CHANGE

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION
Air Traffic Organization Policy

JO 7210.3Y
CHG 3

Effective Date:
June 25, 2015

SUBJ: Facility Operation and Administration

1. Purpose of This Change. This change transmits revised pages to Federal Aviation Administration Order JO 7210.3Y, Facility Operation and Administration, and the Briefing Guide.

2. Audience. This change applies to all Air Traffic Organization (ATO) personnel and anyone using ATO directives.

3. Where Can I Find This Change? This change is available on the FAA Web site at http://faa.gov/air_traffic/publications and https://employees.faa.gov/tools_resources/orders_notices/.

4. Explanation of Policy Change. See the Explanation of Changes attachment which has editorial corrections and changes submitted through normal procedures. The Briefing Guide lists only new or modified material, along with background.

5. Distribution. This change is distributed to selected offices in Washington headquarters, service area offices, regional offices, the William J. Hughes Technical Center, the Mike Monroney Aeronautical Center, all air traffic field facilities, international aviation field offices, and interested aviation public.

6. Disposition of Transmittal. Retain this transmittal until superseded by a new basic order.

7. Page Control Chart. See the page control chart attachment.

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Vice President, Mission Support Services
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Date: May 1, 2015

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Initiated By: AJV-0
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Explanation of Changes
Change 3

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

a. 2-1-2. FACILITY STANDARD OPERATING PROCEDURES DIRECTIVE
2-1-6. CHECKING ACCURACY OF PUBLISHED DATA
4-3-3. DEVELOPING LOA
4-3-6. ANNUAL REVIEW/REVISIONS

This change clarifies requirements for LOA reviews/updates and adds references to other pertinent paragraphs in this order.

b. 3-6-7. PREARRANGED COORDINATION
5-3-7. OPEN SKIES TREATY AIRCRAFT PRIORITY FLIGHTS (F and D)
6-9-1. GENERAL
9-1-3. CRITERIA FOR IFR AIRCRAFT HANDLED COUNT
10-4-5. PRACTICE INSTRUMENT APPROACHES
12-2-1. TABULATION
13-4-2. PRACTICE INSTRUMENT APPROACHES

This change replaces the phrase "standard separation" with the phrase "approved separation" or "IFR separation" as defined in FAA Order 7110.65, Paragraph 1-2-1, and the Pilot/Controller Glossary.

c. 3-6-8. OPERATIONAL GUIDANCE FOR FUSION

This change delineates the requirement that Fusion must be the selected mode to the extent operationally feasible, and that the ATM is the focal point for determining when the fusion tracker should not be used. This change cancels and incorporates N JO 7210.872, Operational Guidance for Fusion, effective July 24, 2014.

d. 4-4-2. USE OF AIRCRAFT CALL SIGNS

This change updates procedures for local call sign/telephony assignments and adds guidance for assignment of special call signs and three-letter ICAO-approved designators. Obsolete references are removed. Local call signs must be assigned a designator other than 3-letters. With the appropriate LOA provision, local call signs may also be used for IFR operations within the local area. For aircraft operators, such as flight school operators, that have the need for IFR operations outside the local area, guidance is provided in paragraph 4-4-2 for the authorization of special call signs. A new procedure requires all law enforcement call signs be verified through System Operations Security. References are also added for supporting FAA Orders.

e. 10-3-15. EQUIVALENT LATERAL SPACING OPERATIONS (ELSO)

This change establishes requirements for conducting Equivalent Lateral Spacing Operations (ELSO).

f. Entire Publication

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

PAGE CONTROL CHART
Change 3

REMOVE PAGES	DATED	INSERT PAGES	DATED
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Chapter 2. Administration of Facilities

Section 1. General

2–1–1. INTERREGIONAL REQUIREMENTS

a. An air route traffic control center (ARTCC) is responsible to an En Route and Oceanic Operations Area Office. Terminal and Flight Services facilities located within an ARTCC operational area must comply with the En Route and Oceanic Operations Area Office directives governing interfacility operational requirements. Although these facilities are not under its administrative jurisdiction, the En Route and Oceanic Operations Area Office responsible for the administration of the ARTCC must provide these directives to the appropriate facilities in ARTCC operational areas. These facilities must coordinate directly on mutual procedural or operational requirements.

b. When resolution of procedural or operational problems is not possible or when the En Route and Oceanic Operations Area Office directives are incompatible with those published by the administratively responsible area office, the facility must notify its own Terminal Operations Area or Flight Services Operations Area Office for resolution.

