U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION
National Policy

ORDER 6700.20B

Effective Date
11/25/15

SUBJ: Non-Federal Navigational Aids, Air Traffic Control Facilities, and Automated Weather Systems.

1. The National Airspace System (NAS) includes thousands of "non-Federal facilities" (i.e. facilities that are owned by entities other than the Federal government).

2. These non-Federal facilities include navigational aids, visual aids, air traffic control facilities, and automated weather systems.

3. This order explains the policies and procedures that the Federal Aviation Administration's (FAA's) Technical Operations "Non-Federal Program" uses to regulate non-Federal facilities. This includes how to establish them, as well as commission, maintain, inspect, takeover, and decommission them.

4. The FAA is authorized to regulate non-Federal facilities under Title 49 of the United States Code (USC), Sub-Title VII, *Aviation Programs*. The Technical Operations Non-Federal Program operates under that authority.

5. One of the primary ways the program accomplishes its objectives is through this order. Its purpose is to provide standardized guidance throughout the three Service Areas and the nine Regions that comprise the NAS.

6. The Appendix of this order contains standard operating procedures (SOPs) for the Technical Operations Non-Federal Program. These SOPs may be amended to reflect changes affecting the program, such as new technologies, evolving maintenance practices, and lessons learned from the field.

7. In short, the Technical Operations Non-Federal Program is broad yet dynamic. As a result, the goal of this order is to provide guidance that is standardized yet flexible.

Michael P. Huerta
Administrator

NOTE

This document is internal guidance for FAA personnel.

Like all FAA orders, generally speaking it does not apply to the public.

HOWEVER:

A public party may contractually obligate itself to abide by some or all of the terms of an FAA order.

Specifically, this happens when a public party signs a Memorandum of Agreement (MOA) and/or Operations and Maintenance Manual (OMM) that requires compliance with some or all terms of an FAA order cited within the MOA/OMM.

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Chapter 1. General Information

1-1. Purpose of This Order. The purpose of the Technical Operations Non-Federal Program is to help ensure safe air navigation by regulating non-Federal facilities. This order establishes the policies and procedures that govern the lifecycle of non-Federal facilities, including their establishment, commissioning, maintenance, inspection, takeover, and decommissioning.

1-2. Audience. All FAA personnel who are involved in any aspect of the Technical Operations Non-Federal Program.

1-3. Where Can I Find This Order. You can find this order at www.faa.gov. Click on "Regulations & Policies" and the select "Orders & Notices." Or simply visit http://www.faa.gov/regulations_policies/orders_notices/.

Note: SOPs and other supplemental documents are available via the FAA intranet at http://technet.faa.gov/6700.20 . Forms are available via the FAA's online Forms website: https://employees.faa.gov/tools_resources/forms/.

1-4. What This Order Cancels. Order 6700.20A, Non-Federal Navigational Aids and Air Traffic Control Facilities (12/11/92).

1-5. Explanation of Changes. Much has changed since this order was last revised and we've tried to reflect those changes here. In doing so we've sought to: capture the knowledge and experiences of the FAA personnel who administer the Technical Operations Non-Federal Program; standardize the policies and procedures exercised among the Service Areas and Regions; ensure that the policies and procedures meet legal and regulatory requirements; and generally make the order clearer and more user friendly.

1-6. Internet Links in This Order. In order to access most (but not all) of the links in this order, you must be connected to the FAA network. If you have trouble accessing a link, please contact: Non-Federal-Program@FAA.gov .

1-7. General Policies. Under the provisions of 49 USC, as amended, FAA and Technical Operations Non-Federal Program policy addresses numerous topics, including the following:

a. Establishment. The FAA will incorporate non-Federally owned facilities into the NAS whenever they meet criteria outlined in applicable sections of the Code of Federal Regulations (CFR) and this order.

b. Commissioning Inspections. The FAA will perform initial ground and flight inspections as a prerequisite to the commissioning of any facility or the approval of any instrument flight rule (IFR) procedure, in accordance with applicable regulations, agency directives, and current operational procedures and requirements.

c. Periodic Inspections. The FAA will perform recurring ground and flight inspections to ensure that the continued performance of the facility will support the procedure and requirements.

d. Minimum Standards. The FAA will provide standards on the minimum equipment and operational performance necessary to ensure compatibility with the NAS.

e. Technical Planning. The FAA will assist in technical planning to avoid duplication of the service provided by a Federally-owned or planned facility in order to ensure optimum use of the non-Federal facility.

f. Airspace and Frequency Engineering. The FAA will ensure that the appropriate airspace and frequency engineering procedures have been followed when an airport owner/sponsor or other non-Federal entity submits a request to establish a non-Federal facility.

g. Equivalent Performance and Maintenance Standards for Federal and Non-Federal Facilities. The FAA will ensure that non-Federal facilities meet the performance requirements and are maintained at the same standard as identical FAA facilities. If there is no identical equipment in the FAA inventory, then the facility must meet the standards of the International Civil Aviation Organization (ICAO), an FAA-authorized technical advisory group, or FAA-approved manufacturer's instruction book.

Chapter 2. Roles & Responsibilities

2-1. Roles & Responsibilities of the Vice President of Technical Operations (Via The Director of Operations Support). The Vice President of Technical Operations is generally responsible for overall management of the Technical Operations Non-Federal Program. Specific responsibilities include, but are not limited to:

a. Coordinating with other agency elements.

b. Establishing requirements for initial and recurring on-site inspections of non-Federal facilities.

c. Establishing requirements and conditions for FAA assumption of ownership, operation, and maintenance.

d. Budgeting, as it relates to section 2-1c, including staffing, test equipment, and other operation costs.

e. Establishing criteria to ensure compliance with performance standards, FAA oversight responsibility, and for verifying the accuracy and reliability of standard and/or non-standard non-Federal facilities.

f. Coordinating with other Government agencies to provide for equipment oversight and verification.

g. Establishing requirements for verification of Non-Federal Technicians.

h. Coordinating with affected organizations in approving waivers and deviations from established standards for non-Federal facilities.

i. Ensuring that consistent standards are developed and applied among the Service Centers, Service Areas, and the Regions.

j. Providing final determination of FAA approval for non-Federal facilities, in accordance with 14 CFR Part 171, *Non-Federal Navigation Facilities*.

k. Providing final determination of type certification for automated weather observing systems (AWOS) in accordance with advisory circular 150/5220-16, *AWOS for Non-Federal Applications*.

2-2. Roles & Responsibilities for the Technical Operations National Non-Federal Program Manager. The Manager's responsibilities include, but are not limited to:

a. Acting as the FAA's single point of contact for all Technical Operations Non-Federal Program issues and actions.

b. Serving as the focal point for interpretations of 14 CFR Part 171.

c. Providing guidance on the Technical Operations Non-Federal Program; including

(1) The current version of Order 6700.20, *Non-Federal Navigational Aids, Air Traffic Control Facilities, and Automated Weather Systems.* (The "*non-Federal Order.")*

(2) Relevant laws, regulations, advisory circulars, and other documents.

d. Monitoring the content and accuracy of the current version of Order 6700.20.

e. Interacting with other Agency offices to solve problems or coordinate efforts.

f. Addressing Congressional issues as required for the Technical Operations Non-Federal Program.

g. Providing guidance and assistance to developers and manufacturers of equipment developed under other than an FAA contract.

h. Working closely with the Regulatory Branch of the FAA Office of Chief Counsel, and the FAA Office of Government and Industry Affairs, on actions and issues pertaining to non-Federal equipment.

i. Coordinating activities with the FAA Flight Standards Division, the Office of Airport Safety and Standards, and the Office of Airport Planning and Programming.

j. Providing guidance and assistance to all FAA Service Areas and Centers, Regions, and Local Aviation Authorities.

k. Hosting the Technical Operations Non-Federal Program's monthly Working-Group Teleconference.

l. Coordinating with Technical Operations Training Administration Group to obtain national performance exams, except when the only available exams are locally developed.

m. Supporting the development and implementation of the Non-Federal Tool Program.

2-3. Roles & Responsibilities of Other Technical Operations Personnel/Organizations. The following roles and responsibilities may be supplemented in later chapters of this order.

Note: Titles/organizations are listed alphabetically.

a. District Manager (or designee). Technical Operations District Managers' responsibilities include, but are not limited to:

(1) Overseeing all non-Federal facilities, FAA personnel, and Non-Federal Technicians/other personnel in their district.

(2) Ensuring that MOAs and OMMs are generated in conformance with 14 CFR Part 171.

(3) Assigning qualified personnel to administer performance exams to Non-Federal Technicians. The District Manager may assign an FAA Inspector, Coordinator, or other subject-matter expert to administer the exam. If it becomes necessary, the District Manager may coordinate with the Technical Services Operations Group (TSOG) Manager to administer performance exams.

Note: Qualifications to administer performance exams are discussed in section 6-6f of this order, *Performance Exam Rule (Aka Verification Exam Rule).*

(4) Issuing verification authority letters for Non-Federal Technicians and distributing them to:

(a) Non-Federal technicians;

(b) Sponsors;

(c) Technician employers (if applicable);

(d) Program Implementation Managers (PIMs); and

(e) Non-Federal Coordinators.

Note: The District Manager may delegate this responsibility to a District Office Operations Support Specialist (OSS) or other designee. (The previous title for OSS was “Program Support Specialist,” or “PSS”.)

Note: The above distribution list is in accordance with the latest version of Order JO 3000.57, *Air Traffic Organization Technical Operations Training and Personnel Certification*.

(5) Updating the Operational Control Center contact list when a facility’s Sponsor or Non-Federal Technician changes. (Non-Federal Inspectors and Coordinators also bear this responsibility.)

(6) Determining inspection responsibility for individual non-Federal facilities.

Note: The organization with inspection responsibility must maintain all facility records. This includes updating the Non-Federal Tool, and the relevant Facility, Service, & Equipment Profile (FSEP) cost-center codes.

(7) Ensuring that FAA Inspectors are familiar with non-Federal equipment.

Note: If training is required for equipment not in the FAA inventory, the District Manager or designee should arrange for training. The required training may only be available through the manufacturer. (See the FAA Information Superhighway for Training (FIST) for approved training).

(8) Completing facility inspections by coordinating as necessary with, e.g., the TSOG, System Support Center (SSC), or district office personnel.

(9) Ensuring, during inspections, that OMMs are up to date.

(10) Overseeing the SSC(s).

b. Engineering Services Manager. Responsibilities include, but are not limited to providing engineering support for takeovers, if applicable.

c. FAA Inspector. Responsibilities include, but are not limited to:

(1) Conducting commissioning inspections, per SOP 3-2.

(2) Conducting periodic inspections, per SOP 4-1.

(3) Recording results of inspections, noting deficiencies, and determining whether the facility is complying with relevant regulations, advisory circulars, orders, etc.

(4) Entering inspection data into the Non-Federal Tool.

(5) Addressing unsatisfactory operations of non-Federal facilities, per SOP 4-2.

(6) Updating the OCC contact list when a facility's Sponsor or Non-Federal Technician changes. (District Managers and non-Federal Coordinators also bear this responsibility.)

(7) Ensuring, during inspections, that OMMs are up to date.

Note: Some inspections are conducted by the SSC; others by the TSOG.

d. Flight Inspection Services Director. Responsibilities include, but are not limited to:

(1) Establishing criteria for validation of IFR procedures.

(2) Ensuring that Sponsors and Technical Operations Non-Federal Program personnel are familiar with the flight inspection cost policies in section 3-5, (*Funding and Staffing for Commissioning Inspections*).

(3) Establishing criteria for initial and recurring flight inspections to determine compliance with established standards for signal in-space performance in support of IFR procedures.

(4) Conducting flight inspections of non-Federal facilities.

e. National Technical Operations Aircraft Accident Representative (NTOAAR). Responsibilities include, but are not limited to:

(1) Responding to aircraft accidents where NAS equipment could be potentially involved.

(2) Supporting the Service Area Technical Operations Aircraft Accident Representatives (TOAAR) in response to an aircraft accident where suspect NAS equipment is owned and/or maintained by a non-Federal organization.

f. Non-Federal Coordinator. Responsibilities include, but are not limited to:

(1) Acting as the designated Technical Operations Non-Federal Program point of contact for the Technical Operations District Office.

(2) Supporting the District as required in coordinating the inspection schedules of Non-Federal Inspectors.

(3) Supporting the District as required in identifying non-Federal facilities that need to be inspected, and schedule accordingly.

(4) Supporting the District as required in resolving issues related to scheduling individual inspections.

(5) Updating the OCC contact list when a facility's Sponsor or Non-Federal Technician changes. (District Managers and Non-Federal Inspectors also bear this responsibility.)

(6) Supporting the District as required in ensuring, during inspections, that operations and maintenance manuals (OMMs) are up to date.

(7) Overseeing FAA Inspectors.

g. Operations Control Center (OCC). Relevant OCC responsibilities are set forth in the latest version of Order 6000.15, *General Maintenance Handbook for NAS Facilities.*

Note: When a non-Federal facility is "NOTAM'd out of service" (i.e. shut down via a Notice to Airmen (NOTAM), the OCC will notify the points of contact on its contact list. **Notification must occur during normal business hours.**

h. Operations Engineering Support Center (OESC). Responsibilities include, but are not limited to:

(1) Reviewing non-Federal equipment siting criteria and provide comments.

(2) Providing the non-Federal PIM with engineering support, as necessary, for establishment and operation of non-Federal facilities.

(3) Reviewing the design of any non-Federal project.

(4) Providing engineering support for takeovers, if applicable.

i. Operations Support Specialist (OSS). Formerly titled the Program Support Specialist (PSS), District Office OSS responsibilities include, but are not limited to:

(1) Providing training support for Non-Federal Technicians.

(2) Documenting the completion of theory of operations and performance exams for Non-Federal Technicians.

(3) Documenting the Non-Federal Technician's verification authority on FAA Form 3400-3, *Technical Operations Personnel Certification / Verification Authority Record*.

(4) Drafting verification authority letters for individual Non-Federal Technicians after confirming that the technician has met all necessary requirements and possesses a documented FAA Form 3400-3.

(5) Maintaining the training and verification records for Non-Federal Technicians.

(6) Issuing verification authority letters for Non-Federal Technicians and distributing them to:

(a) Non-Federal Technicians;

(b) Sponsors;

(c) Technician employers (if applicable);

(d) PIMs; and

(e) Non-Federal Coordinators.

Note: The District Manager is actually responsible for issuing verification authority letters. However, the Manager may delegate that responsibility to a designee, such as the OSS.

Note: This distribution list is in accordance with the latest version of Order JO 3000.57, *Air Traffic Organization Technical Operations Training and Personnel Certification*.

j. Service Area Director For Technical Operations (or designee). Responsibilities include, but are not limited to:

(1) Ensuring that all aspects of the Technical Operations Non-Federal Program are carried out at the Service Area level.

