZAU	-	-
ZZZ222	PIT	2200Z	-	ORD	ZOB	ZAU	HIGH	-
ZZZ555	ATL	2300Z	2320Z	IAD	ZTL	ZDC	-	-
Note: *ETD=Proposed Wheels-up Time.								

make an informed decision. The data may include Flow Evaluation Areas (FEA)/Flow Constrained Areas (FCA), traffic counts and lists from the Enhanced Traffic Management System, and coordination with impacted facilities.

b. Consider internal options prior to requesting inter-facility TMIs.

c. When interfacility TMIs are appropriate, coordinate with the ATCSCC and provide the following information:

1. A detailed and specific identification of the problem.

2. Intra-facility actions taken/considered.

3. A detailed explanation of the assistance required, including options available.

4. Identification of potential system impacts.

d. Document the TMI in the NTML. Severe weather MIT coordinated through the ATCSCC must be entered in the NTML utilizing the “severe weather” feature by the facility requesting the MIT.

REFERENCE-

For ARTCC to ARTCC and ARTCC to N90 MIT responsibilities and coordination, refer to paragraph 17-7-5.

17-6-10. ATCSCC RESPONSIBILITIES FOR TMI

a. Advise facilities of system impacts. The impacts will be determined by conferencing impacted facilities, as necessary, and may require sharing FEAs/FCAs.

1. If a MIT restriction is modified while on the conference, the ATCSCC will modify the restriction in the NTML while on the conference.

2. Once the restriction is coordinated, the restriction or modified restriction will be approved and sent to all relevant facilities.

b. Issue a decision regarding the request. For negative responses, document the rationale in disapproving the request.

c. Issue advisories, as appropriate.

d. Monitor TMI pertinent to the position of operation.

e. Maintain a database of MIT TMI for historical and statistical analysis.

17-6-11. TMIs WITHIN ARTCC AREA OF JURISDICTION

Facilities must:

a. Coordinate TMIs with all impacted facilities within their jurisdiction.

b. Contact the ATCSCC at any time internal restrictions may result in reportable delays; have an adverse affect on other national initiatives; or result in the implementation of additional initiatives.

c. Enter all applicable information in the NTML.

17-6-12. TMIs OF 10 MIT OR LESS

TMIs must be coordinated consistent with the following procedures:

a. The requesting facility notifies the providing facility in a timely manner.

b. The TMI must not exceed four (4) hours.

c. The TMI is documented in the NTML, including justification and any negative impacts associated with the TMI.

d. If the facilities cannot reach agreement, the restriction request is forwarded to the ATCSCC for resolution.

e. The ATCSCC may suspend these procedures at any time by notifying the impacted facilities.

17-6-13. EN ROUTE SEQUENCING PROGRAM (ESP) IMPLEMENTATION

ESP assigns a departure time that will facilitate integration into an en route stream. Runway configuration and departure procedures must be considered for accurate projections. The TMU must:

a. Enter TM messages (FT, FE, etc.) to produce strips and automatically acquire full data blocks on departures, arrivals, and overflight traffic specifying the appropriate destination.

b. Inform appropriate sectors and ATCTs that ESP will be in effect (time) for aircraft destined to specified airports and routes.

c. Regulate VFR services to ensure that delays are distributed equally, especially if a ground delay program is in effect for a primary airport.

d. If an aircraft does not depart within the designated departure window, the appropriate sector

and/or ATCT must contact the TMU to obtain a new release time.

17-6-14. TMIs OF 25 MIT OR GREATER

a. All FAA TMUs requesting initiatives of 25 MIT or greater must:

1. Create an FEA that:

(a) Adequately represents the constrained area.

(b) Captures the flights affected by the requested initiative.

2. Share the FEA with the ATCSCC and coordinate justification for the restriction.

NOTE-

1. *TMUs are exempt from creating FEAs for situations that cannot be represented due to filtering limitations in the FEA tool.*

2. *Flights to specific runways, flights using specific departure procedures, flights that may be offloaded to alternative routing are examples of items that cannot be represented.*

b. If an extension to a 25 MIT or greater restriction is necessary, the TMU must:

1. Amend the shared FEA end time to cover the revised time period.

2. Coordinate the extension request with the ATCSCC.

c. The ATCSCC may suspend the requirements for facilities to develop FEAs associated with MIT restrictions at any time.

17-6-15. CAPPING AND TUNNELING

a. ARTCCs must:

1. Provide a basic capping and tunneling plan in coordination with affected TRACON for all airports listed in the Operational Evolution Partnership, as a minimum.

2. Develop, maintain, coordinate, and modify all capping and tunneling plans with the TMU, the ATCSCC, and affected facilities within or adjacent to their area of jurisdiction.

3. Complete capping and tunneling plans by March 1, 2009, and update their plans biannually, no

later than May 1 and November 1 of each calendar year.

4. Include in the plan:

(a) A description of planned capping and tunneling procedures that may be used within the departure ARTCC airspace.

(b) Directions of use (for example, North Plan, South Plan, etc.).

(c) Altitudes, including expected start and/or end points of capping and tunneling actions.

(d) Routes and distances of expected use.

(e) Information concerning how and when the plan affects arrivals, departures, terminal or en route airspace.

(f) All facilities impacted.

b. ARTCC TMUs must:

1. Submit facility capping and tunneling plans to the ATCSCC Automation Office for inclusion in the Operational Information System by May 15 and November 15 of each calendar year. This will allow facilities and customers to evaluate the impact of these plans and any possible strategic and tactical options to them.

2. Coordinate capping and tunneling plans through the ATCSCC before implementation.

3. Coordinate issues, alternate initiatives, and exit strategies with the ATCSCC and affected facilities.

NOTE-

Capping and tunneling can provide a rapid solution to some situations; however, consideration needs to be given to potential weather constraints, such as turbulence and icing, and the effects of fuel and flight time for the aircraft included.

4. Provide local information to aid the ATCSCC with developing alternative, successful reroute options for customers to consider, as needed.

5. Implement tactical initiatives and update as necessary, for example, MIT/MINIT.

6. Coordinate changes or cancellation of capping and tunneling plans with the ATCSCC and affected facilities.

c. The ATCSCC must:

1. Respond to requests for the implementation of the capping and tunneling plan and evaluate possible alternatives.

2. Notify affected facilities and customers of capping and tunneling implementation and the airports, routes, and/or airspace that will be impacted.

3. Transmit planned advisories before implementation of capping and tunneling, when applicable. Provide details regarding distance and altitude information, when available.

4. Transmit required advisories to implement

capping and tunneling plans. This advisory should specify airports included, alternate routes and options as able, expected duration, transition points (route or altitude), reason for implementation, and modifications to the plan.

5. Evaluate and advise affected facilities and customers of cancellation of capping and tunneling initiatives, as appropriate.

Section 7. Flow Evaluation Area (FEA) and Flow Constrained Area (FCA)

17-7-1. GENERAL

FEAs and FCAs support common situational awareness and provide customers increased flexibility in responding to conditions in the (NAS) by providing a graphical description of a constraint and an associated list of flights that traverse the area identified. FEAs and FCAs provide reroutes which are published through a reroute advisory with an optional flight list attached. Stakeholders can monitor FEAs and FCAs through the reroute monitor in traffic situation display the TSD, the Web situation display (WSD), or the collaborative constraint situation display (CCSD).