2–1–2. FACILITY STANDARD OPERATING PROCEDURES DIRECTIVE

The air traffic manager must issue a Standard Operating Procedures (SOP) Directive. The directive must specify, as a minimum, the required procedures for maintaining a safe and efficient operation and the jurisdictional boundaries for each operational position/sector.

a. Review SOPs at least annually and update as necessary. Examine current SOPs for practices and/or procedures that are no longer required. Review includes both content and relevance that achieve full operational efficiency and customer flexibility.

b. Review and, if necessary, update SOPs when new or revised instrument flight procedures are published or pertinent national procedures are implemented or changed.

NOTE–
Information related to subscribing for alerts regarding upcoming changes to instrument flight procedures is available at the Instrument Flight Procedures Information Gateway: https://www.faa.gov/air_traffic/flight_info/aeronav/procedures/

REFERENCE–
FAAO JO 7210.3, Para 2-1-6, Checking Accuracy of Published Data
FAAO JO 7210.3, Para 4-1-1, Correspondence Standards
FAAO JO 7210.3, Para 4-3-3, Developing LOA
FAAO JO 7210.3, Para 4-3-6, Annual Review/Revisions

2–1–3. POSITION/SECTOR BINDERS

Air traffic managers must develop and maintain binders for each position/sector within the facility. In addition to the above, this must include a supervisor position binder. The supervisor position binder should address procedures which will enhance controller performance in areas such as scanning, coordination, use of proper phraseology, and proficiency/remedial training. The binders must contain as a minimum, but not be limited to, the information listed in the En Route, Terminal, Flight Service Option Specific Guidelines. The binder must contain information that is necessary for the safe and efficient operation of each position/sector, including examples and formats where appropriate. A copy of each binder must be in a location easily accessible by each position/sector. Data may be stored and displayed via electronic means on Information Display Systems (IDS) where available. Air traffic managers in terminal facilities may determine the need for individual binders for associated/coordinator positions.

2–1–4. REFERENCE FILES

Air traffic managers must maintain current sets of orders, facility directives, Letters of Agreement (LOA), aeronautical charts, pertinent International Civil Aviation Organization (ICAO) documents and related publications so that they may be readily available for operational use and study by facility personnel. Also, the air traffic manager must maintain reference materials at appropriate work areas. These materials must consist of pertinent directives, agreements, emergency and overdue

aircraft procedures, and a location listing of airports within the area of responsibility including runway alignment, lighting, surface, and length as a minimum. Current telephone numbers of user companies/organizations identifying the source who has the capability of contacting no radio (NORDO) aircraft may also be listed. Air traffic managers must determine the applicability of other materials to be included.

NOTE–
The air traffic manager will ensure that the user list is kept current.

2–1–5. RELEASE OF INFORMATION

a. It is FAA policy to make factual information available to persons, properly and directly concerned, except information held confidential for good cause.

b. Except as provided in this and other FAA orders, or when specifically authorized to do so by the Secretary of Transportation or the Administrator, no agency employee must release information from any National Airspace System (NAS) database regarding the position, altitude, heading, flight plan, origination or destination of a single aircraft ("Flight Track Data") upon the oral request of an individual outside of the FAA.

1. No request for Flight Track Data must be granted unless it is first determined that the request is being made in the interest of aviation safety or efficiency, or for an official purpose by a United States Government agency or law enforcement organization with respect to an ongoing investigation.