(2) Establishing and administering the ground inspection program for the Technical Operations Non-Federal Program.

(3) Administering the Non-Federal Technician verification program.

(4) Requiring – in conjunction with Service Center Director – that Sponsors of non-Federal facilities be made aware that these facilities must be operated, maintained, and inspected under specific FAA-developed criteria (including advisory circular 150/5220-16 and 14 CFR Part 171).

(5) Ensuring that required space or equipment is available in FAA-controlled facilities before giving approval for a non-Federal facility or associated equipment to be installed (demarcations, monitors, controls, etc.).

(6) Ensuring that installation of non-Federal controls, monitors, or other such equipment in FAA facilities in no way jeopardizes the reliability of FAA facilities.

(7) Ensuring that new proposals meet current FAA siting criteria.

(8) Overseeing the Technical Operations District Manager.

k. Spectrum Engineering Group Manager (or designee). Responsibilities include, but are not limited to:

(1) Engineering and coordinating with the Federal Communications Commission (FCC) on frequencies for systems owned and maintained by non-Federal entities. (The FCC will issue licenses after proper coordination with Spectrum Engineering)

(2) Providing an interference-free electromagnetic environment for non-Federal facilities.

(3) Engineering frequency assignments.

l. Technical Operations Aircraft Accident Representative (TOAAR). A TOAAR is available at each OCC 24/7. The TOAAR responsibilities are collateral for each OCC Team Lead. Responsibilities include, but are not limited to:

(1) Responding to aircraft accidents where NAS equipment could be potentially involved.

(2) Making decisions related to the treatment of NAS facilities that may have been involved in an aircraft accident.

(3) Coordinating with FAA air traffic personnel to develop a list of suspect facilities that may have been involved in accidents not clearly aircraft related (e.g. nose-wheel collapse).

(4) Ensuring that suspect facilities are either removed from service or approved to remain in service.

(5) Determining the activities necessary to return facilities to service.

(6) Advising the OCC on restoration activities to be implemented by field personnel.

(7) Following the Non-Federal provisions in the latest version of 8020.16, *Air Traffic Organization Aircraft Accident and Incident Notification, Investigation, and Reporting*. (In 8020.16A the relevant provisions were in chapter 9, section 3, paragraph 156.)

m. Technical Services Operations Group (TSOG) Manager. Responsibilities include, but are not limited to:

(1) Ensuring that facility files are maintained.

(2) Supporting the District Office in conducting ground inspections of non-Federal equipment.

(3) Ensuring that Sponsors complete the paperwork required of them.

(4) Ensuring that completed inspection forms are filed appropriately.

(5) Identifying non-Federal Coordinators.

n. Weather Systems Team Manager (or designee). Responsibilities include, but are not limited to:

(1) Providing oversight of component and system testing.

(2) Serving as the single point of contact for the type certification of non-Federal automated weather systems, documentation and training materials.

(3) Type certifying non-Federally developed automated weather systems, procedures, and documentation.

(4) Providing configuration control of non-Federally developed systems.

(5) Maintaining the current list of type-certified non-Federal AWOS systems, and providing the Non-Federal Program Manager with any updates to that list in a timely manner.

(6) Approving manufacturers' suggested modifications.

(7) Providing guidance and assistance to various FAA headquarters and field organizations; local airport authorities, grant recipients, consultants, and developers; and manufacturers of non-Federal automated weather systems.

(8) Providing monitoring support for the implementation of automated weather systems.

(9) Serving as the Office of Primary Responsibility (OPR) for advisory circular 150/5220-16, *AWOS for Non-Federal Applications*.

(10) Serving as the OPR for FAA Order 6560.20, *Siting Criteria for AWOS*. (This order governs the siting of Federal and non-Federal AWOS.)

2-4. Roles & Responsibilities of FAA Personnel/Organizations Outside of Technical Operations. The following roles and responsibilities may be supplemented in later chapters of this order.

Note: Titles/organizations are listed alphabetically.

a. Advanced Systems Design Service. Even though the Design Service Director's position is referenced in 14 CFR 171, it no longer exists within the FAA. Contact the Manager of the Technical Operations National Non-Federal Program if you need help identifying a replacement point of contact for the Director.

b. Aeronautical Navigation Products ("AeroNav Products"). The Director's responsibilities include, but are not limited to:

(1) Charting non-Federal facilities as necessary;

(2) Publishing procedures; and

(3) Publishing the Airports/Facility Directory (A/FD).

(4) Developing, approving, maintaining, and revising IFR procedures.

(5) Publishing associated IFR procedures.

(6) Ensuring that requests for procedure development are coordinated.

(7) Ensuring that requests for development of public procedures are coordinated when the costs of ground and flight inspections fall under section 3-5a, in accordance with 14 CFR Part 171 and advisory circular 170-11, Amendment of 14 CFR Part 171 - Cost of Flight and Ground Inspections.

c. Airports Division (ARP).

(1) **Airport District Offices (ADOs) & Airport Regional Office(s).** Responsibilities include, but are not limited to:

(a) Providing services to non-Federal Sponsors.

(b) Instructing Sponsors to send proposals for non-Federal facility to the appropriate PIM.

(c) Forwarding requests to establish visual aids to the Regional Airports Division for processing.

(d) Ensuring that an airport requesting funds from the Airport Improvement Program (AIP) – or a similar source – is in the National Plan of Integrated Airport Systems (NPIAS).

(e) Administering individual grants.

Note: In Alaska there is no ADO – just an Airport Regional Office. However this order uses the acronym "ADO" as a catch-all.

(2) **Director, Office of Airport Planning & Programming (APP)** (or designee). The Director's responsibilities include, but are not limited to:

(a) Issuing funding criteria for non-Federal facilities established under the AIP.

(b) Overseeing AIP grant administration.

(c) Advising airport grant recipients concerning equipment and installation standards and operational criteria for the purchase, installation, and operation of non-Federal facilities and equipment obtained with Federal funds under an airport grant program.

(d) Ensuring the accomplishment of any necessary environmental assessment for non-Federal facilities funded under AIP.

Note: This includes, as necessary, special conditions in airport grant agreements that are applicable to the purchase, installation, operation, maintenance, and inspection of non-Federal facilities under an airport grant program.

Note: Any special conditions for operation, maintenance, and inspection must extend for the life of the facility.

(3) **Director, Office of Airport Safety & Standards (AAS).** The Director's responsibilities include, but are not limited to establishing standards for specific visual aids and other airport lighting equipment. (The latest list of certified lighting equipment and manufacturers can be found in the most current version of, or the addendum to, advisory circular 150/5345-53, *Airport Lighting Equipment Certification Program*.)

d. Chief Counsel. The Office of Chief Counsel oversees various subordinate organizations, including the:

(1) **International Law, Legislation, and Regulations Division**. The Division Manager's responsibilities include, but are not limited to providing guidance on 14 CFR Part 171.

(2) **Office of Regional Counsel**. The Regional Counsel's responsibilities include, but are not limited to:

(a) Executing the MOA and OMM in coordination with the Service Center Director.

(b) Reviewing draft transfer-of-ownership agreements between the Sponsor and FAA, when the Agency is conducting a takeover.

(c) Preparing required reimbursable agreements, in coordination with the Service Center Director.

e. Enterprise Services, Navigation Programs. The Program Director's responsibilities include, but are not limited to:

(1) Validating that prior to their installation, non-FAA developed systems and/or associated modifications meet the minimum acceptable technical performance requirements of 14 CFR Part 171 and/or other FAA-approved standards.

(2) Validating that non-FAA developed Medium Intensity Approach Lighting Systems (MALS), Approach Lighting Systems with Sequenced Flashers (ALSF), and certain other equipment meet the minimum acceptable technical performance requirements.

(3) Providing recommendations to the Technical Operations National Non-Federal Program Manager on the technical suitability of the above systems.

f. FAA Logistics Center. The Center Director's responsibilities include, but are not limited to determining whether facilities proposed for takeover by the FAA can be adequately provisioned and supply supported.

g. National Flight Data Center (NFDC) Group. The Group Manager's responsibilities include, but are not limited to collecting data on non-Federal facilities.

h. Operations Support Group (OSG) Manager. Responsibilities include, but are not limited to:

(1) Providing airspace analysis support, manages airspace improvement projects, and provides air traffic procedures development support;

(2) Airspace modeling and simulations;

(3) Processing requests for TFRs when applicable; and

(4) Coordinating one-time events, and providing guidance to facilities on special operations if necessary.

i. Program Implementation Manager (PIM). The responsibilities of the Service Center non-Federal PIM include, but are not limited to:

(1) Reporting to the Service Center Director(s).

(2) Providing oversight on the commissioning of non-Federal facilities.

(3) Ensuring that the requirements in this order are complied with before the FAA assumes ownership of a non-Federal facility.

(4) Providing oversight on the decommissioning of non-Federal facilities.

(5) Coordinating outside inquiries and proposals, airspace studies, and standard instrument approach procedures (SIAPs).

(6) Ensuring that all frequency assignments have been properly coordinated with the Service Area Spectrum Support Center.

(7) Coordinating FAA takeovers of non-Federal facilities, including:

(a) Coordinating the agreements for assumption of ownership and/or reimbursable maintenance with the appropriate Service Area and Regional office.

(b) Providing equipment type and cost data to the Regional Logistics Division Office for determining asset capitalization on the FAA's financial and property records.

(c) Coordinating the transfer of test equipment to the FAA inventory with the respective Service Area Test Equipment Program Manager (or the National Test Equipment Program Manager).

(8) Conducting initial processing of requests to establish non-Federal facilities.

(9) Assisting the NTOAAR and Service Area TOAARs in identifying the correct owner/operator of a suspect NAS non-Federal facility for post-accident equipment verifications.

(10) Advising the Sponsors on a regular basis on the status of their non-Federal equipment proposals.

j. Safety & Technical Training Administration Group. The Group Manager's responsibilities include, but are not limited to:

(1) Establishing policy regarding the training of Non-Federal Technicians;

(2) Approving theory of operations and performance exams for the verification of Non-Federal Technicians.

(3) Establishing policy regarding verification authority for Non-Federal Technicians, including theory and performance requirements.

(4) Providing oversight for the development, control, and provisioning of non-Federal technical theory of operations and performance exams.

k. Service Center Director. Responsibilities include, but are not limited to:

(1) Providing oversight of the non-Federal PIMs.

(2) Ensuring that the non-Federal PIMs are the points of contact for support services to the Service Areas and non-Federal entities.

(3) Requiring – in conjunction with Service Area Director for Technical Operations – that Sponsors of non-Federal facilities be made aware that these facilities must be operated, maintained, and inspected under specific FAA-developed criteria (including advisory circular 150/5220-16 and 14 CFR Part 171).

(4) Facilitating resolution of issues that cross program lines and, if irreconcilable at the Service Area level, elevating those issues to the appropriate headquarters organization.

(5) Providing support to Service Area organizations.

(6) Validating and implementing FSEP requests.

(7) Providing appropriate notification to Operations, Mission Support Services, Aeronautical Information Services, so that terminal procedures and standard instrument approach procedure (SIAP) charts are published in a timely manner.

(8) Executing the MOA and OMM in coordination with the Regional Counsel.

(9) Preparing required reimbursable agreements in coordination with the Regional Counsel.

(10) Overseeing the OSG Manager.

l. Vice President of Systems Operations Service (or designee). The Vice President's responsibilities include, but are not limited to:

(1) Determining the requirements for air traffic control (ATC) communications (air/ground/landlines), location identifiers, and chart names where necessary, which must be satisfied before the approval of any IFR procedure using a non-Federal facility.

(2) Determining airspace utilization, conducting airspace utilization studies, and issuing public notices of intent.

(3) Circulating proposals, conducting airspace meetings, and initiating airspace regulatory actions.

2-5. Roles and Responsibilities of Non-Federal Sponsors & Technicians.

a. Sponsors. Responsibilities include, but are not limited to:

(1) Adhering to the requirements set forth in 14 CFR Part 171 and Amendment 171-6, as well as the relevant advisory circulars for visual aids and AWOS, which are referenced in the appendix of this order.

(2) Ensuring that each of their Non-Federal Technicians adheres to the responsibilities set forth in 14 CFR Part 171, and Amendment 171-6, as well as the relevant advisory circulars for visual aids and AWOS, which are referenced in the appendix of this order.

(3) Ensuring that each of their Non-Federal Technicians are familiar with the OMM(s) relevant to the equipment they maintain.

(4) Ensuring that each of their Non-Federal Technicians are performing in accordance with the responsibilities set forth in the OMM(s).

(5) Ensuring that each of their Non-Federal Technicians is verified on the equipment they've been hired to maintain.

(6) Ensuring that one copy of the technical performance record (TPR) is kept in the permanent records of the facility, and one copy is sent to the appropriate FAA/Technical Operations Services office.

(7) Ensuring that transmitting equipment is licensed in accordance with any applicable FCC regulations, and the license is posted at the facility. (If the size of the facility shelter – or lack thereof – makes posting impossible, the license must be retained in the Facility Reference Data Rile (FRDF) at the airport.)

(8) Ensuring that, when applicable, each of their Non-Federal Technicians holds an FCC general radio-telephone operator license; that the technicians bring a copy of their license whenever they are present for an inspection; and that a copy of their license and verification authority letter is kept in the FRDF.

(9) Ensuring the facility information is accurately published in FAA publications and tools/databases made available to the public.

(10) Ensuring that the MOA and OMM are accurate and up-to-date.

(11) Resolving any negative inspection findings, before the next inspection.

(12) Providing calibrated test equipment for inspections, in accordance with section 6-4a of this order.

Note: FAA test equipment must not be used.

b. Non-Federal Technicians. Responsibilities include, but are not limited to:

(1) Adhering to the responsibilities set forth in 14 CFR Part 171 and Amendment 171-6, as well as the relevant advisory circulars for visual aids and AWOS, which are referenced in the appendix of this order.

(2) Adhering to the responsibilities set forth in the relevant OMM(s);

(3) Acquiring a current FCC general radio-telephone operator license, if required by FCC regulations set forth in 47 CFR §§ 87.71 and 87.73. (For further details, see section 6-7 of this order, which is titled *FCC Licensing of Non-Federal Facilities & Technicians*.)

(4) Keeping current and adequate records for the facilities they maintain, as required by 14 CFR Part 171, the most current version of advisory circular 150/5220-16, and the OMM. These records include:

(a) FAA Form 6030-1, *Facility Maintenance* Log;

(b) FAA Form 6000-8, *Technical Performance Record (TPR)* (or an FAA-approved equivalent); and

(c) Facility Reference Data (FRD) forms (or an FAA-approved equivalent).

(5) Keeping their employers and the FAA informed of any problems associated with the non-Federal facilities they maintain.

(6) Contacting the FAA Service Area offices and the Service Center PIM for any technical assistance they require.

(7) Sending in copies of logs and TPRs to the appropriate Service Area office when those documents are terminated, in accordance with section 6-8f, *Timeframe In Which Logs & TPRs Must Be Received*.