17-7-2. DEFINITIONS

a. Default route: A route published by the ATCSCC in conjunction with user preferred trajectory (UPT) for facilities to assign any aircraft that remain on the dynamic list.

b. Dynamic list: A list of flights captured in an FEA/FCA that is continually updated as changes occur to the aircraft's route of flight.

c. Early Intent (EI): Customer route preference submitted to the Traffic Flow Management System (TFMS). EI routes identify routing preferences or remove the flight from the constrained area. Customers are expected to file their flight plans in accordance with EI unless otherwise coordinated with the ATCSCC.

d. EI Window: Time period when customers can submit EI or file out of the FEA.

e. FCA: The defined region of airspace, flight filters, and time interval used to identify flights subject to a constraint. System stakeholders may be required to take action to mitigate the constraint identified by the FCA.

f. FEA: The defined region of airspace, flight filters, and time interval used to identify flights. An FEA should be used by system stakeholders to evaluate and/or mitigate potential or existing constraints.

g. FEA/FCA flight list: Aircraft that penetrate the FEA/FCA during the specified valid time.

h. Route guidance: Suggested reroutes, issued in an advisory that suggest or provide examples of routing possibilities away from a defined constraint associated with an FEA/FCA. This guidance may not provide routes for all flights captured in the FEA/FCA.

17-7-3. RESPONSIBILITIES

Customers are expected to:

a. Enter the FCA name in the remarks section when filing the flight plan.

b. Review advisories and examine their affected flights.

c. Use EI capability as needed, considering FAA route guidance. Early filing of a flight plan may be used in lieu of this requirement.

d. Examine their affected flights and submit decisions for routing in accordance with the FEA/FCA. If unable, coordinate with the ATCSCC Tactical Customer Advocate.

e. Consider using private FEAs to monitor a situation and evaluate an area of concern.

f. Evaluate and select routes that meet their objectives.

NOTE-

Customers may identify available routes via the Route Options Generation (ROG).

17-7-4. PROCEDURES

a. The FAA TMU must:

1. Remain cognizant of operational areas of interest and use FEAs to evaluate those areas.

2. When naming FEAs that will be shared, ensure the name is descriptive to the constraint or airspace captured. Ensure FEAs do not contain FCA in the name and do not begin with a number or special character.

3. Share FEAs with the ATCSCC that may require implementation of TMIs (i.e., reroutes,

miles-in-trail, ground stops, etc.) If requesting a reroute in conjunction with a shared FEA, notify the ATCSCC via the NTML of the FEA and the proposed reroute.

4. Contact the ATCSCC NSST to coordinate a public FEA or an FCA.

5. Coordinate public FEAs and FCAs with facilities within their area of jurisdiction.

6. Monitor the FCA dynamic list. Based on information provided in the FCA advisory, appropriate action must be taken in regard to flights that remain on the list.

7. Monitor the system impact of the routes and contact the ATCSCC if these routes will cause a local flow issue.

8. Coordinate with the ATCSCC if it becomes necessary to issue an FCA.

9. Monitor the public FEA or FCA and, as required, coordinate modifications to the initiatives with the ATCSCC.

10. When an FCA is used to manage a constraint; review the advisory issued by the ATCSCC and comply with the provisions of the advisory.

11. When TMIs that impact other stakeholders will be required to resolve a situation:

(a) Coordinate with the ATCSCC.

(b) Provide local information which aids the ATCSCC with developing successful reroute options for customers to consider.

(c) Monitor impacts of customer preferences.

(d) Take tactical action as necessary.

12. Assign default routes to flights that are not routed around the constraint as directed in reroute advisories.

b. The ATCSCC must:

1. Issue public FEAs and issue an advisory, as necessary. Public FEAs must have a descriptive name that is pertinent to the event.

2. Issue FCAs and, issue an advisory, as necessary. Include in the advisory any actions required by customers and field facilities.

3. Create FEAs that define the geographical area of concern with appropriate altitude and time limits, plus any other relevant filters to select affected traffic.

4. Monitor the NTML and respond to field facility requests for reroutes associated with shared FEAs. Evaluate reroute requests and, if applicable, conference the appropriate stakeholders to coordinate the reroute.

5. Issue any associated routes via the “Create Reroute” tool.

6. Ensure the FCA or public FEA expires at the end of the published valid time unless coordination is accomplished and an advisory issued that cancels the initiative.

7. Provide FAA facilities with guidance on the use of default routes and when they may be discontinued.

17-7-5. ARTCC TO ARTCC COORDINATION

These procedures must be utilized in the development and coordination of ARTCC to ARTCC and ARTCC to N90 MIT.

17-7-6. RESPONSIBILITIES

ARTCC TMU must follow guidelines for the FEA naming convention as follows:

a. For Airport MIT:

[Requester]_[Provider]_[Airport]

EXAMPLE-

1. *ZDC_ZJX_EWR*

2. *ZTL_ZID_ATL*

b. For Airway/Route:

[Requester]_[Provider]_[Airway]

EXAMPLE-

1. *ZDC_ZJX_J55*

2. *ZNY_N90_PARKE*

17-7-7. PROCEDURES

The ARTCC TMU must:

a. Draw the FEA at the common ARTCC or ARTCC/N90 boundary.

b. Draw the FEA per route.

c. Filter the FEA for single airport destinations, except where MITs are requested for multiple

destinations in an ‘as one’ restriction; in which case, the FEA shall be filtered to reflect that information.

d. Review the total number of aircraft as presented in the 15-minute FEA/FCA timeline bar.

e. Select and review the FEA/FCA Dynamic List for restrictions needed based on distance between aircraft, making sure the “ENTRY” column is set to display aircraft in chronological order of times as they enter the FEA.

1. An accepted distance consideration for the en

route environment is 7 miles per minute of flight time.

EXAMPLE-

Two aircraft passing through an FEA 3 MINITs should be considered to be 21 MITs of one another.

2. An accepted distance consideration for N90 TMIs is 5 miles per minute of flight time.

f. Complete electronic coordination and share the FEA with the ATCSCC as required.

g. Continually evaluate and assess MIT for effectiveness and cancel the restriction at the earliest opportunity.

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.*
3. *Trouble number: 1-703-904-4452.*

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: 1-800-875-9694 or (703) 707-0568 (e-CVRS interface.)*

3. *Trouble number: (703) 904-4452.*

Appendix 2. Air Carrier Points of Contact for Aircraft Identification Problems

AIRTRAN AIRWAYS
 Mr. Gregory Christopher
 9955 AirTran Boulevard
 Orlando, FL 32827
 Telephone: (407) 318-5096
 Email: Gregory.Christopher@airtran.com

ALOHA AIRLINES
 Mr. T. F. Derieg
 Sr. V. P., Flight Operations
 P.O. Box 30028
 Honolulu, Hawaii 96820

AIR CANADA
 Mr. Volker Wackernagel
 Air Canada Centre, Zip 1257
 P.O. Box 14000
 Dorval, Quebec H4Y 1H4 Canada
 Telephone: (514) 422-6336
 Email: volker.wackernagel@aircanada.ca

AMERICA WEST AIRLINES
 Mr. David Scott
 Manager, Current Schedules
 Mail Code: CH-PLN
 111 West Rio Salado Parkway
 Tempe, AZ 85281
 Telephone: (480) 693-5853
 Email: Dave.Scott@AmericaWest.com

AIR CANADA JAZZ
 Mr. Nick Careen
 Senior Director, SOC and Resource Planning
 310 Goudy Drive
 Halifax International Airport
 Enfield, Nova Scotia, BT2 1E4, Canada
 Telephone: (902) 873-5448
 Email: Nick.Careen@flyjazz.ca