2. No Flight Track Data on aircraft conducting military, law enforcement, presidential, or other sensitive flights must be released except as operationally required to assist such flights.

3. Each request must be handled in the following manner:

(a) The agency employee must positively identify the requestor by name, organization or affiliation, and point–of–contact (including a telephone call–back number).

(b) The agency employee must inquire about the purpose of the request so as to determine whether the request is being made in the interest of aviation safety or efficiency, or for an official purpose.

(c) Except for requests received from any United States Government agency or law enforcement organization, the agency employee must enter into the facility Daily Record of Facility Operation, FAA Form 7230–4, a record of the request, including:

(1) The information obtained under subparas b3(a) and b3(b) above; and

(2) A summary of any information provided to the requestor, including the flight number or registration number of the aircraft in question.

(d) For requests received from any United States Government agency or law enforcement organization, the only information entered into the local facility log must be that called for by subpara b3(a) above, with a brief notation as to whether the request was granted or not.

4. If the request is from an individual and it is determined that the request, if granted, would not further aviation safety or efficiency, the employee must deny the request and may inform the requester that information may be sought under the Freedom of Information Act (FOIA). A FOIA request should be filed in writing with the FOIA Officer, ARC–40, 800 Independence Avenue, S.W., Washington, DC 20591, or by email to 7–AWA–ARC–FOIA@faa.gov.

5. If it cannot be ascertained whether the purpose of the request, if from an individual, is in furtherance of aviation safety or efficiency, or if from a United States Government agency or law enforcement organization, is for an official purpose, the agency employee must contact facility management for guidance. If local management is unable to determine whether or not a request should be granted, the official should contact the Quality Assurance Investigator on–call in Washington headquarters. En Route and Oceanic Operations, Terminal Operations, and Flight Services Operations Area Offices may elect to process after–hour requests through the appropriate Service Area office Quality Assurance on–call specialist.

2–1–6. CHECKING ACCURACY OF PUBLISHED DATA

Air traffic managers and air traffic representatives (ATREPs) must, upon receipt of official publications, review data pertaining to their facilities and areas of concern to ensure accuracy and completeness. When

pertinent national procedures or local instrument flight procedures are created or changed, review facility standard operating procedures (SOPs) directives, position/sector binders, reference files, and/or letters of agreement (LOAs) and initiate corrections as required.

NOTE–
Information related to subscribing for alerts regarding upcoming changes to instrument flight procedures is available at the Instrument Flight Procedures Information Gateway: https://www.faa.gov/air_traffic/flight_info/aeronav/procedures/

REFERENCE–
FAAO JO 7210.3, Para 2-1-2, Facility Standard Operating Procedures Directive
FAAO JO 7210.3, Para 4-3-3, Developing LOA
FAAO JO 7210.3, Para 4-3-6, Annual Review/Revisions

2–1–7. AIR TRAFFIC SERVICE DURING PLANNED AND UNPLANNED OUTAGES

Facilities must develop and maintain guidelines to provide continuity of required services during planned (for example, radar out for maintenance, frequency out for repair) or unplanned outages (for example, power failures, natural disasters).

a. For planned outages, facilities must maintain a checklist that provides guidance on approving shutdowns. This checklist should be maintained at an operational manager's position (for example, OMIC desk, FLM desk). Facilities should consider the following for inclusion on the checklist:

1. Traffic volume and complexity.

2. Weather.

3. Alternate means of providing air traffic services.

4. Procedures to notify affected facilities when planned outage begins and ends.

5. Other information related to the planned outage, as appropriate.

b. Facilities must develop and maintain operational plans for unplanned outages that provide continuity of services to the extent dictated by the outage (for example, power failures, fire, flood, storm damage, breakdown of critical system components, facility wide outages). The plans must be in accordance with JO 1900.47.