Chapter 3. Establishment of Non-Federal Facilities

Procedures relevant to this chapter are addressed in SOP 3-1, *Establishing non-Federal Facilities*, and 3-2, *Conducting Commissioning inspections*.

3-1. General Policy. The FAA recognizes the need to establish instrument flight rules (IFR) and/or visual flight rules (VFR) facilities at specific airports and other locations.

a. The FAA Will Fund Certain IFR and VFR Facilities. The FAA will assist in the funding and establishment of IFR and VFR facilities at airports and other locations that meet the criteria in the latest version of Order 7031.2, *Airway Planning Standard Number One – Terminal Air Navigation Facilities and Air Traffic Services (APS-1)*. However:

(1) **FAA Funding Isn't Always Immediately Available for APS-1 Eligible Facilities**. Even though an airport or location qualifies under applicable APS-1 standards for an FAA-funded facility, FAA support to establish that facility may be delayed pending budgetary approval.

(2) **Establishing Certain IFR and VFR Facilities is Beneficial Despite APS-1 Ineligibility**. The FAA recognizes that even though the establishment of a facility would be beneficial, it will not always be eligible for FAA funding under APS-1.

b. A Non-Federal Facility May Act as a Stop-Gap Until FAA Takes it Over or Funds its Own. Non-Federal entities may expedite or facilitate the establishment of an FAA-funded IFR or VFR facility by sponsoring and funding its installation as non-Federal facility until:

(1) The FAA agrees to assume ownership of the non-Federal facility; or

(2) The FAA installs an equivalent FAA-funded facility (thus allowing the non-Federal Sponsor to cease operating/financially supporting its non-Federal facility).

Note: At the time this order was published, APS-1 had mistakenly been listed as canceled in the FAA's online Orders & Notices library. That listing was even supported by a cancellation memo. Nonetheless, according to the OPR for APS-1, the order is not canceled, and remains current policy.

3-2. Applicable Guidelines for Establishing Non-Federal Facilities.

a. Sponsors May Only Install Equipment that is FAA-Approved or (For AWOS) Type Certified.

b. All Flight Inspections Must be Conducted by the FAA. Except where specifically noted otherwise, the FAA's Flight Inspection Services is responsible for conducting flight inspections of non-Federal facilities.

Note: Sponsors or their Non-Federal Technicians are responsible for ground-based preparations for flight inspections.

c. All Ground Inspections must be Conducted by the FAA. However they are only required for MALS, ALSF, AWOS, Part 171 facilities, and any IFR facilities that are approved under the general provisions of Part 171.75.

Note: The Ground Based Augmentation System (GBAS) is not referenced in Part 171. Nonetheless, under the general provisions of Part 171.75, GBAS is an approved IFR facility.

Note: Future IFR facilities may be approved under the general provisions of Part 171.75.

d. Funding Source may affect Establishment Guidelines.

(1) **Facilities Funded with Federal Airport Grants**. A Sponsor that wants to establish a non-Federal facility with the assistance of a Federal airport grant must adhere to relevant:

(a) **Advisory Circulars**. These circulars address the installation standards for the various types of equipment approved for establishment under the airport grants programs.

(b) **FAA Internal Directives**. These directives provide instruction on policies and administrative details for funding non-Federal facilities under an airport grants program.

See Appendix A's "Supplement C," *Related Laws, Regulations, Orders, Advisory Circulars, Etc*.

(2) **Facilities Funded by Means other than Federal Airport Grants**. Non-Federal Sponsors may only establish facilities that are FAA approved or (in the case of AWOS) type certified in accordance with advisory circular 150/5220-16. Additionally, transmitting facilities must be FCC type certified.

e. Facilities Included in 14 CFR Part 171.

(1) **Maintenance & Technical Standards for Part 171 Facilities**. In accordance with Amendments 171-2 and 171-6 to Part 171, any facility operating under Part 171 must meet and be maintained at the same standard as FAA facilities.

(2) **Facilities used for IFR Procedures**. Part 171 establishes minimum requirements for the operation of certain non-Federal facilities that are used for public and/or private IFR procedures.

Note: Although GBAS is not referenced in Part 171, under the general provisions of Part 171.75 it is approved as an IFR facility. In the future, other new IFR facility types may also be approved under these provisions.

Note: GBAS design specifications are set forth in FAA-E-3017, Non-Federal Specification Category I Local Area Augmentation System Ground Facility.

(a) **Sponsor must Provide Complete Information about Facility Location and Layout**. The Sponsor must provide this information to the PIM so that the FAA can conduct a flight inspection, and develop terminal procedures. These include standard instrument approach procedures (SIAPs), standard terminal arrival routes (STARs), and standard instrument departures (SIDs). See Appendix A's "Supplement F," *Sample Sponsor Application,* lists the information that is required by this order. However, other FAA sources of authority may require the Sponsor to provide additional information.

(b) **An MOA and OMM are Required**. The FAA and Sponsor must enter into An MOA and develop an OMM. Also, the FAA must assist the Sponsor in developing an OMM based on the requirements set forth in the relevant section of Part 171. See Appendix A's supplements for sample OMMs.

(c) **Commissioning Ground & Flight Inspections are Required**. Before the FAA will approve the operation of an IFR procedure, it must inspect the facility to confirm that its performance will support the procedure. To that end, the FAA Inspector must confirm that the facility complies with current regulations, operational requirements, and any applicable OMMs.

(i) Flight Inspection requirements are set forth in the latest edition of Order 8200.1, *United States Standard Flight Inspection Manual*.

(ii) Ground Inspection requirements are set forth in Chapter 3 of this order.

(d) **Deviations & Modifications**. Title 14 CFR Part 171.75(b) states that requests for deviations and modification must be submitted to the Regional Administrator for the Region in which the facility is located. However, current operating procedures require that these requests be submitted to the Manager of the Technical Operations National Non-Federal Program. The Manager will identify the proper point of contact at the Washington Headquarters level, which is where final decision authority rests.

(3) **Facilities that are not Established for IFR Purposes (i.e. VFR Only).** These facilities are used only for testing, training, – or VFR-only flights – not IFR procedures. (For example, some very-high-frequency omni-directional ranges (VORs) are solely used by flight schools, and are not part of VOR-based "Victor Airways.") Thus they do not require an MOA and OMM. Nor do they require a commissioning ground or flight inspection. Although 14 CFR Part 171 addresses IFR facilities, certain Part 171 facilities may be used only for VFR. These type of facilities include but are not limited to:

- VORs
- NDBs (Non-Directional Beacons)

For more details refer to the description of "VFR-Only Facilities" and "IFR-Only Facilities" in See Appendix A's "Supplement B," *Definitions.*

f. Facilities not Included in 14 CFR Part 171.

(1) **Facilities that are used for, or as Part of, IFR Procedures**. These facilities receive a commissioning ground and flight inspection. The Sponsor and FAA must also develop and sign an MOA and OMM. (See appendix for sample documents.) This applies to a number of systems and equipment, including:

(a) **Automated Weather Systems**, including automated surface observing systems (ASOS), automated weather sensor systems (AWSS), and AWOS. Technical requirements, standards, and tolerances for non-Federal AWOS, ASOS, AWSS, or any other kind of ground-based weather system are found in the latest version of advisory circular 150/5220-16 and the manufacturers' instruction book.

Note: Automated weather systems do not require a commissioning flight inspection.

(b) **Approach Lights Such as ALSF & MALS** that are used as part of an IFR procedure. Technical standards and tolerances for these non-Federal systems are found in the manufacturers' instruction books and the latest version of JO 6850.5, Maintenance of Lighted Navigational Aids.

(c) **Runway Visual Range**. Technical requirements, standards, and tolerances are found in the latest version of Order JO 6560.31 *Maintenance of Runway Visual Range (RVR) Equipment Type FA-10268 and Type FA-19200*.

(d) Reserved.

(2) **Special Rules – PAPIs & Relocated/Reinstalled VASIs**.

(a) **Ground Inspection is not Required – But Flight Inspection Is Required**. VASIs (visual approach slope indicators) VASIs are no longer manufactured since they are obsolete. However, a Sponsor may relocate a VASI from one location and reinstall it at another location. Thus this sub-section applies to both VASIs and PAPIs (precision approach path indicators). Technical Operations requires flight inspections for these visual aids. A successful flight inspection of a PAPI/VASI requires that, among other things, the lights are properly angled and set to be sufficiently bright. Newly installed PAPIs and VASIs must meet the requirements in advisory circular 150/5340-26, *Maintenance of Airport Visual Aid Facilities*.

(3) Facilities that are not used for IFR Procedures (i.e. VFR Only).

(a) **General Rule**. These facilities do not require an MOA and OMM. Nor do they require commissioning ground or flight inspections, unless specified in a signed MOA and OMM.

(b) **The General Rule Applies to VFR PAPIs & VASIs**.

3-3. Program Coordination. Because the PIMs coordinate all matters related to non-Federal facilities they must be the first point of contact for all aspects of the Technical Operations Non-Federal Program within their Service Area.

Note: PIM's responsibilities are specifically set forth in section 2-4.

3-4. Responsibilities Regarding the Establishment of Non-Federal Facilities.

a. PIMs. Along with any relevant Service Area personnel, the PIM(s) must:

(1) Evaluate Sponsor proposals to determine:

(a) Frequency availability;

(b) Potential interference effects on existing/planned aids to aerial navigation; and

(c) Possible electromagnetic interference to radio communication frequencies.

(d) Determine if the non-Federal equipment has been FAA approved or (in the case of AWOS) type certified in accordance with advisory circular 150/5220-16.

(e) Determine if the non-Federal equipment has been sited properly.

(2) Coordinate Sponsor proposals with the appropriate Service Area office for a non-rulemaking airspace study.

(3) Ensure intra-Service Area and Regional coordination through, but not limited to, the use of Obstruction Evaluation/Airport Airspace Analysis (OE/AAA) and the non-rulemaking (NR) process.

Note: SOP 2-2, *Information Distribution Process for PIMs*, provides guidance on how PIMs will distribute information within the Service Areas, Centers, and Regions.

(4) Coordinate the facilities and equipment (F&E) budget/plan with the Service Center Team that manages it.

(5) Conduct studies to determine the effect of the proposed non-Federal facility on existing or proposed IFR and VFR flight operations.

(6) Determine if the requirements in 14 CFR Part 171 have been satisfied, if applicable.

(7) Determine if the requirements in advisory circular 150/5220-16 have been satisfied, in the case of AWOS.

(8) Advise the OSG, AAS, and APP on NR-study results.

b. Service Area En Route, Oceanic, & Systems Operations Organizations. These organizations must review the proposal if required and, in coordination with the PIMs, request the Sponsor to submit any additional information needed for the airspace study.

c. Airports. The Regional Airports Division must evaluate the proposal in reference to existing airports, and planned airport development, on file with the agency.

See SOP 3-2, *Conducting Commissioning Inspections*.

3-5. Funding & Staffing For Commissioning Inspections.

a. Funding for Commissioning Ground & Flight Inspections.

(1) The FAA must pay for the ground and flight inspection of non-Federal facilities that require an FAA inspection.

However, the FAA will not pay for the following:

(a) Initial inspections of new facilities comprised of equipment that either:

(i) Did not pass initial flight inspection due to problems encountered with siting, installation, or equipment malfunction; or

(ii) Has not been fully developed or proved to provide reliable performance within established criteria; or

(iii) Utilizes techniques of providing navigational guidance signals that are not common to similar existing FAA facilities. This includes techniques that are:

- Not defined in ICAO Standards and Recommended Practices (SARPS); or
- Specific to a small limited set of users.

(b) Initial and recurring inspections of facilities and instrument approach procedures not having a public-use IFR requirement.

(c) Inspections of facilities at airports not open to the aviation public.

(d) Inspections of facilities that the Administrator finds not to be in the public interest.

(2) The cost of inspections (including the cost of developing the instrument procedures) of facilities falling under section 3-5a(1) must be borne by the owner as provided for in 14 CFR 171 and advisory circular 170-11, *Amendment of 14 CFR Part 171 - Cost of Flight and Ground Inspections*.

(3) If the FAA conducted commissioning ground and flight inspections, but the Sponsor received AIP funds to conduct those inspections, the Sponsor must reimburse the FAA for its inspection costs.

(4) The FAA must not finance the operation, maintenance, or improvement of non-Federally owned navigational facilities whether for public or private use.

b. Staffing for Commissioning Ground & Flight Inspections. Recurring ground and flight inspections are a field function; therefore, staffing for these efforts must be provided through the appropriate staffing standard. For Technical Operations personnel, this will be found in the latest edition of Order 1380.40, *Airway Facilities Sector Level Staffing Standard System*. Commissioning ground and flight inspections, along with project start-up, management, inter- and intra-office coordination, contact with Sponsor, training, etc., are not included in these standards. Staffing and training for these functions must be requested and justified through the normal budget process and will depend on the magnitude of the program in each Service Area and Service Center. Airports Division and Flight Standards will budget for their staffing requirements.

Chapter 4. Management of the Technical Operations Non-Federal Program

4-1. Program Management. The administrative and technical management of the Technical Operations Non-Federal Program rests at the Service Center level with the non-Federal PIM(s). As stated in the *Responsibilities Section* of this order, management of the Technical Operations Non-Federal Program begins prior to commissioning and extends through the life of the facility, including decommissioning and final disposition. If the FAA assumes ownership of a non-Federal facility, the PIM must be the focal point.

See SOPs 3-2, *Conducting Commissioning Inspections,* 3-3, *Decommissioning non-Federal Facilities,* and 5-1, *Assumption of Ownership: Takeover of non-Federal Facilities*.

4-2. Facility Inspections.

a. Transmitting Facilities and Certain Visual Aids Require Commissioning and Periodic Inspections.

Exceptions:

(1) **PAPIs and VASIs Do Not Require Periodic Inspections By Technical Operations**.

(2) **The Non-Federal Program Does Not Inspect Ground-Based Communication Equipment**. There are no pertinent regulations or advisory circulars that govern non-Federal ground-based communication equipment. However, communication equipment must be licensed by the FCC, and be FCC type-accepted.