AMERICAN AIRLINES
 Mr. Scott Pool
 Manager, Current Schedules
 MD 5554, P.O. Box 619616
 Dallas/Fort Worth Airport, TX 75261-9616
 Telephone: (817) 967-2597
 Email: Scott.Pool@aa.com

AIR WISCONSIN
 Mr. Bob Dunham
 Manager, Scheduling
 203 Challenger Drive
 Appleton, WI 54915
 Telephone: (920) 749-4143
 Email: bdunham@airwis.com

AMERICAN EAGLE
 Mr. Al Kassebaum
 Schedules Manager
 MD 5494, P.O. Box 619616
 Dallas/Fort Worth Airport, TX 75261-9616
 Telephone: (817) 963-1992
 Email: al.kassebaum@aa.com

ALASKA AIRLINES
 Lynae Jacobson
 Manager, Air Traffic Control & Airfield Operations
 P.O. Box 68900-SEAOZ
 Seattle, WA 98168-0900
 Telephone: (206) 392-6340
 Email: lynae.Jacobson@alaskaair.com

ASTAR AIR CARGO
 Mr. Terry Sherlin
 Manager, Aircraft Dispatch
 3336 State Route 73, Building 11, Suite 100
 Wilmington, OH 45150
 Telephone: (937) 302-5481
 Dispatch: (937) 302-5561; 5541; 5542
 Email: terry.sherlin@astaraircargo.us

ATA AIRLINES
 Mr. John Gracie
 Director, System Operations Control
 7337 W. Washington Street
 Indianapolis, IN 46231
 Telephone: (317) 282-5056
 Email: John.Gracie@iflyata.com

FEDEX
 Mr. Stephen J. Vail
 Sr. Manager Air Traffic Operations
 3131 Democrat Road, Bldg. C
 Memphis, TN 38118-0120
 Telephone: (901) 224-5469
 Email: sjvail@fedex.com

CHAUTAUQUA AIRLINES
 Ms. Cindy Battle
 Suite 300
 8909 Purdue Road
 Indianapolis, IN 46268
 Telephone: (317) 484-6029
 Email: cbattle@rjet.com

FRONTIER AIRLINES
 Mr. George Webster
 Director, System Operations Control
 Frontier Center One
 7001 Tower Road
 Denver, CO 80249-7312
 Telephone: (720) 374-4591
 Email: Gwebster@flyfrontier.com

COLGAN AIR
 Ms. Dot Chaplin or
 Mr. Thomas Reich
 P.O. Box 1650
 10677 Aviation Lane
 Manassas, VA 20110
 Telephone: (703) 368-8880
 Email: Dot.Chaplin@colganair.com
 Email: Thomas.Reich@colganair.com

HAWAIIAN AIR
 Mr. Glenn Taniguchi
 Director, Schedule Planning
 P.O. Box 30008
 Honolulu International Airport
 Honolulu, Hawaii 96820

CONTINENTAL AIRLINES
 Mr. Tony Geffert
 1600 Smith Street, 8th Floor
 HQSSK
 Houston, TX 77002
 Telephone: (713) 324-2029
 Email: tgeffe@coair.com

JETBLUE
 Mr. Tom Rinow
 Director, Operations
 118-29 Queens Blvd.
 Forest Hills, NY 11375
 Telephone: (646) 734-8940
 Email: Tom.Rinow@jetblue.com

DELTA AIR LINES
 Mr. Matt Goldberg
 Schedule Development, Dept 661
 P.O. Box 20706
 Atlanta, GA 30320-6001
 Telephone: (404) 773-4655
 Email: Matt.Goldberg@delta.com

MESA AIR GROUP
 Mr. Mike Holcomb
 Suite 204
 4700 Yorkmont Road
 Charlotte, NC 28208
 Telephone: (704) 359-9807
 Email: mike.holcomb@mesa-air.com

EVERGREEN INT'L AIRLINES
 Captain Steve Harp
 3850 Three Mile Lane
 McMinnville, Oregon 97128-9496
 Telephone: (503) 472-0011, Ext. 4982
 Email: steve.harp@evergreenaviation.com

MIDWEST AIRLINES
 Ms. Suki Ziegenhagen
 Senior Schedule Coordinator
 6744 S. Howell Avenue, HQ23
 Oak Creek, WI 53154
 Telephone: (414) 570-3661
 Email: suki.ziegenhagen@midwestairlines.com

Index

[References are to page numbers]

A

Administration of Facilities
 ATS Continuity, 2-1-2
 Authorization for Separation, 2-1-6
 Checking Published Data, 2-1-2
 Duty Familiarization, 2-2-1
 Equipment Trouble, 2-2-5
 Facility Directives Repository, 2-2-6
 Handling MANPADS Incidents, 2-1-4
 Interregional Requirements, 2-1-1
 Position Responsibilities, 2-2-1
 Position/Sector Binders, 2-1-1
 Reference Files, 2-1-1
 Release of Information, 2-1-1
 Sign In/Out and On/Off Procedures, 2-2-3
 Standard Operating Procedures, 2-1-1
 VSCS Equipment, 2-2-5

Air Traffic Control Assigned Airspace (ATCAA),
 2-1-9

Air Traffic Security Coordinator (ATSC), 20-3-1

Air Traffic Security Liaison (ATSL), 20-3-1

Air Traffic Tactical Operations Programs, 17-2-1

Aircraft
 DOE, 5-3-1
 Accidents, Reported/Unreported, 5-3-1
 Atmosphere Sampling, 5-3-1
 Due Regard Operations, 5-3-1
 Special Flights, 5-3-1
 Weather Reconnaissance Flights, 5-3-2

Flight Inspection, 5-2-1

High Altitude Inspections, 5-2-1

Identification Problems, 2-1-5

Identifying DOT/FAA, 5-2-1

Open Skies Treaty, 5-3-3

R & D Flight, 5-2-1

Airport, Traffic Patterns, 2-1-8

Airport Arrival Rate (AAR), 10-7-1

Airport Emergency Plans, 2-1-4

Airport Lighting, 10-6-1

Altimeter Requirements, 2-10-1

Altimeter Setting to ARTCC, 2-10-2

Altitude Assignments, S/VFR and VFR, 3-9-2

Appearance, 2-7-1

Approach Control Ceiling, 2-1-6

Approach Light Systems, 10-6-2

ARFF, 2-1-4

ARTCC to ARTCC Coordination, 17-7-2
 Procedures, 17-7-2
 Responsibilities, 17-7-2

ATIS, 10-4-1

ATSC. *See* Air Traffic Security Coordinator

ATSL. *See* Air Traffic Security Liaison

Automated Position Sign On/Off, 4-6-5

B

Bird Hazards, 2-1-7

Blood Donors, 2-8-2

Bomb Threats, 2-1-3

Briefing, Air Traffic Bulletin, 2-2-4

Briefings, Order Changes, 2-2-5

C

Capping and Tunneling, 17-6-4

Charts
 Disposition of Obsolete, 2-1-9
 EOVM, 3-9-2
 Minimum Vectoring Altitude, 3-9-1

Classified Operations, 20-4-2

Color Displays-Terminal, Color Use on ATC
 Displays, 3-10-1

Combine/Recombine an ATCT/TRACON, 2-1-9

Communications
 Battery-powered Transceivers, 3-3-2
 CIRNOT Handling, 2-2-4
 Emergency Frequencies, 3-3-1
 Facility Status Report, 3-3-2
 GENOT Handling, 2-2-4
 Monitoring Frequencies, 3-3-1
 Service "F", 3-3-1
 Telephone, 3-3-1
 Testing ELT, 3-3-2
 Use of Communications, 3-2-1

[References are to page numbers]