2–1–8. HANDLING BOMB THREAT INCIDENTS

Air Traffic facilities must establish procedures to carry out their functions in accordance with FAAO 1600.6, Physical Security Management Program. The following provisions must be incorporated into facility plans:

a. All air traffic facilities must notify the respective regional operations center and other appropriate Service Area office element when a bomb threat occurs.

b. All personnel in the facility will be advised when a bomb threat has been received and of pertinent information regarding the bomb threat.

c. The decision to evacuate a facility will be made by the air traffic manager or his/her designee.

d. If the decision is made to evacuate and air safety is not a factor, immediately release nonessential personnel, instruct aircraft to contact the appropriate facility designated in the facility contingency plan, advise adjacent facilities as appropriate (ARTCCs should advise the ATCSCC of pending evacuation), broadcast that the facility is being evacuated, and evacuate the building.

e. If the decision is made to evacuate and air safety is a factor, immediately release nonessential personnel, resolve traffic conflicts (aircraft on radar vectors should be cleared to resume normal navigation), instruct aircraft to contact the appropriate facility designated in the facility contingency plan, advise adjacent facilities (ARTCCs should advise the ATCSCC), broadcast that the facility is being evacuated, and evacuate the building as rapidly as personnel can be released. The appropriate actions should be accomplished quickly to minimize personnel exposure. Further, the air traffic manager or his/her designee will determine which personnel will remain on duty until the traffic situation is resolved. Personnel designated to perform this function normally will be selected from the supervisory ranks or persons volunteering temporary services. To be effective this action should be planned in advance. There are various ways in which this can be accomplished. One simple method is that at the beginning of each watch, supervisors will plan their watch coverage should the need to evacuate arise.

f. The evacuation plans will also include recall procedures.

g. Consideration should be given to establishing an alternate site to provide limited flight service or airport air traffic and approach control services.

h. During bomb threat situations, facility air traffic managers or their designees should exercise discretion regarding admittance of visitors to their facilities.

i. Facilities will take action to increase the security whenever such action is feasible. Measures to protect administrative and operational areas and equipment rooms should be taken. FAAO 1600.6, Physical Security Management Program, provides additional guidance for the protection of agency facilities, installations, equipment, etc. Examples are:

1. Increase security forces and measures.

2. Ensure that facilities are kept tidy so that out–of–place articles can be easily detected. This concept should be emphasized to all personnel including contractors and their employees.

3. Room or area monitors can be assigned to "look over" the area at frequent intervals for suspicious objects. In this regard, air traffic personnel assigned temporary administrative duties would be given building warden responsibilities.

REFERENCE–
FAAO JO 7210.3, Para 2–8–2, Medical Clearance Requirements.

4. Outside areas should be kept as neat as possible. Landscaping should, if possible, be done in a manner that will not enhance clandestine activities.

j. Although it is envisioned that the foregoing will be accomplished within existing resources, planning (including budgeting) should be initiated to establish a secure environment.

k. Release information on bomb threat incidents in accordance with the procedures established in current directives. Where no applicable procedures have been established, all information must be treated as "For Official Use Only."

2–1–9. HANDLING MANPADS INCIDENTS

a. Air traffic managers must coordinate with federal, local, and other law enforcement agencies, as needed, to develop notification and contingency plans during a threat or attack from Man–Portable Air Defense Systems (MANPADS).

b. Air traffic managers must establish procedures to ensure the dissemination of level 2 or 3 MANPADS alerts via ATIS and/or controller–to–pilot transmissions. Report MANPADS threat/attack/post–event activity until notified otherwise by FAA national headquarters.

REFERENCE–
FAAO JO 7110.65, Para 2–9–3, Content.
FAAO JO 7110.65, Para 10–2–13, MANPADS Alert.

2–1–10. AIRPORT EMERGENCY PLANS

a. Operational instructions covering airport emergency service at airports served by an ATCT and/or FSS must be issued by the air traffic manager (the ATCT manager at airports with both facilities) in the form of a LOA. Procedures and/or LOAs for alerting airport emergency equipment at other public–use airports served by the ATCT and/or FSS must also be developed, if deemed appropriate.