For further details refer to See Appendix A's "Supplement L," *Non-Federal Facilities Requiring Ground and Flight Inspection.*

b. Source of Inspection Authority. Title 49 USC § 44708 the FAA Administrator is empowered to "inspect, classify, and rate an air navigation facility available for the use of civil aircraft on the suitability of the facility for that use." As defined in section 40102 "air navigation facilities" include lights and weather systems.

c. Source of Authority for Inspection Requirements. The requirements for both commissioning and recurring/periodic inspections for the various types of non-Federal facilities are established in 14 CFR Part 171, the latest version of advisory circular 150/5220-16, any relevant Airports Engineering Division (AAS) advisory circular(s), this order, and See Appendix A's "Supplement L," *Non-Federal Facilities Requiring Ground and Flight Inspections*.

d. All Non-Federal Inspections must be Logged by FAA Inspectors in the Remote Monitoring and Logging System (RMLS).

e. Inspectors Must Use an FAA-Approved Preventative-Maintenance (PM) Scheduler to Plan All Periodic Inspections.

f. All Flight Inspections Must be Conducted by the FAA. Except where specifically noted otherwise, the FAA's Flight Inspection Services is responsible for conducting flight inspections of non-Federal facilities.

g. Coordinators/Inspectors Must Ensure Sponsors Keep their OMMs Up to Date. An OMM's "facility contact information" must be updated as necessary. This can be accomplished by adding an addendum to both the original OMM, and any copies. There are sample "facility contact information addendums" attached to the OMM templates in the appendix for this order.

h. Amending "Facility Contact Information" Does Not Require a New MOA and/or OMM. Using a "facility contact information addendum" is permissible because the substance of the OMM is not being changed. In other words, updating facility contact information does not affect the obligations that were agreed to when the Sponsor and the FAA signed the original MOA (which incorporates the OMM by reference). In short, a new MOA and OMM is not required for updating facility contact information. In contrast, a new MOA and OMM might be required for substantive changes, such as updating outdated technical requirements. Note however that not all substantive changes will require a new MOA and OMM. For instance, the MOA template included in the appendix for this order specifically authorizes the FAA to amend the OMM to reflect changes in FAA operating procedures and policies.

i. Inspection Procedures. Refer to SOPs 3-2, *Conducting Commissioning Inspections* and 4-1, *Conducting Periodic Inspections*.

4-3. The Non-Federal Tool: Automation To Support The Technical Operations Non-Federal Program.

a. Overview and Features.

(1) **Overview**. An internet-based application is being developed to support the Technical Operations Non-Federal Program. The "Non-Federal Tool" (Tool) will be useful for anyone working in the Technical Operations Non-Federal Program. However, it has been primarily designed to provide support to FAA Inspectors who perform annual inspections, and to provide a single depository for records associated with non-Federal facilities. After development of the Tool is complete, Inspectors will be required to upload their inspection reports, input facility information into the Tool's database, and upload all facility-related documents to the Tool. The OPR for the Tool will notify Inspectors when use becomes mandatory.

(2) **Features**. The Tool contains a database of all non-Federal facilities. Within the database, each facility has an entry consisting of:

(a) A comprehensive data structure containing all technical and operational characteristics of the facility; and

(b) A document warehouse containing electronic copies of all facility documents. This online warehouse will be the official repository for all documents currently stored at FAA facilities.

Note: Although the Tool is the official repository for all documents related to the facility, RMLS remains the official database for the logging of inspections at the facility. The Tool also contains capabilities that support document creation, inspection planning, analysis and reporting, as well as various other data and document management functions related to the inspection and management of those facilities.

b. Additional Guidance. General Tool documentation is contained in two places:

(1) The Tool's *User Manual* is located on the non-Federal Facilities website (see below) and contains specific instructions on how to obtain a user name and password, and how to use specific capabilities.

(2) General guidance for the administration of the Tool is contained in SOP 4-3, *The Non-Federal Tool – Administrator Functions.*

c. Accessing the Tool Online. The Tool is available via the non-Federal Facilities website:

http://serviceareaapps.faa.gov/Nonfed/default.aspx

4-4. Unsatisfactory Facility Operation.

For relevant procedures see SOP 4-2, *Addressing Unsatisfactory Operation of non-Federal Facilities.*

Note: The "General Rule" (below) is mirrored in the SOP. Thus if any of the following language is modified, the SOP must also be modified.

a. General Rule. A non-Federal facility is operating in an unsatisfactory manner if any of the following statements apply:

(1) The facility is not maintained or working within specifications;

(2) The facility's maintenance logs are either:

(a) Not up to date;

(b) Not available at the facility at the time of inspection.

(c) Copies of the log(s) are not submitted to the FAA in accordance with section 6-8f, *Timeframe in Which Logs and TPRs Must Be Received*.

(3) The guidelines in the facility's MOA and/or OMM are not being followed.

Note: "Operating in an unsatisfactory manner" is distinct from transmitting Hazardously Misleading Information (HMI). If a facility is transmitting HMI, it must be shut down immediately. However that is not the case if a facility is "merely" operating in an unsatisfactory manner.

b. FAA Determines Facility is Operating in Unsatisfactory Manner. The PIM must follow the procedures set forth in SOP 4-2, *Addressing Unsatisfactory Operation of non-Federal Facilities*.

c. Facility Operation Continues Despite Being NOTAM'd Out of Service. The PIM must follow the procedures set forth in SOP 4-2, *Addressing Unsatisfactory Operation of non-Federal Facilities.*

4-5. Non-Federal Facilities Involved in Aircraft Accidents/Incidents. When a non-Federal facility operating under the provisions of this order may have been a factor in an aircraft accident/incident, a Technical Operations Aircraft Accident Representative (TOAAR) must follow the procedures outlined in Order 8020.16, *Air Traffic Organization Aircraft Accident and Incident Notification, Investigation, and Reporting*. The TOAAR (or designee) must participate in the ensuing facility evaluation, and other related activities, unless the TOAAR waives this participation. Specific procedures are outlined in the OMM Templates found in Appendix A's "Supplement J" and "Supplement K."

The TOAAR evaluates each potentially-involved piece of NAS equipment, without regard to ownership or maintenance responsibility. Once the TOAAR has identified any suspect equipment, (s)he will contact the OCC and initiate a NOTAM to administratively remove the suspect equipment from service. The suspect equipment must remain in the operational state it was in at the time of the accident. It must not be shut down. The TOAAR will call the appropriate FAA personnel. (S)he will also advise the facility's Sponsor of the suspect status of the facility, and that it has been NOTAM'd out of service. The Sponsor must check the suspect equipment, in accordance with current guidelines set forth by the Technical Operations non-Federal program, and the OMM. Only after doing so may the Sponsor return the equipment to service, and request that the OCC cancel the NOTAM.

4-6. Reimbursable Maintenance Agreements.

a. General Policy. Subject to the rule described in section 4-6b and 4-6c, the FAA may enter into reimbursable maintenance agreements for any non-Federal facilities that are eligible for takeover. Eligibility requirements are set forth below in Chapter 5.

If a facility is eligible, the Sponsor may ask the FAA to maintain it in exchange for reimbursement. However, under no circumstances may the FAA provide routine maintenance or supply support to a non-Federal facility without having first entered into an appropriate reimbursable maintenance agreement. If the FAA does enter into a reimbursable maintenance agreement, it must be in accordance with Volume 4, Chapter 6 of the *FAA Financial Manual.*

Note: FAA Order 2500.35, *Reimbursable Agreements Covering Services and Material Provided by FAA*, has been canceled.

b. Summarized Rule. FAA may agree to enter into a reimbursable maintenance agreement if:

(1) The non-Federal facility is eligible for takeover, in accordance with section 5-4 and 5-5.

(2) FAA agreement would be advantageous to both the Government and public;

(3) The Service Area currently has the resources to maintain the facility;

(4) The responsibility for maintaining the facility will not be split between the FAA and Sponsor; and

(5) Either the FAA or the Sponsor must have sole responsibility for maintaining the component facilities that comprise a precision approach. For instance, in the case of an Instrument Landing System (ILS) and approach lights, the Sponsor or FAA must maintain all of the components. "Split-maintenance" is not allowed.

c. Detailed Rule.

(1) **Non-Federal Facility must be Eligible for Takeover, in Accordance With §§ 5-4 and 5-5**.

(2) **FAA Agreement must ae Advantageous to Both the Government and Public**. The following are some examples of facilities that may be advantageous for the FAA to maintain on a reimbursable basis:

(a) ILS components where FAA owns one or several systems comprising the ILS.

(b) Any of the following that are located and interlocked on a runway opposite an FAA ILS facility:

(i) A standalone localizer.

(ii) A localizer with a glide slope.

(iii) A localizer with a marker.

(c) An ILS located on one or both ends of a runway at an airport with existing facilities that are presently maintained by the FAA.

(d) A Category I ILS installed at a hub airport.

(e) A Category II or III ILS at any public use airport.

(3) **Service Area must be Able to Maintain the Facility**. The relevant Service Area must determine that it currently has the necessary resources to maintain the facility.

(4) **"Split-Maintenance Responsibility" on the Same System is Not Allowed**. This is in the interest of safety, security, and efficiency.

(a) An example of "split maintenance responsibility" is a case where the FAA maintains the localizer while the Sponsor maintains the glide slope.

(b) Another example is a case where the FAA maintains the ILS and the Sponsor maintains the approach lights as part of a precision approach.

d. Effect on Relevant Maintenance Policies and Procedures. Normally non-Federal facilities are governed by non-Federal maintenance policies and procedures. However, when the FAA maintains facilities on a reimbursable basis, FAA policies and procedures apply.

(1) **Governing Directive**. Non-Federal facilities maintained by the FAA under reimbursable agreements must be inspected according to the periodic technical inspection requirements established in the latest edition of Order JO 6040.6, *National Airspace System Technical Evaluation Program (NASTEP)*.

(2) **Required Forms**. Only FAA technical inspection forms, as described in Order JO 6040.6, may be used for the inspection of non-Federal facilities maintained by the FAA under a reimbursable maintenance agreement.

e. Terminating Reimbursable Maintenance Agreements. Reimbursable Maintenance Agreements may be terminated under the following circumstances:

(1) **Continued Maintenance Has Become Economically Unfeasible**. The FAA may terminate a reimbursable maintenance agreement if the Agency's signatory to the agreement (or the signatory's representative) determines that the operational or safety requirements of the equipment have diminished to the point that maintenance, ownership, and operation have become economically unfeasible. For instance this might be the case if the FAA Logistics Center is unable to maintain the necessary stores/spares.

(a) **Maintenance can be Deemed Economically Unfeasible for Many Reasons.** For instance, where the FAA has recently installed a similar or identical piece of equipment at another location, thus rendering the original facility redundant.

(2) **Termination must be in Accordance with the Terms Set Forth in the Agreement.**

Note: The language of this section (4-6e) is mirrored in SOP 4-4, *Creation and Termination of Reimbursable Maintenance Agreements*. Thus if any of the above language is modified, the SOP must also be modified.

Chapter 5. Assumption of Ownership: Takeovers of Non-Federal Facilities

For relevant procedures refer to SOP 5-1, *Assumption of Ownership: Takeover of non-Federal Facilities*.

5-1. General Rule. The FAA is generally prohibited from taking over non-Federal facilities, especially AIP-funded facilities. There are however exceptions to this general rule.

5-2. Exceptions.

a. The FAA must Take Over a Complete ILS Purchased with the Assistance of a Federal Grant.

(1) In accordance with Title 49 USC § 44502(e), *Transfers of ILS*, the FAA must takeover, at the request of a Sponsor, a "complete ILS" that was funded with the assistance of a Federal grant. This transfer will be "without consideration" and the Agency must accept it. Section 44502(e) also mandates that the FAA must take over any approach lighting equipment and runway visual range equipment associated with the offered ILS.

(a) A "complete ILS" is typically comprised of a localizer, glide slope, and marker beacons. It also includes any associated remote control and indicator equipment, as well as any associated monitoring systems. Additionally, a "complete ILS" may also include distance measuring equipment.

Note: A localizer and distance measuring equipment without a glide sloped does not constitute an ILS. The ICAO definition of an ILS includes a glide slope, and 14 CFR Part 171 refers to ICAO standards.

(b) "Without consideration" means that the Sponsor is transferring the facility to the FAA free of cost or condition, and that similarly the FAA must not impose any costs or conditions on the Sponsor – except for:

(i) Ensuring that a pre-existing facility is operating within operating tolerances;

(ii) Ensuring that a newly-established facility is operating within initial tolerances;

(iii) Ensuring that the facility passes a ground inspection, and a flight inspection if necessary;

(iv) Funding any required environmental assessment(s) of the real estate associated with the facility (see section 5-4f, below); and

(v) Funding any required test equipment (see section 5-5d, below).

(c) The applicable types of Federal funding are via Government airport aid programs, airport development aid programs, and airport improvement project grants.

b. The FAA May Take Over Non-Federal Facilities that are Funded by Passenger Facility Charges – or State, Local, or Private Sources.

(1) The FAA may take over this type of facility if it is:

(a) Not deemed ineligible under section 5-3, below; and either

(b) Located at an airport where the FAA intends to install a facility under the criteria of existing planning standards; or

(c) Needed in support of an ILS IFR precision-approach procedure where the FAA owns the primary facility or will assume ownership of it. Facilities eligible for takeover include FAA-supportable:

(i) Localizer;

(ii) Glide Slope;

(iii) Compass Locators;

(iv) Markers:

(v) Approach Lighting System;

(vi) Runway Visual Range;

(vii) Distance Measuring Equipment; and

(viii) Engine generators for dual-mode approach lighting systems where the lights are associated with a CAT-II/III ILS.

5-3. Facilities Ineligible for Assumption of Ownership. The following types of facilities and equipment are excluded from consideration for FAA assumption of ownership, unless they are encompassed by 49 USC § 44502(e) and also described above in section 5-2a, (which addresses the fact that FAA must take over certain Federally-funded complete ILS and associated approach lighting systems and runway visual range equipment).

a. Airport Traffic Control Tower (ATCT) Displays.

b. Certain Low and Medium-Frequency Facilities (e.g. NDBs). The FAA must not take over these facilities, unless:

(1) They are used for approach/missed approach fixes in conjunction with a primary facility, such as an ILS; and

(2) The FAA owns or plans to take over the primary facility.

c. Airport Lighting Systems. This includes:

(1) Touchdown zone, center line, and taxiway lights;

(2) Precision Approach Path Indicators (PAPIs);

(3) Visual Approach Slope Indicators (VASIs);

(4) Runway End Identifier Lights (REILs);

(5) Omni-Directional Approach Lighting Systems (ODALS); and

(6) Runway-edge light systems.

d. Approach Lighting Systems that Don't Support an IFR Approach Procedure. This includes:

(1) ALSF.

(2) MALSR.

e. VORs.

f. Communications Facilities. This includes:

(1) ATCT Transmitters and Receivers.

(2) Remote Center Air/Ground Communication Facilities (RCAGs).

(3) Remote Transmitters/Receivers (RTRs).

(4) Remote Communications Outlets (RCOs).

(5) UNICOM.

(6) Automated UNICOM (aka A-UNICOM).

g. Automated Weather Reporting Facilities. This includes:

(1) AWOS.

(2) ASOS.

(3) Stand-Alone and other Weather Facilities.

h. Buildings and Structures. This includes:

(1) ATCTs.

(2) Antenna Towers.

(3) Weather Observation Towers.

(4) Radar Control Rooms.

i. Certain non-Federal Facilities with no FAA Counterpart. This includes equipment that:

(1) Has been deemed obsolete and unsupportable due to unavailability of training or equipment component parts.