DTM, 11-2-3
 FBI Use, 3-2-1
 VSCS Frequency Backup, 3-3-2
 VSCS Reconfigurations, 3-3-3
 VTABS, 3-3-3

Comparison Checks, 2-10-1

Conferences
 Coordination of Procedures, 4-2-1
 Local, 4-2-1
 Published Items, 4-2-1

Conflict Alert, 11-2-2

Continuity of Operations and Continuation of Government (COOP/COG), 20-4-1

COOP/COG. *See* Continuity of Operations and Continuation of Government

Coordination
 Communication and Documentation, 20-5-1
 Coordination, 20-5-1
 Responsibilities, 20-5-1

Correspondence
 Disposition of VAR, 4-5-2
 Irregular Operation, 4-1-1
 Letters of Procedures, 4-5-1
 Letters to Airmen, 4-5-1
 Policy/Procedures, 4-1-1
 Preliminary Environmental Review, 4-1-1
 Service Area Review, 4-1-1
 Standards, 4-1-1

D

DEN. *See* Domestic Events Network

Density Altitude Broadcast, 2-10-2

Derelict Balloons/Objects, 18-5-1

Direction Finders
 Antenna Site, 3-6-1
 ASR-Associated, 3-6-2
 Assigning Heading Using DF/ASR, 3-6-2
 Canceling DF, 3-6-2
 Commissioning Equipment, 3-6-1
 Equipment Limitations, 3-6-1
 Inaccurate Bearing Indication, 3-6-1
 Operating Procedures, 3-6-1
 Strobe Line Indication, 3-6-1

Domestic Events Network (DEN), 20-4-1

E

ELT Incident, 9-3-1

En Route
 Areas of Operation, 6-1-1
 Areas of Specialization, 6-1-1
 Computer Interface, 6-6-1
 Flight Progress Strip, Usage, 6-1-2
 General, 6-1-1
 Operating Position Designators, 6-1-1
 Operations, 6-3-1
 Sector Information Binders, 6-2-1
 Sectors, 6-1-1
 Configuration, 6-1-1
 Services, 6-4-1
 Stored Flight Plan, 6-5-1
 Stored Flight Plan Program
 Bulk Store File
 Maintenance, 6-5-2
 Preparation, 6-5-2
 Coordination, 6-5-2
 Criteria, 6-5-1
 Implementation, 6-5-2
 Remarks Data, 6-5-2

En Route Data
 Deficiencies, 7-2-1
 Performance, 7-1-1

Equipment
 Frequencies, 15-2-1
 General, 15-1-1

Establishing Diverse Vector Area, 3-9-3

Explosives Detection, 2-1-5

F

Facility
 Identification, 2-1-9
 Visitors, 2-7-1

Facility Directives Repository (FDR), 2-2-6

Facility Equipment
 Basic, 3-1-1
 Color Displays-Terminal, 3-10-1
 Generator Transfer Procedures, 3-1-2
 Maintenance, 3-1-1

[References are to page numbers]

Facility Statistical Data
 Aircraft Contacted, 16-2-1
 Amending and Reviewing Data, 12-5-1
 Flight Plan Count, 16-3-1
 General, 12-1-1, 16-1-1
 Instrument Approach, 9-2-1
 Itinerant Operations, 12-2-1
 Local Operations, 12-3-1
 Operational Count, 9-1-1
 Other Reports and Forms, 9-3-1
 Overflight Operations, 12-4-1
 Pilot Briefing Count, 16-4-1
 Printing of Lists and Tallies (Model 1 Full Capacity), 16-6-1
 Reports and Information, 16-5-1

Familiarization/Currency Requirements, 2-3-1

FDR. *See* Facility Directives Repository

Field Facilities, 20-2-1

Flight Request
 Aerobatic Practice, 5-4-3
 Certifying Record Attempts, 5-4-2
 Crop Duster/Antique, 5-4-2
 Deviation, 5-4-1
 Flight Test, 5-4-2
 Photogrammetric Flights, 5-4-3
 Sanctioned Speed, 5-4-2

Flight Service Operations
 General, 13-1-1
 Operations, 13-3-1
 Positions/Services, 13-2-1
 Services, 13-4-1
 Flight Plan, Prefiled, 13-4-1

Flight Service Station
 Operations
 Airport, Search Arrangements, 13-3-1
 Landing Area, Status Check, 13-3-1
 Liaison Visits, 13-3-1
 Tie-In NOTAM Responsibility, 13-3-1
 Position/Service Information Binders, Position/Services, 13-2-1

FOIA
 Accident/Incident, 4-8-1
 Computer Data, 4-8-1
 Preserve Tape, 4-8-1

Forms
 7210-8, 9-3-1, 9-3-3
 7230-10, 4-6-3, 4-6-9

7230-12, 9-2-1, 9-2-2
 7230-13, 16-5-1
 7230-14, 9-1-3, 9-1-4
 7230-16, 9-2-1
 7230-4, 4-6-1, 4-6-8, 17-5-4
 7233-1, 16-3-1, 16-4-1
 7233-4, 16-3-1, 16-4-1
 7233-5, 16-4-1
 7233-6, 16-5-2
 7460-2, 11-2-2, 11-4-1
 Preparation, 4-6-1

G

Gate Hold Procedures, 10-4-2

H

Hours of Duty, 2-4-1
 Service Hours, 2-4-1
 Status of Service, 2-4-1

I

Information, Law Enforcement, 2-2-5
 Intelligence Analysis and Communication, 20-4-2

L

Land-Based Air Defense Identification Zone (ADIZ), 2-1-8
 Law Enforcement, Cooperation with, 2-7-1
 LAWRS Hours of Operation, 2-9-1
 Legal Liabilities of Personnel, 2-2-1
 Letters of Agreement, 4-3-1
 Aircraft Call Signs, 4-4-1
 AIT, 4-3-5
 Approval, 4-3-3
 Cancellation, 4-3-3
 Developing, 4-3-2
 Operations Under Exemptions, 4-4-1
 Review, 4-3-3
 Revisions, 4-3-3
 RSU, 4-4-1
 Subjects, 4-3-2

[References are to page numbers]

Line of Authority

- Air Traffic Security Coordinator (ATSC), 20-3-1
- Air Traffic Security Liaison (ATSL), 20-3-1
- System Operations Security, 20-3-1

M

MANPADS, Handling MANPADS Incidents,
2-1-4

Maps, Video

- Common Reference Points, 3-8-2
- Intensity, 3-8-1
- Mapping Standards, 3-8-1
- Tolerance for Fix Accuracy, 3-8-1
- Video Map Data, 3-8-1

MCI, 11-2-2

Medical, 2-8-1

- Alcohol, 2-8-2
- Clearance Requirements, 2-8-1
- Drugs and Sedatives, 2-8-1
- Special Evaluations, 2-8-1
- Status, 2-8-2

Meteorological Services and Equipment

- Broadcasts, 14-4-1
- EFAS, 14-3-1
- General, 14-1-1
- Weather Briefing, 14-2-1

MIA, 10-4-6

Military Headquarters, 1-1-2

MSAW, 11-2-2

N

NAS Changes, 3-1-1

NAS En Route Automation

- Displays, 8-3-1
- General, 8-1-1
- Procedures, 8-2-1

National Playbook, 17-20-1

National Programs

- ATTS, 11-2-1
- Data Recording and Retention, 11-3-1
- Helicopter Route Chart, 11-6-1
- Standard Terminal Automation Replacement System (STARS), 11-8-1