(2) Is not, due to its design and installation, directly compatible with FAA maintenance concepts, plans, or system integration.

j. Non-Federal Facilities at a Location Lacking Sufficient FAA Maintenance Presence. Non-Federal facilities at a location where there are no other FAA facilities regularly maintained by Airway Transportation System Specialists.

5-4. Prerequisite Conditions for Takeovers – Generally. All of the conditions specified in this section must be met in order for the FAA to assume ownership of a non-Federal facility, unless otherwise directed by Public Law.

a. Facility must Meet Demonstrated Need for Takeover. The facility's operational requirement must:

(1) Meet appropriate airway planning standards; or

(2) Otherwise serve a demonstrable public operational or safety need, in accordance with APS-1. (I.e. Order 7031.2, *Airway Planning Standard Number One Terminal Air Navigation Facilities and Air Traffic Services*.) (See section 3-1 for an important note about APS-1.)

b. Service Area must be Able to Meet Facility's Resource Requirements. The Service Area that is assuming ownership must currently have the necessary resources to satisfy the take-over facility's requirements.

(1) This includes:

- **Operation and Maintenance Costs**, such as commissioning flight inspection, ground inspection, test equipment, associated lease costs, personnel compensations and benefits, utilities, etc.

(2) The takeover must be postponed if there is inadequate staffing and funding for facilities that are already established or scheduled to be commissioned.

Note: Takeovers are not covered by F&E funds. They are covered exclusively by operations and maintenance funds.

c. Sponsor must Agree to "No Cost" Transfer of Facility Ownership. Ownership of the equipment must be transferred to FAA at no cost.

d. Sponsor must Provide Legal Descriptions of the Facility. This includes legal descriptions of:

(1) The site;

(2) Access;

(3) Utility rights-of-way;

(4) Building and site plans; and

(5) Any other pertinent drawings and/or electronic media requested by the FAA.

e. Sponsor Must Agree to Lease or Transfer Facility's Real Estate to the FAA. The Sponsor must agree to enter into a real property lease or transfer agreement with the FAA. The contract is to be executed within 60 days of the acceptance of the facility by the FAA. The property to be leased or transferred will comprise an area large enough to ensure maximum operational capabilities including, but not limited to, rights-of-way for utilities, and for ingress and egress.

f. Sponsor must Provide and Fund Environmental Assessment(s) of Facility's Real Estate. The Sponsor must provide and fund all environmental assessments associated with the lease or transfer of real property. This includes noise assessments.

g. Sponsor must Provide an Inventory List of Real and Personal Property to be Transferred.

(1) Examples of real property are: concrete foundations, roadways, buildings and structures.

(2) Examples of personal property are: manuals, documentation, electronics equipment, test equipment, tools and spare parts.

h. Sponsor must Return Facility Transmitter License to FCC for Cancellation. However, the Sponsor must first verify that the FAA has obtained the required frequency assignment(s).

5-5. Prerequisite Conditions for Takeovers – Existing Facilities.

a. The Facility must Meet Specific FAA Requirements. The facility to be taken over must meet FAA requirements for, among other things, performance, installation, ground inspection, and flight inspection.

b. Comprehensive Facility Survey: The Sponsor must meet its Obligations. The Sponsor must complete or show intent to complete all negotiated/assigned actions resulting from the comprehensive facility survey that must be conducted as a part of the assumption of ownership process.

c. There must be Adequate Training and Logistical Resources to Support the Facility.

(1) The Service Area, in coordination with the FAA Logistics Center and FAA Training Academy, must determine if the facility can be supported. This includes the provision of initial and attrition training by the FAA Academy, and comprehensive support from the FAA Logistics Center. If the FAA Academy and/or FAA Logistics Center lack the necessary resources, the shortfall must be addressed before a takeover is executed, and may be cause to reject a request for takeover.

(2) Remote Maintenance Monitoring (RMM) is a general requirement for FAA-owned NAS facilities. If a non-Federal ILS does not have the capability to connect to the FAA's RMM system, takeover should be avoided unless required by law.

d. The Sponsor must Transfer Certain Property to the FAA, in Addition to the Facility. The Sponsor must transfer not only the facility to be taken over, but also:

(1) Working equipment, support equipment, spare parts, manufacturer instruction books, and drawings;

(2) Ancillary equipment such as air conditioning, heating, and ventilation units; and

(3) Test equipment that is acceptable to the FAA.

(a) All test equipment being transferred must be listed in the Calibration Cycle Requirement Table of FAA Order 6200.4, *National Test Equipment Program Manage*ment.

(b) If the test equipment is not listed in the order, the Sponsor must provide funding for compliant test equipment.

The Sponsor is exempt from the funding requirement if:

(i) The test equipment listed in 6200.4 is not commercially available; or

(ii) The facility being taken over is a complete ILS (and any associated approach lighting and/or runway visual range equipment) that was purchased with the assistance of Federal funds, as described above in 5-2a.

5-6. Funding for "Takeover Facilities."

a. Sponsor Generally Pays All Costs Before Takeover. This includes ancillary costs, such as those associated with maintaining a road to the facility.

b. Sponsor may be Required to Pay Certain Costs Associated with Takeover. This includes takeovers where the transfer is "without consideration" under 49 USC § 44502(e). (See section 5-2, above.)

c. Sponsor May be Encouraged to Pay Certain Engineering Costs Associated with Takeover. This includes the cost of certain engineering services that may be prerequisite to a takeover, and are conducted by either Engineering Services or the Operations Engineering Support Group. See SOP 5-1, Assumption of Ownership – Takeover of non-Federal Facilities.

Note: The Sponsor is not *required* to pay, but may merely be *encouraged* to do so.

d. FAA Will Pay All Operational Costs After Takeover.

5-7. Acceptance of Real & Personal Property.

a. Acquisition of real property by donation is addressed in the FAA's Acquisition Management System (AMS). Specifically, in AMS Policy section 4.2, Real Property. That policy is available online via the FAA Acquisition System Toolset (FAST). (http://fast.faa.gov)

b. Title evidence/clearance requirements for fee purchases are also required for fee donations. Thus coordination of any potential transfer or donation of real property interests must be coordinated with the appropriate Service Area Real Property Office and Regional Counsel's office.

Relevant real estate guidance is available online via the FAA Acquisition System Toolset (FAST). (http://fast.faa.gov) (Click on "Real Property and Facilities.")

The relevant sections of the FAST Real Estate Guidance are:

- Section 1, *Land Acquisition*;

- Section 2, *Space Acquisition*; and
- Section 7, *Legal Coordination*.

c. The accountability, transfer, and reutilization and disposition of personal property must be accomplished in accordance with appropriate General Services Administration (GSA) Federal Management Regulations (FMRs), and the latest versions of FAA Order 4600.27, *Personal Property Management*, the *FAA Personal Property Process and Procedures Guide*, and the *FAA Reutilization and Disposition Process and Procedure Guide*.

Note: The two *guides* are found in Order 4600.27, Appendix 2, which can be accessed via the following link:

https://intranet.faa.gov/FAAEmployees/org/linebusiness/ato/operations/technical_operations/amnsst/process/

d. Transfer of ownership of real property must be incorporated into the FAA accountability system in accordance with the FAA's Acquisition Management System (AMS). Specifically, in AMS Policy section 4.2, Real Property. That policy is available online via the FAA Acquisition System Toolset (FAST). (http://fast.faa.gov)

Refer to SOP 5-1, *Assumption of Ownership: Takeover of non-Federal Facili*ties.

5-8. Disposing of Takeover Equipment that is no Longer Required.

Note: The language of this section is mirrored in SOP 5-2, *Disposing of Takeover Equipment That's No Longer Required*. Thus if any of the following language is modified, the SOP must also be modified.

Note: Appendix A's "Supplement M," (*Sample Transfer Agreement*) incorporates section 5-8d(1) by reference. If the citation to, or substance of that section is modified, Supplement M may also need to be modified.

Takeover equipment may be disposed of as follows:

a. Equipment is Determined to be "Unrequired." At some point during the life of a piece of equipment, the FAA may determine that the operational and/or safety requirements of the equipment have diminished to the point that maintenance, ownership, and operation have become economically unfeasible. This is a subjective determination typically made by the FAA personnel who work with the equipment in question.

Once this determination is made, the FAA may decommission and dispose of the equipment. At that point the equipment is classified as "unrequired property."

b. Unrequired Property must be Offered for Reassignment Within the FAA. The PIM must coordinate the offering with the appropriate Personal Property Officer (PPO). A PPO Directory is listed below:

https://intranet.faa.gov/faaemployees/org/linebusiness/ato/operations/technical_operations/amnsst/support_team/property/contact/

c. Unrequired Property not Accepted for Reassignment must be Declared "Excess" in AITS. If unrequired property is not accepted for reassignment within the FAA, the Program Office that owns the equipment will report it as excess in the FAA's Automated Inventory Tracking System (AITS).

d. Public Airports Requesting Excess Property Take Priority Over all Other Requests. Once FAA equipment (that was taken over by the Agency) has been reported as excess property in AITS, GSA will make it available to the public at large. However, if a public airport requests the equipment, that request takes precedence over any other requests from the public.

(1) **Exception**. If the excess property was originally acquired by the FAA through assumption of ownership, the original owner has the right of first refusal. The PIM must notify the original owner of this option. If the original owner then makes a request to reclaim ownership, the PIM must contact the appropriate Surplus Personal Property Program Coordinator. "Coordinators" are based at regional and district-level Airports' offices. Use the following directory to identify the appropriate Coordinator:

http://www.faa.gov/about/office_org/headquarters_offices/arp/regional_offices/

(2) **Conditions**. Whether the Coordinator grants a request is conditional on certain criteria, including – but not limited to – the following:

(a) If the requesting airport is also the location of the equipment in question, the airport must be willing to continue to keep the equipment in service at that location for air navigation purposes.

(b) The equipment must be essential, suitable, or desirable for the development, improvement, operation, or maintenance of the requesting airport; and

(c) The equipment must not allow the owner to derive revenue by renting or using it for a non-airport purpose.

If the Coordinator grants the request, GSA and the ADO will coordinate to transfer ownership.

Chapter 6. Technical Requirements and Verification of Non-Federal Facilities and Technicians

6-1. General Policy.

a. Non-Federal Facilities must Meet Same Maintenance and Performance Standards as Identical FAA Facilities.

b. Non-Federal Technicians must Meet Specific Requirements. Refer to 14 CFR Part 171, this order, appropriate advisory circulars, and the FCC licensing requirements set forth in 47 CFR §§ 87.71 and 87.73.

6-2. Technical Standards and Tolerances for Non-Federal Facilities.

a. General. Technical standards and tolerances, periodic maintenance schedules, and maintenance procedures for the maintenance and verification of non-Federal facilities are set forth in advisory circulars, FAA technical handbooks, and manufacturer instruction books.

(1) If there is no identical equipment in the FAA inventory, then the facility must meet the standards set forth by ICAO, an FAA-authorized technical advisory group, or the FAA-approved manufacturer's instruction book.

(2) Non-Federal facilities that require ground and/or flight inspection must meet the same technical standards and tolerances, periodic maintenance schedules, and maintenance procedures as their FAA counterparts.

b. New Non-Federal Facilities. All new non-Federal facilities must meet current FAA technical standards.

c. Pre-Existing Non-Federal Facilities that do Not Meet Current FAA Standards. Some non-Federal facilities that have been in a commissioned status for many years might not meet current FAA standards. These facilities met FAA standards at the time of their commissioning and are not required to be upgraded.

d. Pre-Existing *Federal* Facilities and Systems Transferred to Non-Federal Sponsors.

(1) The Federal government sometimes transfers facilities to non-Federal Sponsors. For example, under the Federal Base Realignment and Closure (BRAC) act the military might transfer an ATCT to a municipality. However, just because the Federal government transfers a facility or system to a non-Federal Sponsor doesn't mean that facility or system is suitable for civil use, much less FAA approved or (in the case of AWOS) type certified.

(2) When a Service Area receives a request to install or commission this type of facility or system, it must first coordinate the request with Technical Operations Non-Federal Program.

6-3. Configuration Control of Non-Federal Facilities.

a. General Policy. The FAA must be able to identify and track the installation of new non-Federal facilities in order to control their configuration. The OPR for this task is the Technical Operations Non-Federal Program. Manufacturers that propose modifications must apply to the OPR or other designated office for approval. This ensures configuration control. However, if a Sponsor/Non-Federal Technician would like to propose a modification, (s)he must contact the manufacturer. The manufacturer may disagree with the proposal, or simply fail to respond. In that case, if the Sponsor/Non-Federal Technician believes the modification is operationally necessary, (s)he may request that an FAA Inspector or other Agency employee submit a NAS Change Proposal (NCP) to the OPR.

(1) **Configuration Baseline**. A baseline must be defined for each piece of non-Federal equipment during its process of FAA-approval or (in the case of AWOS) type certification.

(2) **Changes to Configuration Baseline**. Before a manufacturer may modify its already FAA approved or (in the case of AWOS) type certified non-Federal equipment, the FAA must first approve the proposed modification. Once the FAA does so, the modification becomes part of the configuration baseline.

b. Newly Manufactured Equipment.

(1) **Requirements**. Newly manufactured equipment intended to support IFR procedures must comply with the minimum requirements of:

(a) 14 CFR Part 171;

(b) Any relevant advisory circulars; and

(c) This order.

Additionally, manufacturers of this kind of equipment must submit appropriate documentation to the FAA for an initial review. Specifically, manufacturers must submit their documentation to the Technical Operations Non-Federal Program, or the designated OPR.

(2) **The Technical Operations Non-Federal Program must Ensure Manufacturer Compliance**. Ensuring that manufacturers comply with the appropriate requirements is the responsibility of the Technical Operations Non-Federal Program, which is the OPR for 14 CFR Part 171 and order 6700.20.

The Technical Operations Non-Federal Program must:

(a) Identify the appropriate office for evaluating any newly-developed equipment proposed for non-Federal use;

(b) Review that office’s subsequent recommendation on the equipment in question; and

(c) Make the final determination as to whether to grant FAA approval or (in the case of AWOS) type certify the use of that equipment.

c. Proposed Modifications to Non-Federal Equipment by Manufacturers and Sponsors. Manufacturers and Sponsors may propose modifications to their previously-approved or (in the case of AWOS) type certified non-Federal equipment. However, they must not make any modification(s) unless Technical Operations specifically authorizes them to do so, in writing.

(1) **Submission and Evaluation of Proposed Modifications**.

(a) Manufacturers must submit their proposals to Technical Operations for processing and evaluation, as specified by 14 CFR Part 171 and/or any relevant advisory circulars, such as advisory circular 150/5220-16 (which addresses "*Non-Federal AWOS*").

(b) Sponsors must submit their proposals to Technical Operations for processing and evaluation, as specified in the OMM.

(c) The Technical Operations Non-Federal Program must coordinate all proposed modifications with the appropriate FAA office.

(2) **Approval or Denial of Proposed Modifications.** Regardless of whether the proposal is approved or denied, the Technical Operations Non-Federal Program must provide written notice to the Service Area Directors for Technical Operations (or designees). They in turn must communicate the approval or denial to the Sponsor. TECHNICAL OPERATIONS must do the same for the manufacturer.

(a) **Proposed Modification Approved**. The Technical Operations Non-Federal Program must also provide written notice to the Technical Operations Training Administration Group, which must review the modification to determine if it affects any relevant training.

(b) **Proposed Modification Denied**. The Technical Operations Non-Federal Program must provide a clear written explanation of why the proposal was denied. If possible the explanation should state what action or revisions would make the proposal acceptable.

d. Sponsor Compliance with Modifications Issued for FAA Facilities.

(1) Unless mandated by AIP-funding criteria, the Sponsor is not obligated to comply with modifications issued for FAA facilities, unless they directly impact safety of flight. However, the Sponsor is encouraged to comply, and may elect to install such modifications – at its own cost.

(2) Nonetheless, due to differences in hardware, software, and firmware, modifications issued for FAA facilities are not necessarily applicable to non-Federal facilities.

e. Sponsor must Maintain Modification Records. The Sponsor must maintain a modification record as part of the OMM. This record must show the title and date of installation for all modifications

accomplished since the facility was originally installed. The Sponsor must attach a copy of the modification document and the FAA notification that the modification was been approved. The record and its attachments must be kept on site or available to the FAA for review during inspection.

f. State-of-the-Art Advancements. The FAA may require the Sponsor to incorporate improvements in equipment, maintenance, or maintenance-personnel safety practices that are brought about by advancements in the state of the art. In such cases, the Washington DC program office for the equipment in question, or the Technical Operations Non-Federal Program, must issue specific written guidance to the Service Area Directors for Technical Operations (or designees) and Service Center non-Federal PIMs. This guidance will require written notification and guidance to all non-Federal facility Sponsors regarding the mandatory changes, appropriate timetable for implementation, and feedback reports.

g. Equipment Replacement, Upgrade, and Relocation/Reinstallation.

(1) **Applicable Standards**. All equipment that is replaced, upgraded, or relocated/reinstalled must, at a minimum meet ICAO standards and/or appropriate FAA standards.

(2) **Prerequisite Steps**. When Sponsors propose to replace, upgrade, or relocate/reinstall equipment, they must first coordinate with the non-Federal PIM, and also notify the appropriate Service Area and Service Center offices.

(3) **Relocation/Reinstallation may Require Re-Commissioning**.

h. Waivers and Deviations from Applicable FAA Requirements.

(1) **Terms**.

(a) A waiver deletes or defers a requirement. It may be temporary or permanent.

Note: A waiver is not a stand-alone document. Rather waivers are captured in a facility's commissioning documentation, or the system's FAA-approval letter (or type-certification letter in the case of AWOS).

(b) A deviation is an alternate method for meeting a requirement.

(2) **Waivers**. Unless a waiver is issued by both the relevant program office and the Technical Operations Non-Federal Program office, any facility installed as part of the Technical Operations Non-Federal Program must meet all applicable FAA siting and performance requirements for that specific facility.

The Sponsor must ensure that the facility is operated and maintained in accordance with any waiver(s) issued for it.

(3) **Deviations**. Since the FAA approves the installation and operation of all facilities at the time of their commissioning, any deviations accepted by the FAA must be documented as "approved deviations," and copies of that documentation must provided to the Sponsor for inclusion in the facility's OMM.

The Sponsor must ensure that the OMM catalogs all deviations from the "norm" that are accepted by the FAA at the time of facility commissioning.

(4) **Sponsor and Inspector must Ensure Compliance**. The Sponsor must ensure that the facility is operated and maintained in accordance with any waivers or deviations approved for it. The FAA Inspector for the facility will confirm this during the commissioning and periodic inspections. Finally, the Sponsor must not make any changes without first contacting the FAA for guidance and/or approval.

6-4. Test Equipment.

a. Sponsor/Non-Federal Technician must Provide Calibrated Test Equipment for Inspections. *FAA equipment must not be used*.

b. All Test Equipment must be Calibrated on a Cyclical Basis. In the past, test equipment was required to be calibrated once a year. Today however some cycles have been extended to once every two years. Test equipment that has no equivalent in the FAA inventory must meet the calibration cycles specified in the manufacturer instruction book. However equipment that does have an equivalent in the FAA inventory must meet the calibration cycles set forth in the latest version of Order 6200.4, *National Test Equipment Program Management*. At the time of this writing, Appendix 1 specifically included a table of Test Equipment Calibration Cycle Requirements. That table is available at:

https://intranet.faa.gov/FAAEmployees/org/linebusiness/ato/operations/technical_operations/amnsst/support_team/equipment/Calibrationcycletable.cfm

c. Calibration Standards. Test equipment must be able to measure the appropriate technical standards and tolerances used for facility verification. This test equipment must be calibrated in accordance with manufacturer specifications, industry standards and the appropriate OMM. Test equipment that's used to measure key performance parameters must be calibrated to approved National Institute of Standards and Technology (NIST)-traceable standards in accordance with the manufacturer's specifications.

6-5. Monitoring Policies.

a. All Electronic Navigation Equipment that Supports IFR Procedures must be Monitored. The primary purpose of monitoring is to provide a fail-safe system to ensure that malfunctioning equipment is removed from operation in a timely manner. This function is performed by Internal Integrity Monitors, which are integral parts of the electronic equipment. In addition, the operational status of electronic navigation equipment may be available via Remote Status

Indicators located at a remote location. Remote Status Indicators support alternate minima, facilitate timely NOTAM action, and accelerate maintenance response in the event of a failure.

b. Remote Status Indicators must Meet Certain Security Requirements.

(1) They must be kept in a secure yet inspection-accessible location; and

(2) If they're located in or connected to an FAA facility (such as an ATCT) the monitor(s) must have a "Security Certification and Accreditation Profile" (SCAP).

c. Non-Federal Sponsors must Bear Certain Monitoring Costs. When monitors for non-Federal equipment are housed at an FAA facility (such as an ATCT), the Sponsor must bear any installation and termination costs, as well as the ongoing operational costs (such as for leased telecommunications lines, etc.).

d. Supplemental Policies for ILS Status Monitoring. Additional monitoring requirements may exist for installation of ILS based upon their category of operation or other factors. For detailed information, refer to the latest version of Order 6750.16, *Siting Criteria for Instrument Landing Systems*.

e. Policy and Procedures for Responding to Alarms.

(1) When the person responsible for monitoring a facility's Remote Status Indicator receives an audible or visual alarm, (s)he must notify both the Sponsor (or representative) and the FAA office listed in the OMM. The purpose of the notifications is to ensure that a NOTAM is issued and the restoration process begins.

(2) If the Non-Federal Technician determines that the facility is operating normally and the cause for the alarm is a faulty Remote Status Indicator or transmission medium (e.g. telephone lines), the Sponsor must issue a NOTAM reporting the facility as unmonitored. In such case the facility will convert from Category-1 to Category-2. (See "Monitoring Categories," below).

f. Policy and Procedures for Periods When a Facility is Not Continuously Monitored. Any time a non-Federal facility is not being monitored on a continuous basis, the Sponsor must notify the local ATC installation and the FAA office listed in the OMM. The FAA office must initiate steps to issue a NOTAM that states the facility is either out of service or unmonitored. The purpose of this procedure is to warn the public. It is not a release from the responsibility to continuously monitor the facility.

g. Monitoring Categories. The latest version of Order 8260.19, *Flight Procedures and Airspace*, defines four categories of navigational aid (NavAid) monitoring and the use of those monitoring categories. (These categories should not be confused with categories of flight operations.) NavAids are classified in accordance with the manner in which they are monitored. Monitoring involves the use of Remote Status Indicators and/or Internal Integrity Monitors. For example, a "Category 1" classification means that the NavAid's Internal Integrity Monitor and Remote Status Indicator are both operational, and that the

Indicator's remote interface is staffed. "Category 1" NavAids may be used for IFR procedures without limitation.

See Order 8260.19 for additional details.

h. Maintenance and Inspection Policies for Monitors.

(1) **Internal Integrity Monitors**. Must be inspected for accuracy during the commissioning and periodic inspection of the equipment being monitored.

(2) **Remote Status Indicators**. Must be inspected for accuracy during the commissioning and periodic inspection of the equipment being monitored.

Note: Inspecting the Internal Integrity Monitor merely involves confirming that the device is functioning. In contrast, Remote Status Indicators must be inspected by either visiting the remote interface if it is located on site (e.g. on the airport premises) – or if it off-site (e.g. at a police department) by calling someone who is already there and confirming that the Indicator is functioning.

Note: Inspections are not required for FAA-approved, manufacturer developed RMM systems. Currently only non-Federal AWOS is authorized to use these systems. However, as NextGen continues to be implemented, authorization may be extended to other non-Federal equipment.

6-6. Verification of Non-Federal Technicians and Other Personnel.

For relevant procedures see SOP 6-1, *Non-Federal Technician Training and Verification Process*.

a. General. In general, verification requirements for a Non-Federal Technician are similar to certification requirements for Airway Transportation System Specialists. (See Order JO 3000.57, *Air Traffic Organization Technical Operations Training and Personnel Certification Programs*.) This order requires that verification of a technician must be accomplished through the administration of suitable theory and performance exams. As discussed below, qualified Service Area personnel must administer these exams.

b. Non-Federal Technician's Relationship to Sponsor, Parent Company, and FAA. A non-Federal Sponsor may obtain maintenance in-house by hiring or contracting with an individual or by contracting with a company specializing in furnishing maintenance services. It must be understood at all times that the Sponsor is responsible to ensure that facility maintenance and verification are carried out in accordance with this order.

c. FAA and Sponsor must Ensure Competency of its Non-Federal Technicians. Technician competency is ensured through the verification process outlined above in section 6-6a, (addressing general comments on the verification of Non-Federal Technicians and other personnel). If the technician does not carry out the functions correctly, the Sponsor is required to take appropriate action.

FAA has the responsibility during recurring ground inspections to ensure that the technician is maintaining the system in an acceptable manner and, if not, reporting to the Sponsor for necessary action.

d. Maintenance of Non-Federal Facilities by Airway Transportation System Specialists. FAA policy allows Airway Transportation System Specialists to maintain a non-Federal facility during off-hours, as long as it neither conflicts with official Government duties and responsibilities nor appears to do so. Employees are permitted to engage in outside non-Federal employment as long as the outside employer does not conduct activities for which the employee's facility or office has official responsibility. For example, if the employee's facility/office performs the inspection of that non-Federal equipment, that would be a conflict preventing the employee from maintaining that non-Federal system. Having said that, outside employment is governed by Order 3750.7, *Ethical Conduct and Financial Disclosure Program*. Personnel interested in outside employment may seek ethical guidance from their FAA Office of Regional Counsel. Regardless, all FAA duties, including callback, must take precedence over contracted services provided to a non-Federal facility.

e. Verification of Non-Federal Technicians and Other Personnel. Personnel responsible for the maintenance of non-Federal equipment must show that they have the special knowledge and skills required to perform this task. To do so, they must complete theory of operation and performance exams in accordance with FAA Order JO 3000.57 and this order. (Refer to Appendix 3 of Order JO 3000.57 for approved non-Federal training.) When appropriate, they must also obtain an FCC general radio-telephone operator license, in accordance with relevant FCC regulations.

Note: Appendix 3 is only available online through FIST (the FAA Information Superhighway for Training). The web address is http://fist.faa.gov .

f. Performance Exam Rule (Aka Verification Exam Rule).

(1) Performance Exams must be administered by an FAA employee who is:

(a) Certified on any NAS System; and has

(b) Received FAA-approved training on:

(i) The non-Federal System at issue or its equivalent in the FAA inventory; or

(ii) A Similar System to the one at issue.

(2) In the case of newly-developed systems that have no FAA equivalent, performance exams must be administered by an FAA employee who has been trained on the system until Service Area technicians have received training.

Note: FAA Order JO 3000.57 includes policies and procedures for administering performance exams.

Note: The *Performance Exam Rule* in this section, and the associated *Performance Exam Rule – Definitions* section (below) are mirrored in SOP 6-1, *Non-Federal Technician Training and Verification Process*. Thus if a section is modified, the SOP must also be modified.

g. Performance Exam Rule – Definitions.

(1) **Similar System**. A special term indicating that a System, when compared to other manufacturers' Systems of the same type, has a(n):

(a) Identical Performance; but

(b) Distinct Design.

(2) **Identical Performance**. A state in which a System generates the same signals as all other types of that System that are being manufactured.

(3) **Distinct Design**. A System that is configured differently than those produced by other manufacturers.

(4) **Configuration**. The location of components within the design of a System, as well as the choice of components used and the design of the software.

h. Verification Process. To begin the verification process, the Sponsor must submit a written request to the Technical Operations District Manager (or designee), stating the name and employee number (if applicable), of the technician and the facility type to be maintained.

i. Development of Performance Exams. When an equipment type has been approved for non-Federal use (or type certified, in the case of AWOS), the Technical Operations Non-Federal Program Office must take action to have the FAA Academy develop suitable performance exams as soon as possible. In the interim, Service Area-developed exams may be used.

Note: The FAA organization responsible for the equipment-type in question must work with the manufacturer to develop performance exams.

j. No Relevant Performance Exam Exists: Locally-Developed Exams. In accordance with Order JO 3000.57, Air Traffic Organization Technical Operations Training and Personnel Certification, where no relevant performance exam exists, a locally-developed performance exam must be developed by the examiner and the OSS or other knowledgeable individual, and approved by the District Manager (or designee).

In accordance with JO 3000.57, verification authority based upon a Locally-Developed Exam may be granted upon:

(1) Satisfactory completion of an FAA-approved, factory-conducted training course; and

(2) Satisfactory completion of a Locally Developed Performance Exam.

Note: The language of section 6-6j is mirrored in SOP 6-1, *Non-Federal Technician Training and Verification Process*. Thus any changes made to this section must be mirrored in the SOP.

k. Cost of Exams. The Non-Federal Technician or Sponsor must pay for the theory of operations courses and exams when they are offered through the FAA Academy, and may have to pay when offered through the vendor. In the case of the latter, the course must be approved by the Technical Operations Training Administration Group.

l. Storing Exams.

(1) **Written Exams**. Storage of written exams must be limited to the Exam Control Center at the FAA Aeronautical Center. Under no circumstances must theory-of-operations exams be in the custody of Non-Federal Technicians/other personnel.

(2) **Performance Exams**. A supply of performance exams may be maintained in each Service Area. Copies of these performance exams must be made available to Sponsors so their verification candidates may use them for study purposes.

m. Training for Non-Federal Technicians.

(1) **FAA Academy Training**. The Academy conducts various types of training programs for FAA personnel. This includes correspondence-training, resident-training, and computer-based instruction (CBI).