Terminal Area VFR Route, 11-7-1

Terminal VFR Radar Services, 11-1-1

TPX-42, 11-4-1

VFR Planning Chart, 11-5-1

National Traffic Management Log, 17-5-1

Navigational Aids

- Malfunctions, 3-5-2
- Monitoring, 3-5-1
- Originating NOTAMs, 3-5-2

O

Ocean21, 6-8-1

Controller Pilot Data Link Communications,
6-8-2

Error Repair Position Responsibilities, 6-8-1

Facility Manager Responsibilities, 6-8-1

General, 6-8-1

Ocean21 Channel Changeovers, 6-8-2

Operational Supervisor-In-Charge Responsibilities,
6-8-1

Outages, 6-8-2

Transfer of Position, 6-8-2

Operational Suitability, 11-2-2

Operations Plan, 17-19-1

Operations Security, Strategic and Tactical
Coordination, 20-5-1

Line of Authority, 20-3-1

Organizational Missions, 20-1-1

Organizational Responsibilities, 20-2-1

Supplemental Duties, 20-4-1

Organizational Missions

Strategic Operations Security Mission, 20-1-1

System Operations Security Mission, 20-1-1

Tactical Operations Security Mission, 20-1-1

Organizational Responsibilities

Field Facilities, 20-2-1

Strategic Operations Security, 20-2-1

Tactical Operations Security, 20-2-1

Outdoor Laser Demonstrations, 2-1-9

P

Pilot Education, 4-2-1

Practice Instrument Approaches, 10-4-2

Precision Approach Path Indicator (PAPI) Systems,
10-6-3

[References are to page numbers]

Precision Obstacle Free Zone (POFZ), 10-1-6
 Precision Runway Monitor-Simultaneous Offset
 Instrument Approaches, 10-4-4
 Presidential Aircraft
 Communications Circuits, Use of, 5-1-2
 Coordination, 5-1-1, 5-1-3
 Monitoring, 5-1-2
 Movement, 5-1-3
 Rescue Support, 5-1-3
 Security of Information, 5-1-2
 Presidential Movement, 20-4-1
 Pretaxi Clearance Procedures, 10-4-1
 Prohibited/Restricted Areas, 2-1-7

Q

Quality Assurance Review, 4-6-1

R

Radar Use, 3-7-2
 Beacon System, 3-7-2
 Commissioning Facilities, 3-7-1
 Monitoring Mode 3/A Codes, 3-7-2
 Prearranged Coordination, 3-7-3
 System and Display Setting, 3-7-3
 Target Sizing, 3-7-3
 Recorders, Tape
 Assignment of Channels, 3-4-1
 Checking and Changing Tapes, 3-4-2
 Handling Tapes or DATs, 3-4-2
 Use of, 3-4-1
 VSCS Data Retention, 3-4-3
 Records
 Collection of Data, 4-6-1
 Facility, 4-6-1
 Reduced Separation on Final, 10-4-5
 Reduced Vertical Separation Minimum, 6-9-1
 Equipment Suffix and Display Management,
 6-9-2
 Facility Manager Responsibilities, 6-9-1
 Front-Line Manager-In-Charge/Controller-In-
 Charge Responsibilities, 6-9-2

General, 6-9-1
 Mountain Wave Activity, 6-9-2
 Non-RVSM Operator Coordination Require-
 ments, 6-9-2
 Operations Manager-In-Charge Responsibilities,
 6-9-1
 Suspension of RVSM, 6-9-3
 Wake Turbulence and Weather Related Turbu-
 lence, 6-9-2
 Regulatory Information
 Authorizations and Exemptions, 18-3-1
 Fixed-wing SVFR, 18-2-1
 Moored Balloons, Kites, and Unmanned Rockets,
 18-5-1
 Parachute Jump, 18-4-1
 Temporary Flight Restrictions, 19-1-1
 Waivers and Authorizations, 18-1-1

Reports

Delay Reporting, 4-7-1
 Monthly, 4-7-1
 System Impact, 4-7-1
 Unidentified Flying Object, 4-7-1

Route Advisories, 17-18-1

Runway

Intersection Takeoffs, 2-1-5
 Obstacle Identification, 2-1-9

RVV/RVR Equipment, 2-9-2

S

Safety Logic Systems Supervisor/CIC Procedures,
 11-9-1
 Ensure Status, 11-9-1
 Limited Configuration, 11-9-2
 Monitor Alerts and Ensure Corrective Action,
 11-9-2
 System Operation, 11-9-1
 Watch Checklist, 11-9-2
 Security, 2-7-1
 SIFs. *See* Special Interest Flights
 Special Interest Flights (SIFs), 20-4-1
 Strategic Operations Security, 20-2-1
 Strategic Operations Security Mission, 20-1-1
 SUA and PAJA Frequency Information, 2-1-10

[References are to page numbers]

Supplemental Duties
 Classified Operations, 20-4-2
 Continuity of Operations and Continuation of
 Government (COOP/COG), 20-4-1
 Domestic Events Network (DEN), 20-4-1
 Intelligence Analysis and Communication,
 20-4-2
 Presidential Movement, 20-4-1
 Special Interest Flights (SIFs), 20-4-1

Suspicious Activities, 2-7-1

System Operations Security, 20-3-1
 Operations Security, Strategic and Tactical,
 20-1-1

System Operations Security Mission, 20-1-1

T

T & A Recording, 4-6-7

Tactical Operations Security, 20-2-1

Tactical Operations Security Mission, 20-1-1

Takeoff Clearance, 10-3-4

Temporary Flight Restrictions, 19-1-1

Terminal Operations, Services, and Equipment
 Airport Arrival Rate (AAR), 10-7-1
 General, 10-1-1
 Lighting, 10-6-1
 Operations, 10-3-1
 Position Binders, 10-2-1
 Radar, 10-5-1
 Services, 10-4-1

Time Checks, 2-4-1

Time Standards, 2-4-1

Traffic Lights, Gates, and Signals, 3-1-1

Traffic Management
 ARTCC to ARTCC Coordination, 17-7-2
 Coded Departure Routes, 17-17-1
 Coordination, 17-5-1
 Flow Constrained Area (FCA), 17-7-1
 Flow Evaluation Area (FEA), 17-7-1
 Ground Delay Programs, 17-9-1
 Ground Stop(s), 17-10-1, 17-11-1
 Initiatives, 17-6-1
 Line of Authority, 17-3-1

Monitor Alert Parameter, 17-8-1
 North American Route Program, 17-16-1
 Organizational Missions, 17-1-1
 Preferred IFR Routes Program, 17-15-1
 Responsibilities, 17-2-1
 Severe Weather Management, 17-13-1
 Special Programs, 17-12-1
 Supplemental Duties, 17-4-1
 SWAP, 17-14-1

Traffic Management (TM) Support of
 Non-Reduced Vertical Separation Minima
 (RVSM) Aircraft, 17-21-1

U

Unauthorized Laser Illumination of Aircraft,
 2-1-10

URET. *See* User Request Evaluation Tool

User Request Evaluation Tool
 Computer Data Retention, 6-7-4
 Outages, 6-7-2
 Responsibilities, Front-Line Manager-in-
 Charge, 6-7-1
 Responsibilities, Facility Manager, 6-7-1
 Responsibilities, Operations Manager-in-
 Charge, 6-7-1
 Restrictions Inventory and Evaluation, 6-7-3
 Standard Use of Automated Flight Data Manage-
 ment, 6-7-2
 Traffic Counts and Delay Reporting, 6-7-3
 Transfer of Position Responsibility, 6-7-4
 Transition and Training Planning, 6-7-3
 URET Airspace Configuration Elements, 6-7-2
 Waiver, Interim Altitude Requirements, 6-7-4

V

VFR Waypoint Chart Program, 11-10-1
 Criteria, 11-10-1
 Definition, 11-10-1
 Policy, 11-10-1
 Responsibilities, 11-10-2

Video Maps, 11-2-3

Visual Approach Slope Indicator (VASI) Systems,
 10-6-3

[References are to page numbers]**W**

Watch Coverage, 2-5-1
 Area Supervision, 2-5-1
 CIC, 2-5-2
 Consolidating Positions, 2-5-2
 Holiday Staffing, 2-5-2
 Overtime Duty, 2-5-2
 Relief Periods, 2-5-1
 Schedules, 2-5-1
 Supervision Coverage, 2-5-1
 Supervisors Hours of Duty, 2-5-2
 Watch Supervision
 Assignments, 2-6-1
 Basic Watch Schedule, 2-6-3
 CIC, 2-6-1
 Consolidating Positions, 2-6-2
 Controller-in-Charge Designation, 2-6-2
 Controller-in-Charge Selection, 2-6-2
 Holiday Staffing, 2-6-3
 Manager, 2-6-1
 Overtime Duty, 2-6-3
 Relief Periods, 2-6-3
 Supervisor, 2-6-1
 Weather/Visibility, 2-9-1
 Dissemination, 2-9-1
 Record Center, 2-9-2
 Visibility Charts, 2-9-2
 Visual Observations, 2-9-2
 Wind Indicator Cross Check, 2-10-1
 Wind Instrument Sensors, 2-10-1



U.S. Department
of Transportation
**Federal Aviation
Administration**

JO 7210.3V CHG 3
8/27/09

BRIEFING GUIDE

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

Initiated By: AJR-0
Vice President, System Operations Services

Table of Contents

Paragraph Number	Title	Page
3-5-1	NAVAID MONITORING	3
4-3-2	APPROPRIATE SUBJECTS	3
13-2-3	POSITIONS/SERVICES	3
8-1-1	TRANSITION PROCEDURES	4
10-3-9	TAKEOFF CLEARANCE	4
11-9-1	SYSTEM OPERATION	5
17-4-4	OPERATIONS MANAGER (OM) SUPPORT	6
17-6-9	FIELD FACILITY RESPONSIBILITIES FOR TMIs	7
17-6-15	CAPPING AND TUNNELING	7
17-7-5	ARTCC TO ARTCC COORDINATION	9
17-7-6	RESPONSIBILITIES	9
17-7-7	PROCEDURES	9
17-12-4	AIRPORT RESERVATION OFFICE	11

1. PARAGRAPH NUMBER AND TITLE:

3-5-1. NAVAID MONITORING;
4-3-2. APPROPRIATE SUBJECTS; and
13-2-3. POSITIONS/SERVICES

2. BACKGROUND: In 2005 when flight services outside of Alaska were contracted to a private vendor, the monitoring of NAVAIDS was classified as a realigned activity, therefore it is a function no longer provided by flight service stations (FSSs). FSSs in Alaska do not monitor NAVAIDS.

3. CHANGE:

OLD

3-5-1. NAVAID MONITORING

Title through a3

(a) Take appropriate action as indicated in FAAO JO 7110.65, Air Traffic Control, para 2-1-10, NAVAID Malfunctions, or FAAO JO 7110.10, Flight Services, para 13-1-2, Duties.

(b) through f2

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, or FAAO JO 7110.10, Flight Services, para 13-1-2, Duties. If malfunction is confirmed, discontinue use of the component involved.

NOTE-
Not all ILS components are provided 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 shall advise if that component will be restored to operation and the monitor status.

NEW

3-5-1. NAVAID MONITORING

No Change

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

No Change

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.*

OLD

4-3-2. APPROPRIATE SUBJECTS

Title through b2

c. Between AFSSs/FSSs: When NAVAIDs in one AFSS/FSS facility's area are monitored by another FSS.

REFERENCE-
*FAAO JO 7210.3, Para 3-5-1, NAVAID Monitoring.
FAAO 7930.2, Para 4-2-2, NOTAM Accountability and Para 4-2-3, NOTAM for NAVAID in Different FSS Flight Plan Area.*

NEW

4-3-2. APPROPRIATE SUBJECTS

No Change

c. Between **Flight Service Stations: Procedures for maintaining master flight plan files.**

Delete

OLD

13-2-3. POSITIONS/SERVICES

Title through c5

6. Specify NAVAID monitoring procedures.

7 through 9

NEW

13-2-3. POSITIONS/SERVICES

No Change

Delete

Renumbered 6 through 8

1. PARAGRAPH NUMBER AND TITLE: 8-1-1. TRANSITION PROCEDURES

2. BACKGROUND: The responsibility for this requirement also rests with the operations manager-in-charge (OMIC). Operational supervisor is now referred to as front-line manager.

3. CHANGE:

OLD

8-1-1. TRANSITION PROCEDURES

Title through a

- b. The transition plans shall include as a minimum:
1 and 2

3. Detailed checklists specifying the duties and the responsibilities for the STMCIC, OS, Radar Position (R), and other appropriate positions. The checklist shall include, as a minimum, the following information/procedures:

NEW

8-1-1. TRANSITION PROCEDURES

No Change

- b. The transition plans **must** include as a minimum:
No Change

3. Detailed checklists specifying the duties and the responsibilities for the **OMIC**, STMCIC, **FLM**, Radar Position (R), and other appropriate positions. The checklist **must** include, as a minimum, the following information/procedures:

1. PARAGRAPH NUMBER AND TITLE: 10-3-9. TAKEOFF CLEARANCE

2. BACKGROUND: The Call to Action Workgroup suggested a change to limit the issuance of a takeoff clearance until the aircraft has crossed all runways. There is a need at some facilities due to runway configuration/layout to allow a takeoff clearance before crossing all active runways. This paragraph is being added to establish criteria to allow for these situations if the facility abides by the guidance as defined in the paragraph.

3. CHANGE:

OLD

Add
Add

NEW

10-3-9. TAKEOFF CLEARANCE

At those airports where the airport configuration does not allow for an aircraft to completely cross one runway and hold short of the departure runway and/or where airports do not have runway hold markings between runways, the ATM must establish guidelines for how aircraft are cleared for takeoff based on the airport configurations. These guidelines must ensure aircraft are still precluded from mistakenly departing from other than the assigned runway while taking into account factors affecting aircraft being “clear of the runway,” for example, minimum distance between runways, presence of hold position markings, signage, etc. A facility directive must include where these procedures are able to be applied.

Add

REFERENCE-
FAAO JO 7110.65, Para 3-9-9, Takeoff Clearance.
Pilot/Controller Glossary Term - Clear of the Runway.

1. PARAGRAPH NUMBER AND TITLE: 11-9-1. SYSTEM OPERATION

2. BACKGROUND: Airport Surface Detection Equipment System – Model X (ASDE-X) was originally designed with surface movement radar (SMR) and Multilateration (MLAT) for airports with no surface surveillance. SMR radar was not intended to provide total coverage of the entire airport. ASDE-X uses fusion as a way of creating “seamless coverage” from all sensors (MLAT, SMR, and ASR). The original design was to critically fault and go offline when MLAT or the SMR radar was unavailable. Radar-only mode allows the ASDE-X system to remain operational if the MLAT sub-system incurs a critical fault and is offline. Radar-only mode is equivalent to the present ASDE3/AMASS operation at legacy airports.