Non-Federal technicians may purchase training manuals and even obtain training on a reimbursable-cost basis.

For more information, Non-Federal Technicians should contact the:

FAA Out-Of-Agency-Training (OAT) Coordinator

Address: Mike Monroney Aeronautical Center
FAA Academy – Technical Operations Training Division
NAV/LAN/COM/RADAR Branch
6500 S. MacArthur Blvd.
Oklahoma City, OK 73169

Tel: (405) 954-4169
Fax: (405) 954-8413

(2) **Equipment Manufacturer Training**. Training may be available through the equipment manufacturer. When the non-Federal equipment in question does not have an identical counterpart in the FAA inventory, the manufacturer's training is preferred over FAA Academy training.

n. On-The-Job Training (OJT). Refer to the latest version of Order JO 3000.57 for the relevant policies and procedures on OJT.

o. Retaking Failed Exams. In accordance with JO 3000.57, a retake exam (theory or verification) must not be administered to Non-Federal Technicians who have failed the initial exam until a minimum of 30 days has passed. The Service Area Director for Technical Operations may waive this requirement where evidence exists that indicates the exam can be successfully completed. If the exam is failed on the second attempt, a mandatory 90-day waiting period must be observed. No more than three theory or performance exams may be administered to a technician on an equipment type during a 12-month period.

p. Grading Exams.

(1) **Theory of Operation Exams**. FAA-generated theory of operations exams must be graded exclusively by the Exam Control Center, AMA-405, at the FAA Aeronautical Center.

(2) **Performance Exams**. Performance exams must be administered and graded by an FAA Inspector or Coordinator at the actual site of the system or equipment for which the Non-Federal Technician seeks to be verified.

q. Exam Results and Verification Information (i.e. Verification Records).

(1) The verification record comprises the technician's exam results, FCC general radio-telephone operator license (if required), and miscellaneous other verification information. The OSS must send a copy of the record to the:

(a) Non-Federal Technician;

(b) Sponsor;

(c) Technician's employer (if applicable);

(d) Appropriate non-Federal PIM(s);

(e) Appropriate non-Federal Coordinator(s); and

(f) Service Area Technical Operations District Office Manager(s) (or designee(s)).

r. Issuing of Verification Authority Letters. When the Service Area is satisfied that the Non-Federal Technician has met all necessary requirements and the technician's verification records are

complete, the District Manager (or designee) will issue a letter authorizing the technician to verify a specific facility. The District Manager (or designee) must send a copy of the letter to the:

(1) Non-Federal Technician;

(2) Sponsor;

(3) Technician's employer (if applicable);

(4) Appropriate non-Federal Coordinator(s); and

(5) Appropriate non-Federal PIM(s).

Note: When the District Manager delegates this responsibility to a designee, it is typically the OSS.

s. Verification Authority Letters are Valid Only at the Specified Location. A verification authority letter is site specific. It is not valid for a facility at another location, even if that facility is of an identical type, make, and manufacturer.

t. Verification Records are Valid Between Sites and Across Service Area Boundaries. Verification records are the basis for verification authority letters. And while verification authority letters are site-specific, verification records are valid between identical systems across Service Area boundaries. This allows the Service Areas' designee to issue additional verification authority letters to Non-Federal Technicians, without the technician having to take additional performance exams, or otherwise modify his or her verification record.

u. Verification Authority – Revocation for Cause. Where a Non-Federal Technician's maintenance practices are not consistent with the level expected to ensure the proper operation of the facility, the District Manager (or designee) must issue a letter of warning to the Sponsor and technician noting the deficiency causing the unsatisfactory condition.

If the deficiency or unsatisfactory condition continues, the Service Area Director for Technical Operations (or designee) must revoke the technician's verification authority. A copy of this revocation with backup documentation must be forwarded to the Service Center non-Federal PIM. This revocation letter applies to identical systems across all Service Areas. When a revocation occurs, the Service Area Director for Technical Operations must notify:

(1) The Sponsor of the facility in question;

(2) The Technical Operations National Non-Federal Program Manager; and

(3) Any other Service Area in which the technician has verification authority.

v. FAA must NOTAM out of Service any Facility Maintained by a Non-Federal Technician Whose Verification Authority has been Revoked. This is permissible since the MOA/OMM is between the FAA and the Sponsor – not the technician or technician's employer. Although the FAA must cooperate with technicians and their employers, *any formal procedures, policy, standards, or changes must be coordinated with the Sponsor of the non-Federal facility.*

6-7. FCC Licensing of Non-Federal Facilities and Technicians.

For relevant procedures see SOP 6-2, *FCC Licensing Process*.

a. FCC Licensing. The owners and maintainers of certain non-Federal equipment must meet current FCC licensing requirements when that equipment:

- Is a navigational aid or weather/communication facility that's operated in accordance with 14 CFR Part 171 and/or advisory circular 150/5220-16; and
- Includes a transmitter.

The applicable requirements are as follows:

(1) **Facility Licensing**. The owner must obtain and display the FCC license. This license indicates the location of the station and the authorized frequency and power. The frequency authorization is provided by the FCC after recommendation by Spectrum Engineering.

(a) **Sponsor Applies for New License**. Upon being contacted by the Sponsor, the applicable Service Area Spectrum Support Center will:

(i) Validate the frequency, transmit power, site location, and other applicable parameters of the operation.

(ii) Conduct an interference analysis to ensure that no harmful interference is anticipated.

(iii) Provide the Sponsor with a coordination number.

(b) **Station License Expires**. Non-Federal facilities are required to renew their FCC station license prior to the expiration date. The FAA will not shut down a non-Federal facility due to an expired FCC license, but the facility will be operating in violation of the FCC rules.

Note: SOP 4-1, (*Conducting Periodic Inspections)*, covers procedures for addressing expired/incorrect station licenses.

(c) **Facility is Decommissioned before Station License Expires**. If a non-Federal facility is decommissioned prior to the expiration date, the non-Federal facility Sponsor must notify the FCC and the FAA Spectrum Engineering Office that their FCC station license is no longer required.

(2) **Technician Licensing**.

(a) **Certain Non-Federal Technicians must Meet FCC Licensing Requirements**. Non-Federal technicians that maintain transmitters and/or transmitting facilities must have an FCC general radio-telephone operator license. This is required by 47 CFR §§ 87.71 and 87.73.

These regulations address aviation services, specifically "frequency measurements" and "operating requirements for transmitter adjustments and tests."

According to Sec. 87.71, *Frequency Measurements*:

> *A licensed operator must measure the operating frequencies of all land-based transmitters at the following times:*
>
> *(a) When the transmitter is originally installed;*
>
> *(b) When any change or adjustment is made in the transmitter which may affect an operating frequency; or*
>
> *(c) When an operating frequency has shifted beyond tolerance.*

According to Sec. 87.73, *Operating Requirements for Transmitter Adjustments and Tests*:

> *A general radiotelephone operator must directly supervise and be responsible for all transmitter adjustments or tests during installation, servicing or maintenance of a radio station. A general radiotelephone operator must be responsible for the proper functioning of the station equipment.*

(b) **License is Based on FCC-Administered Exam and Issued for Life**.

(c) **License must be Carried During Maintenance**. Non-Federal technicians must carry a copy of their licenses with them when they conduct maintenance on a transmitter or transmitting facility.

(d) **Unlicensed Non-Federal Technicians**. Where required by the FCC, the FAA must confirm that a Non-Federal Technician has an FCC license. Once the FAA confirms that the technician has an FCC license, a performance (aka verification) exam or exams must be administered, as appropriate for the situation and facility.

(e) **License Required for Airway Transportation System Specialists Acting as Non-Federal Technicians**. Airway Transportation System Specialists that maintain non-Federal facilities outside of their Federal responsibilities (e.g. during their off-duty hours) must meet FCC licensing requirements.

(f) **No License Required for Certain FAA Personnel Under Specific Circumstances**. Airway Transportation System Specialists do not require an FCC license when:

(i) Providing authorized assistance to a Sponsor or Non-Federal Technician; or

(ii) When acting in their capacity as an FAA Inspector.

6-8. Verification of Facilities and Equipment.

A list of ground inspections is available in Appendix A's "Supplement N."

a. Inspection Policies – Generally.

(1) **Commissioning Inspections**.

(a) The FAA must conduct commissioning ground inspections of non-Federal AWOS.

(b) The FAA must conduct commissioning ground *and flight* inspections of non-Federal facilities listed in 14 CFR Part 171, as well as other facilities used for approach procedures, such as GBAS.

Note: These general rules may be subject to exception if the facility in question is used for a VFR-only purpose.

(2) **Flight Inspections**. Except where specifically noted otherwise, the FAA's Flight Inspection Services is responsible for conducting flight inspections of non-Federal facilities.

(3) **Periodic Ground Inspections**.

(a) **Minimum Requirements**. As set forth in Appendix A's "Supplement L," *Non-Federal Facilities Requiring Ground and Flight Inspections*:

(iii) A non-Federal facility must generally be ground inspected "annually" – i.e. once every 12 months, +/- 60 days. However;

(iv) Cat-II and Cat-III ILS (including associated approach lights and engine generators) must be ground inspected "semi-annually" – i.e. once every six months, +/- 30 days. The shorter inspection period is required by the current version of 6750.57, *ILS Continuity of Service Requirements and Procedures.*

Note: "Annual" inspections need not occur once per calendar year – only once every 12 months, +/- 60 days. Similarly, "semi-annual" inspections need not occur twice per calendar year – only once every six months, +/- 30 days.

Note: The Service Areas may elect to perform periodic ground inspections as frequently as they deem to be appropriate.

(4) **Periodic Flight Inspections**. Periodic flight inspections must be made in accordance with the latest version of 8200.1, *United States Standard Flight Inspection Manual*.

b. Maintenance/Verification Parameters. The maintenance and verification parameters that will be used for non-Federal facilities must be referenced in the facility OMM and, where applicable, the current flight inspection report. The parameters to be used must be in concurrence with the standards of ICAO, the FAA, or the manufacturer. When the equipment is the same as FAA-procured equipment, FAA standards and tolerances must be used. Similarly, when the equipment is not the same, FAA standards and tolerances must be used, but the manufacturer's instruction book will dictate the maintenance procedures.

c. Facility Verification. Verification is the written assurance that the facility is providing the required or advertised service to the user.

(1) **Required Verification Statements must be Entered into the Facility Maintenance Log**.
Required Verification Statements that must be used in the facility maintenance log include the following non-exhaustive list of examples. (The facility type's acronym is used, rather than its full name.)

- "ALS verified."
- "AWOS verified."
- "DME verified."
- "GBAS verified."
- "GS verified."
- "LOC verified."
- "MALS verified."
- "MALSF verified."
- "MALSR verified."
- "NDB verified."

- "RVR verified."
- "VOR verified."

Note: Newly-developed systems will require a format identical to the above examples. E.g. if the acronym for a new type of facility is "NTF" then the proper format for its Verification Statement would be "NTF verified."

(2) **Frequency of Non-Fed. Technicians' Verification Statements in Facility Maintenance Log**.
This is an event-based rule: any time equipment is removed from service, the technician must make a Required Verification Statement in the log. Specifically, the statement must be made:

(a) When the equipment has been removed from service for FAA inspection and has been turned back on, but before the equipment is actually returned to service; or

(b) When the equipment has been removed from service for routine or preventative maintenance, but before the equipment is actually returned to service; or

(c) When the equipment has been removed from service for repairs, but before the equipment is actually returned to service; or

(d) When interruption of service has occurred for any other reason, but before the equipment is actually returned to service.

Note that the most recent version of Order 6000.15 provides additional details.

(3) **You must Have Verification Authority to Enter a Verification Statement in the Log**. Only those persons having verification authority from the appropriate Service Area Director for Technical Operations (or designee) may verify facilities. No other persons may be permitted to adjust or perform work on the facility.

(4) **"Verification" is to Non-Federal Technicians What "Certification" is to FAA Personnel**. Verification applies to personnel maintaining non-Federal facilities, the same as the term "certification" in FAA maintenance technical orders and FAA documents applies to FAA personnel.

d. Shutdown, Reporting of Outages, and NOTAM Procedures.

(1) **Shutdowns**. The Sponsor or Non-Federal Technician must shut down the facility under the following circumstances:

(a) If an out-of-tolerance condition exists; or

(b) Upon receiving reports concerning irregular operation or malfunctions of the facility from two:

(i) Pilot Reports (PIREPS);

(ii) Monitor stations; or

(iii) Other persons.

(2) **NOTAMs**. The Sponsor or Non-Federal Technician must coordinate with the appropriate Operations Control Center to initiate a NOTAM in the event of:

(a) Routine maintenance;

(b) Shutdown;

(c) Equipment failure; or

(d) Deviations from normal facility operation.

Note: If there is any doubt that a facility is operating normally, you must take action to NOTAM it out of service.

(3) **OCC must be Notified When a Facility is Returned to Service**. The Sponsor or Non-Federal Technician must notify the OCC when the facility has been returned to service and normal operation has resumed.

(4) **OCC must Receive Advanced Notice for Routine Maintenance Shutdowns**. When the facility is to be shut down for routine maintenance, the Sponsor or Non-Federal Technician must notify the appropriate OCC at least 8 hours prior to taking the facility off the air. This advance notification must state the specific time for the interruption to occur, and the facility must not be shut down until that specific time.

(5) **Routine Maintenance Shutdowns of ILS may Only be Performed under Certain Conditions**. Maintenance may be performed only when all of the following conditions exist.

(a) Visibility at least 3 statute miles;

(b) Ceiling at least 1,000 feet;

(c) Weather is forecasted to remain VFR for the duration of the shutdown;

(d) When ATC has given clearance for a facility on an alternate runway; and

(e) When the associated OCC has approved the shutdown.

(6) **Localizer and Glide Slope Radiated Signals must be Turned Off under Certain Conditions**. The localizer or glide slope radiated signals must be turned off during any period when maintenance activities or other causes could produce HMI affecting the accuracy or reliability of the radiated signals.

e. Record Keeping (For Non-Federal Technicians and Sponsors).

Note: Copies of all relevant documentation must be retained at the facility, and also uploaded to the Non-Federal Tool. If it is impractical to retain the documentation at the facility, it must be retained at a location agreed upon between the Sponsor and Inspector at the time of commissioning.

(1) *Technical Reference Data Record (TRDR).*

(a) **TRDR must be Complete by Commissioning Date**. The owner(s) representative must have FAA Form 6000-10, *Technical Reference Data Record*, or FAA-approved equivalent forms, completed at the time the facility is commissioned.

Note: The FAA Inspector must provide the Non-Federal Technician with a copy of 6000-10 and its instructions. Those two documents comprise Table 2 of 6000.15F, which is the current version of the order as of September 2012. Access is restricted to FAA personnel.