3. CHANGE:

OLD

NEW

11-9-1. SYSTEM OPERATION

11-9-1. SYSTEM OPERATION

a. Safety Logic Systems are software enhancements to the ASDE-3 and ASDE-X that predict the path of aircraft landing and/or departing, and/or vehicular movements on runways. Visual and aural alerts are activated when the safety logic projects a potential collision.

a. Safety logic systems are software enhancements to the ASDE-3 and **Airport Surface Detection Equipment System – Model X (ASDE-X)** that predict the path of aircraft landing and/or departing, and/or vehicular movements on runways. Visual and aural alerts are activated when the safety logic projects a potential collision.

1. AMASS is a safety logic system enhancement to the ASDE-3.

1. **Airport Movement Area Safety System (AMASS)** is a safety logic system enhancement to the ASDE-3.

2. ASDE-X Safety Logic is a system enhancement to ASDE-X.

2. ASDE-X safety logic is a system enhancement to ASDE-X.

b. The Safety Logic System shall be operated in a full core alert runway configuration. (In ASDE-X, when rain configuration is selected, it includes full core alerting capabilities.)

b. The safety logic system **must** be operated in a full core alert runway configuration. (In ASDE-X, when rain configuration is selected, it includes full core alerting capabilities.)

Add

c. **In the event of a Multilateration (MLAT) failure, ASDE-X will stay operational. In this case, ASDE-X will operate in radar-only mode. The system automatically transitions to radar-only mode when it senses an MLAT fault. No action is required by the operator to enable radar-only mode.**

Add

1. **The controller displays will keep maps and track data. Tracks that were currently being tracked when MLAT failed will keep their data blocks while in the coverage area. Tracks on arrival with ASR coverage will also keep a data block while in the coverage area. Tracks moving from a radar-only mode zone to a fully operational zone will display the tracks as it enters the operational zone.**

Add

2. **New tracks will start as unknown icons and must be manually tagged to receive a data block. ASDE-X safety logic processing is not affected by radar-only mode operation. The system automatically transitions to normal operation once the MLAT subsystem is back online. Full core alerting capabilities are provided in radar-only mode.**

c. When ASDE-3 and/or AMASS is in maintenance mode, AMASS data shall be considered invalid and the system shall be taken offline. The front-line manager/CIC shall validate, upon resumption of normal AMASS operations, that runway configurations and other user settings are adequate for operational use.

NOTE-

Action to change AMASS online/offline status is a Technical Operations function. ASDE-X safety logic will automatically be disabled when the system is in maintenance mode.

d. When a runway becomes unavailable for aircraft operations for an extended period of time, the runway should be entered as, “Closed” in the Safety Logic System. Facility procedures should be developed to address using the Safety Logic System in this capacity.

e. Construction projects in the vicinity of runways may cause nuisance or false alerts. The National Airway Systems Engineering (NASE) group may be able to provide an adaptation to filter the affected areas from Safety Logic System coverage. Facilities shall contact NASE via email at 9-AMC-ATOW-ASDES@faa.gov, 30 to 45 days before the construction is scheduled to begin to assist in determining whether an adaptation is necessary.

f. ASDE-X false targets may be temporarily track dropped after positive verification has been accomplished via pilot/vehicle operator position report or controller visual observation. When a false target is temporarily dropped, it shall be noted on FAA Form 7230-4, Daily Record of Facility Operation.

REFERENCE-

FAAO JO 7110.65, Para 3-6-2, Identification.

g. The Air Traffic Manager may authorize a real target to be inhibited from safety logic processing when the target will likely generate a nuisance alert.

d. When ASDE-3 and/or AMASS is in maintenance mode, AMASS data **must** be considered invalid and the system **must** be taken offline. The front-line manager/CIC **must** validate, upon **resuming** normal AMASS operations, that runway configurations and other user settings are adequate for operational use.

NOTE-

Action to change AMASS online/offline status is a technical operations function. ASDE-X safety logic will automatically be disabled when the system is in maintenance mode.

e. When a runway becomes unavailable for aircraft operations for an extended period of time, the runway should be entered as “closed” in the safety logic system. Facility procedures should be developed to address using the safety logic system in this capacity.

f. Construction projects in the vicinity of runways may cause nuisance or false alerts. The National Airway Systems Engineering (NASE) group may be able to provide an adaptation to filter the affected areas from safety logic system coverage. Facilities **must** contact NASE via email at 9-AMC-ATOW-ASDES@faa.gov, 30 to 45 days before the construction is scheduled to begin to assist in **deciding if** an adaptation is necessary.

g. ASDE-X false targets may be temporarily track dropped after positive verification has been **done by** pilot/vehicle operator position report or controller visual observation. When a false target is temporarily dropped, it **must** be noted on FAA Form 7230-4, Daily Record of Facility Operation.

No Change

h. The **air traffic manager** may authorize a real target to be inhibited from safety logic processing when the target will likely generate a nuisance alert.

1. PARAGRAPH NUMBER AND TITLE: 17-4-4. OPERATIONS MANAGER (OM) SUPPORT

2. BACKGROUND: The US Customs Aviation Program had an agreement with the FAA allowing the use of a covertly installed Mode III (code 1236) to track the movement of aircraft suspected of being used in the furtherance of illegal activity. The specialized transponder equipment, shared with the DEA and FBI, caused a 1236 code to appear juxtaposed on the radar screen adjacent to the aircraft’s selected transponder setting. The 1236 code also causes the letter of “susp” to flash in the FAA Air Route Traffic Control Center data block. The development of alternate tracking capabilities has rendered this tracking method obsolete and the use of this equipment has been terminated. FAA N JO 7110.475 was issued that cancelled FAA Order JO 7110.52C.

3. CHANGE:

OLD
17-4-4. OPERATIONS MANAGER (OM) SUPPORT

Title through e1

NEW
17-4-4. OPERATIONS MANAGER (OM) SUPPORT

No Change

2. FAAO 7110.52, Suspected Illegal Use of Aircraft.

Delete

3

Renumbered 2

1. PARAGRAPH NUMBER AND TITLE: 17-6-9. FIELD FACILITY RESPONSIBILITIES FOR TMIs

2. BACKGROUND: This change will clarify Field Facility Responsibilities for TMIs that are to be utilized in the development and coordination of ARTCC to ARTCC and ARTCC to New York TRACON (N90) restrictions.

3. CHANGE:

<u>OLD</u>	<u>NEW</u>
17-6-9. FIELD FACILITY RESPONSIBILITIES FOR TMIs	17-6-9. FIELD FACILITY RESPONSIBILITIES FOR TMIs
Title through d	No Change
Add	<u>REFERENCE-</u> <u>For ARTCC to ARTCC and ARTCC to N90 MIT responsibilities and coordination, refer to paragraph 17-7-5.</u>

1. PARAGRAPH NUMBER AND TITLE: 17-6-15. CAPPING AND TUNNELING

2. BACKGROUND: Capping and tunneling are processes of using altitude restrictions to manage traffic volume and delays. Tunneling aircraft indicates that traffic will be descended before the normal descent point at the arrival airport, and capping indicates that aircraft will be cleared to an altitude lower than requested to their arrival airport or until they are clear of a particular airspace. These procedures allow air traffic flows to be optimized by increasing use of available altitudes. This removes traffic volume from higher tiered airspace and reduces delays by allowing sectors with more capacity to control this traffic. This traffic management initiative has proven to be effective in mitigating constraints throughout the NAS. Many FAA facilities have developed capping and tunneling plans, and have local processes for the use and implementation of them to manage their traffic and meet the objectives specific to their situation. The purpose of this notice is to provide national requirements and guidelines for the use of capping and tunneling initiatives, their development, maintenance, implementation, and cancellation, and to standardize the process between facilities and our customers.