(b) **Both the FAA and the Facility must Receive a Copy of the TRDR**. One copy must be kept in the permanent records of the facility, and one copy must be sent to the Service Area Director for Technical Operations (or designee).

(c) **TRDRs must be Updated as Events Warrant**. In order to reflect an accurate record of facility operation, the Sponsor or the Sponsor's representative must revise the data, after any major repair, modernization, adjustment, or re-tuning that changes the equipment performance. In the event the data is revised, the Sponsor or the Sponsor’s representative must forward copies of the revisions to the Service Area Director for Technical Operations (or designee) within 10 working days.

(2) **Technical Performance Record (TPR),** FAA Form 6000-8. (Called Radio Equipment Operation Records, Form 418, in 14 CFR Part 171.) TPRs contain a record of system parameters recorded in each scheduled routine maintenance visit to the facility. The Sponsor or the Sponsor's representatives must keep the original of each record at the facility and send a copy of the form to the Service Area Director for Technical Operations (or designee), in accordance with section 6-8f.

(3) **Facility Maintenance Log and RMM Log**.

Note: Because this section addresses remote logging, it sometimes refers to Facility Maintenance Logs as “On-Site Logs.”

(a) **Facility Maintenance Logs**, FAA Form 6030-1. (Called Facility Maintenance Log, Form 406C, in 14 CFR Part 171.) Facility Maintenance Logs are a permanent record of all the activities required to maintain the facility. Logging must be in accordance with Order 6000.15, and SOP *PML, Paper Maintenance Log*. The entries must include all malfunctions encountered in maintaining the facility, including information on the kind of work and adjustments made, equipment failures, causes (if determined), and corrective action taken. In addition, the entries must include any periodic maintenance required to maintain the facility. Also, if the facility was NOTAM'd out of service, the NOTAM must be reflected in the log. The original white pages of the maintenance logs must be retained at the facility and the yellow pages sent to the Service Area Director for Technical Operations (or designee), in accordance with section 6-8f. Generally, logs must be terminated (i.e. closed out) at the end of each month. However, if maintenance or a scheduled outage carries over into the next month, the relevant log must be terminated at the conclusion of that maintenance or outage. Also, in the case of an unscheduled outage that lasts longer than 60 seconds, the log must be terminated in time to ensure that the Service Area Director for Technical Operations (or designee) will receive the log's yellow pages within 20 days of the outage's occurrence.

(b) **Remote Maintenance Monitoring (RMM) Log**.

Note: The FAA-approved, manufacturer-developed RMM is currently authorized only for non-Federal AWOS. However, at some point in the future, the FAA may extend authorization to other non-Federal equipment.

(i) **On-Site Log**. Every non-Federal facility must have an "On-Site" or "Master" Log – i.e. an FAA Form 6030-1, *Facility Maintenance Log* (which is discussed in section 6-6e(3)(a), above).

(ii) **RMM Log**. Authorized non-Federal facilities and equipment that use an RMM system must not only have an "On-Site Log," but also an "RMM Log." This is simply a 6030-1 that has the name of the remotely-monitored facility written in the space on the log's cover reserved for "subsidiary logs."

(iii) **RMM Log "Alternatives."** An "alternative" to the RMM Log is an FAA-approved printer or data-storage device that documents all remotely-performed maintenance activities. The printer or storage device must make a record of all log-ons and equipment adjustments that occur from the remote interface. Printouts or soft data must be maintained for a minimum of two years before being discarded.

(iv) **Non-Federal Technicians must not Maintain RMM Logs or Alternatives**. Manufacturers of systems with approved RMM capability are generally responsible for maintaining RMM Logs and Alternatives. This is because the manufacturers generally conduct remote maintenance monitoring. Non-Federal technicians are responsible for *on-site* logging and maintenance (i.e. at a non-Federal AWOS). Manufacturers are responsible for *off-site* logging and maintenance (i.e. at the manufacturer facility where the RMM is housed).

(c) **Log Entries – Generally**.

(i) Log entries may be brief, but must include the date, time, and location from which action was taken or initiated, the event itself, and (in the case of a facility interruption/restoration activity) a notation as to cause (if known).

(ii) There is no need to duplicate the entries of the RMM Log (or Alternative) in the On-Site Log, or vice versa.

(d) **Choosing the Correct Log: On-Site vs. "Remote" Logs**.

(i) Non-Federal technicians must use the On-Site Log to capture all events and maintenance activities that they conduct or observe while they are on-site.

(ii) Except for "Events & Activities That Must Always Be Entered in The On-Site Log" (below), all events and maintenance activities that occur at the remote location must be documented via the RMM Log (or Alternative).

(e) **Events and Activities that must Always be Entered in the On-Site Log**:

(i) **All Service Outages Lasting Longer than 60 Seconds (Scheduled or Not).** The Non-Federal Technician must make entries regarding:

- When the outage occurred; and
- When the facility was verified and returned to service.

(ii) **Any On-Site Activity Related to the Facility Failing to Pass a Remote Test**.

(iii) Any Restoration and/or Verification-Related Activity (On-Site or Remote).

Note: This type of activity must be entered in the On-Site Log *even if* it occurs remotely. The Non-Federal Technician, Sponsor, or airport manager/employee, may log this information, and it may be relayed to them by a party at the remote site.

f. Timeframe in Which Logs and TPRs must be Received:

(1) **In General**: FAA Inspectors may receive a facility's On-Site logs and TPRs at the periodic inspection. RMM Logs (or Alternative) need not be submitted to the FAA.

(2) **For "Events and Activities that must Always be Entered in the On-Site Log:"** These situations (defined in section 6-8e(3)(e), above) require that at the beginning of the month following the event or activity, the Non-Federal Technician or Sponsor must submit the log's yellow page(s) and a copy of the TPR(s) to the Service Area Director for Technical Operations (or designee).

Note: Unscheduled outages lasting longer than 60 seconds must comply with section 6-8f(3), below.

(3) **In the Case of Unscheduled Outages Lasting Longer Than 60 Seconds**: These situations require that the Non-Federal Technician or Sponsor submit the log's yellow page(s) and a copy of the TPR(s) to the Service Area Director for Technical Operations (or designee). Those documents must be received within 20 calendar days of the facility restoration. If they are not received within that time, and the facility is associated with an instrument approach procedure, the Service Area Director for Technical Operations (or designee) will request that the appropriate OCC NOTAM the facility out of service. The NOTAM will remain in effect until the documents are received.

Note: This language is reflected in the OMM templates appended to this order. Thus any modifications made here should also be applied to the templates.

g. FAA Personnel must Ensure that Logs Comply with Policy and Procedural Requirements.

(1) During periodic inspections, the Inspector must review the On-Site Log for compliance with order 6000.15, and SOP *PML, Paper Maintenance Log*.

(2) For submitted log pages, the Service Area Director for Technical Operations (or designee) must review the log for compliance with order 6000.15, and SOP *PML, Paper Maintenance Log*.

Chapter 7. Administrative Information

7-1. Distribution. This order is distributed at the director level within Systems Operations; Terminal; Technical Operations; the Office of Airport Safety and Standards, the Office of Airport Planning and Programming, the Chief Counsel's Office; the Flight Standards, Airports, and Logistics Divisions, branch level Mike Monroney Aeronautical Center; Service Areas and Centers, Technical Operations Field Facilities, and Headquarters air traffic controllers with standard distribution.

7-2. Background.

a. The Technical Operations Non-Federal Program regulates the thousands of non-Federally-owned and operated facilities located throughout the NAS. They are used in support of, among other things, en route and terminal IFR procedures. All told, they represent a major portion of the NAS in terms of the amount of money invested and the number of operational requirements that are fulfilled.

b. Non-Federal facilities are owned and operated by entities other than the Federal government. This includes U.S. possessions or territories, states, airport authorities, municipalities, counties, companies, and private individuals.

c. Generally speaking, non-Federal facilities provide a service that would not otherwise be available for hundreds of communities throughout the United States. Congress recognizes the importance of non-Federal facilities, and has encouraged their creation through a number of Federal Airport Grant Programs, such as the AIP.

7-3. History of Non-Federal Facilities.

a. The United States Postal Service's airmail program helped drive the development of what is today the NAS. The first air routes or "airways" were established by the Post Office in 1918, and subsequently taken over by the precursor to the FAA.

b. However, these airways needed infrastructure to support them. So as postal officials laid plans for a transcontinental airmail system, they persuaded many local communities to build the necessary facilities to support the service. For example, in cities along the air mail routes, business communities and ordinary citizens contributed thousands of dollars to build airfields, hangars, and repair facilities.

c. But this non-Federal infrastructure wasn't limited to real estate. Beginning in the late 1920s airports along the postal airways – and in many other locations – began using lights to facilitate night flying.

d. Simultaneously, some airlines were developing their own airports with lights and other aids to aerial navigation. In 1929, Pan Am built the United States' first land-based international airport, in Miami, FL. In 1930 the airline installed a radio station to send signals by Morse code. That same year,

two-way radio telephones began to be used between the ground and aircraft, and between airborne aircraft.

e. As more and more aircraft were fitted for radio communication, radio-equipped airport traffic control towers began to replace the flag men that airports had traditionally used to signal aircraft.

f. In 1930, the first radio-equipped control tower in the United States began operating at the Cleveland Municipal Airport. By 1932, almost all airliners were being equipped for radio-telephone communication. And by 1935, about 20 radio control towers were operating throughout the United States – in conjunction with countless lights and other aids to aerial navigation.

g. Over the years, as the state of the art has advanced, so too has the type and quantity of aids to aerial navigational available for use in the NAS. And a significant number of those aids are owned by non-Federal entities.

h. Today there are more than 2,600 non-Federal facilities – and that number continues to grow!

7-4. Authority to Change this Order. The Vice President of Technical Operations may issue changes to this order. The Administrator reserves the authority to approve changes that establish policy, delegate authority, or assign responsibility. The SOPs and other supplemental documents referred to in this order are solely available online, at http://technet.faa.gov/6700.20 . The OPR reserves the right to revise the supplemental documents at its discretion.

7-5. Definitions. (Refer to Appendix A's "Supplement B," *Definitions*.)

7-6. Related Publications. (Refer to Appendix A's "Supplement C," *Related Laws, Regulations, Orders, Advisory Circulars, Etc.*)

7-7. Related Publications – Weight of Authority.

a. In General. The nature of this order may require you to reference numerous legal documents that relate directly and/or indirectly to the administration of the Technical Operations Non-Federal Program. For a complete listing, see Appendix A's "Supplement C," *Related Laws, Regulations, Orders, Advisory Circulars, Etc*. For an explanation of the different kinds of documents, see Appendix A's "Supplement B," *Definitions*.

b. Weight of Authority. If you find that two or more documents conflict, use the hierarchical ranking below to determine which document takes priority. (1 = Highest; 5 = Lowest.) For example, if there's a conflict between the USC and the CFR, the USC takes priority because it has a numeric ranking of "1," while the CFR has a numeric ranking of "2."

Note: The CFR and ICAO Annexes share the same weight.

Hierarchical Ranking:

1	Title 49 of the United States Code (USC) and any other relevant statutes.
2	Code of Federal Regulations (CFR) International Civil Aviation Organization (ICAO) - Annexes 3 and 10.
3	Advisory Circulars.
4	FAA Orders.
5	Manufacturer Instruction Books

7-8. Forms. (Refer to Appendix A's "Supplement D," *List of Related Forms*.)

Appendix A. Supplemental Information
Table of Miscellaneous Supplements

These supplements will be updated as necessary. They are available on the FAA intranet at http://technet.faa.gov/6700.20

SUPPLEMENT LETTER	TITLE
Supplement A.	Acronyms.
Supplement B.	Definition of Terms Related to the Technical Operations Non-Federal Program.
Supplement C.	Related Laws, Regulations, Orders, Advisory Circulars, Etc.
Supplement D.	List of Related Forms.
Supplement E.	List of FAA-Approved Equipment for non-Federal Use.
Supplement F.	Sample Sponsor Application for Establishing a non-Federal Facility.
Supplement G.	Sample Response Letter to a Sponsor Application.
Supplement H.	Memorandum of Agreement (MOA) for Part 171 Equipment.
Supplement I.	Memorandum of Agreement (MOA) for AWOS.
Supplement J.	Operations and Maintenance Manual (OMM) for Part 171 Equipment.
Supplement K.	Operations and Maintenance Manual (OMM) for AWOS.
Supplement L.	Non-Federal Facilities Requiring Ground and Flight Inspections.
Supplement M.	Sample Transfer Agreement.
Supplement N.	List of Ground Inspection Forms.
Supplement O.	Non-Federal SOPs.

Appendix A. Supplemental Information

Table of Standard Operating Procedures (SOPs)

These SOPs will be updated as necessary. They are available on the FAA intranet at http://technet.faa.gov/6700.20

The first digit in an SOP's designation number identifies which chapter of the order the SOP is associated with. However, neither Chapters 1 nor 7 have any SOPs associated with them.

SOP NUMBER	TITLE
SOP 2-1	**Entering non-Federal Facility Data into FSEP.**
SOP 2-2	**Information Distribution Process for PIMs.**
SOP 3-1	**Establishing non-Federal Facilities.**
SOP 3-2	**Conducting Commissioning Inspections.**
SOP 3-3	**Decommissioning non-Federal Facilities.**
SOP 4-1	**Conducting Periodic Inspections.**
SOP 4-2	**Addressing Unsatisfactory Operations of non-Federal Facilities.**
SOP 4-3	**Non-Federal Tool – Administrator Functions for Phase I.**
SOP 4-4	**Creation & Termination of Reimbursable Maintenance Agreements.**
SOP 5-1	**Assumption of Ownership: Takeover of non-Federal Facilities.**
SOP 5-2	**Disposing of Takeover Equipment That's No Longer Required.**
SOP 6-1	**Non-Federal Technician Training and Verification Process.**
SOP 6-2	**FCC Licensing Process.**

Appendix A. Supplemental Information

Table of Ground Inspection Forms (GIFs)

These GIFs will be updated as necessary. They are available via the FAA's online Forms website: https://employees.faa.gov/tools_resources/forms/.

FORM NUMBER	TITLE
FAA Form 6700-1	ALS Ground Inspection Form.
FAA Form 6700-2	ATCT Ground Inspection Form.
FAA Form 6700-3	AWOS Ground Inspection Form.
FAA Form 6700-4	DME Ground Inspection Form.
FAA Form 6700-5	GS Ground Inspection Form.
FAA Form 6700-6	LOC Ground Inspection Form.
FAA Form 6700-7	Marker Ground Inspection Form.
FAA Form 6700-8	NDB Ground Inspection Form.
FAA Form 6700-9	RTR/RCO/RCAG Ground Inspection Form.
FAA Form 6700-10	CVOR/DVOR Ground Inspection Form.
FAA Form 6700-11	RVR Ground Inspection Form.
FAA Form 6700-12	GBAS Ground Inspection Form.
FAA Form 6700-13	Ground Inspection Checklist.