3. CHANGE:

<u>OLD</u>	<u>NEW</u>
Add	17-6-15. CAPPING AND TUNNELING
Add	a. ARTCCs must:
Add	<u>1. Provide a basic capping and tunneling plan in coordination with affected TRACON for all airports listed in the Operational Evolution Partnership, as a minimum.</u>
Add	<u>2. Develop, maintain, coordinate, and modify all capping and tunneling plans with the TMU, the ATCSCC, and affected facilities within or adjacent to their area of jurisdiction.</u>
Add	<u>3. Complete capping and tunneling plans by March 1, 2009, and update their plans biannually, no later than May 1 and November 1 of each calendar year.</u>

Add

4. Include in the plan:**(a) A description of planned capping and tunneling procedures that may be used within the departure ARTCC airspace.****(b) Directions of use (for example, North Plan, South Plan, etc.).****(c) Altitudes, including expected start and/or end points of capping and tunneling actions.****(d) Routes and distances of expected use.****(e) Information concerning how and when the plan affects arrivals, departures, terminal or en route airspace.****(f) All facilities impacted.**

Add

b. ARTCC TMUs must:**1. Submit facility capping and tunneling plans to the ATCSCC Automation Office for inclusion in the Operational Information System by May 15 and November 15 of each calendar year. This will allow facilities and customers to evaluate the impact of these plans and any possible strategic and tactical options to them.****2. Coordinate capping and tunneling plans through the ATCSCC before implementation.****3. Coordinate issues, alternate initiatives, and exit strategies with the ATCSCC and affected facilities.****NOTE-****Capping and tunneling can provide a rapid solution to some situations; however, consideration needs to be given to potential weather constraints, such as turbulence and icing, and the effects of fuel and flight time for the aircraft included.****4. Provide local information to aid the ATCSCC with developing alternative, successful reroute options for customers to consider, as needed.****5. Implement tactical initiatives and update as necessary, for example, MIT/MINIT.****6. Coordinate changes or cancellation of capping and tunneling plans with the ATCSCC and affected facilities.**

Add

c. The ATCSCC must:

1. Respond to requests for the implementation of the capping and tunneling plan and evaluate possible alternatives.

2. Notify affected facilities and customers of capping and tunneling implementation and the airports, routes, and/or airspace that will be impacted.

3. Transmit planned advisories before implementation of capping and tunneling, when applicable. Provide details regarding distance and altitude information, when available.

4. Transmit required advisories to implement capping and tunneling plans. This advisory should specify airports included, alternate routes and options as able, expected duration, transition points (route or altitude), reason for implementation, and modifications to the plan.

5. Evaluate and advise affected facilities and customers of cancellation of capping and tunneling initiatives, as appropriate.

1. PARAGRAPH NUMBER AND TITLE:

- 17-7-5. ARTCC TO ARTCC COORDINATION;
- 17-7-6. RESPONSIBILITIES; and
- 17-7-7. PROCEDURES

2. BACKGROUND: FEAs and Flow Constrained Areas provide FAA air traffic facilities and our customers increased flexibility in responding to conditions in the National Airspace System. This change incorporates this technology into FAA Order JO 7210.3V and further clarifies coordination of ARTCC to ARTCC and ARTCC to N90 miles-in-trail restrictions.

3. CHANGE:

OLD

Add

Add

NEW

17-7-5. ARTCC TO ARTCC COORDINATION

These procedures must be utilized in the development and coordination of ARTCC to ARTCC and ARTCC to N90 MIT.

OLD

Add

Add

NEW

17-7-6. RESPONSIBILITIES

ARTCC TMU must follow guidelines for the FEA naming convention as follows:

Add **a. For Airport MIT:**
[Requester]_[Provider]_[Airport]

EXAMPLE-
1. ZDC_ZIX_EWR
2. ZTL_ZID_ATL

Add **b. For Airway/Route:**
[Requester]_[Provider]_[Airway]

EXAMPLE-
1. ZDC_ZIX_I55
2. ZNY_N90_PARKE

OLD **NEW**

Add **17-7-7. PROCEDURES**

Add **The ARTCC TMU must:**

Add **a. Draw the FEA at the common ARTCC or ARTCC/N90 boundary.**

Add **b. Draw the FEA per route.**

Add **c. Filter the FEA for single airport destinations, except where MITs are requested for multiple destinations in an ‘as one’ restriction; in which case, the FEA shall be filtered to reflect that information.**

Add **d. Review the total number of aircraft as presented in the 15-minute FEA/FCA timeline bar.**

Add **e. Select and review the FEA/FCA Dynamic List for restrictions needed based on distance between aircraft, making sure the “ENTRY” column is set to display aircraft in chronological order of times as they enter the FEA.**

1. An accepted distance consideration for the en route environment is 7 miles per minute of flight time.

EXAMPLE-
Two aircraft passing through an FEA 3 MINITs should be considered to be 21 MITs of one another.

2. An accepted distance consideration for N90 TMIs is 5 miles per minute of flight time.

Add **f. Complete electronic coordination and share the FEA with the ATCSCC as required.**

Add **g. Continually evaluate and assess MIT for effectiveness and cancel the restriction at the earliest opportunity.**

1. PARAGRAPH NUMBER AND TITLE: 17-12-4. AIRPORT RESERVATION OFFICE

2. BACKGROUND: Current guidance in FAA handbooks identifies HDTA specifics in regard to what airports require, such as reservations, the number of slots and the time periods associated with the requirements. This has resulted in making frequent modifications to several FAA handbooks when airports are added or deleted, or the allocation procedures changed. Additionally, the references to “High Density Traffic Airports” do not accurately reflect that other FAA rules apply at individual airports. This change will redesignate the High Density Traffic Airport (HDTA) terminology to “slot controlled airports” and provide generic guidance referring operators and field facilities to the Enhanced Computer Voice Reservation (e-CVRS) Web site. Reference to the Web site will alleviate the necessity for frequent document change proposals and provide current information on the rules and procedures for reservations.

3. CHANGE:

OLD

NEW

17-12-4. AIRPORT RESERVATION OFFICE

17-12-4. AIRPORT RESERVATION OFFICE

a. The Airport Reservations Office (ARO) has been established to monitor the operation and allocation of reservations for the “other” category (nonscheduled flights) of the high density rule required by 14 CFR Part 93, subpart K. This office receives and processes all IFR requests for nonscheduled operations at designated high density traffic airports (HDTA), and allocates reservations on a “first come, first serve” basis determined by the time the request is received at the ARO. Standby lists are not maintained.

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. The HDTAs are: John F. Kennedy International Airport, LaGuardia Airport, and Ronald Reagan Washington National Airport. Reservations for John F. Kennedy International Airport are required between 3 p.m. and 7:59 p.m. local time. Reservations for LaGuardia Airport and Ronald Reagan Washington National Airport are required between 6 a.m. and 11:59 p.m. local time. Requests for IFR reservations will be accepted starting 72 hours prior to the proposed time of operation at the affected airport.

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

NOTE-

Delete

The telephone numbers/Internet Address to obtain an HDTA reservation are:

- 1. Touch-tone: 1-800-875-9694 or (703) 707-0568.
- 2. Web Interface: <http://www.fly.faa.gov/ecvrs>.
- 3. Trouble number: 1-703-904-4452.

Add

c. Flights with declared emergencies do not require reservations.

Add **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.**

Add **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: 1-800-875-9694 or (703) 707-0568 (e-CVRS interface.)
3. Trouble number: (703) 904-4452.