NOTE–
Facility managers or their designee should meet with Airport Rescue and Fire Fighting (ARFF) personnel on an annual basis to review the local airport emergency service LOA and the effectiveness of local procedures.

REFERENCE–
FAA Advisory Circular AC 150/5210–7C, Aircraft Rescue and Fire Fighting Communications.

b. Responsibility for the prompt dispatch of equipment upon alert notice by the FAA ATCT or the FSSs is the joint responsibility of the airport management and the emergency equipment operator. The amount of equipment and number of personnel responding to the emergency will be determined by the equipment operator and should be kept to the minimum required. After receiving the alert and the route to be taken, the personnel operating the equipment are responsible for handling the emergency.

c. Procedures for alerting airport emergency equipment, including additional equipment which may be located off the airport, must consist only of:

1. Stating the nature and the location of the emergency by means of a signalling system; e.g., a siren and/or telephone. When required, the tower must indicate the route to be taken by the emergency equipment. FSSs must not specify such routes.

2. Specifying, when required, the category of alert applicable to the emergency.

3. Initiating the alert when, in the opinion of any of the following, a potential or actual emergency exists:

(a) The FAA specialists on duty.

(b) The pilot of the aircraft concerned.

(c) The operator of the aircraft or his/her representative.

(d) A representative of the airport management.

d. Alert Phases: Operations personnel may categorize local alerts if the category or phase designations have been coordinated locally and agreed to. It may be desirable for emergency equipment to be alerted on a standby or ready basis by use of a two–phase or three–phase alert system, but keep these actions as inconspicuous as possible without impairing efficiency. A three–phase alert may be set up as follows:

1. Alert I: Indicating an aircraft approaching the airport is in minor difficulty; e.g., feathered propeller, oil leak, etc. The emergency equipment and crews would standby at the equipment house for further instructions.

2. Alert II: Indicating an aircraft approaching the airport is in major difficulty; e.g., engine on fire, faulty landing gear, no hydraulic pressure, etc. This could mean emergency equipment would proceed to a predetermined location (end of runway, etc.) to await development of the potential emergency.

3. Alert III: Indicating an aircraft involved in an accident on or near the airport and emergency equipment should proceed immediately to the scene.

e. After alerting the emergency equipment, notify only the local aircraft operator or his/her representative and the airport management.

NOTE–
Airport management is responsible for notifying other agencies or personnel.

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

2–1–11. EXPLOSIVES DETECTION K–9 TEAMS

At many of our major airports a program has been established by the FAA and the Law Enforcement Assistance Administration to make available an explosives detection K–9 team. ATC facilities must take the following actions should they receive an aircraft request for the location of the nearest explosives detection K–9 team:

a. The facility will relay the pilot's request to the FAA Washington Operations Center, AEO–100, telephone: commercial (202) 267–3333; ETN 521–0111; or DSN 851–3750 providing the aircraft's identification and position.

b. AEO–100 will provide the facility with the nearest location. The facility will have AEO–100 standby while the information is relayed to the pilot.

c. After it has been determined that the aircraft wishes to divert to the airport location provided, the air traffic facility will ascertain estimated arrival time and advise AEO–100. AEO–100 will then notify the appropriate airport authority at the diversion airport. In the event the K–9 team is not available at this airport, AEO–100 will relay this information to the air traffic facility providing them with the secondary location. ATC will then relay this to the pilot concerned for appropriate action.

2–1–12. INTERSECTION TAKEOFFS

Air traffic managers at ATCTs and at FSS facilities that provide LAA will prepare an airport diagram showing intersection takeoff information as follows:

a. Indicate the actual remaining runway length from each intersection; round all actual measurements "down" to the nearest 50–feet. Obtain measurements from an authentic source and record them on the diagram.

NOTE–
Some airports publish "declared distances" for a particular runway. These are published in the Airport Facility Directory (A/FD) or the Aeronautical Information Publication (AIP), and there is no requirement that facility personnel be made aware of them. These distances are a means of satisfying airport design criteria and are intended to be used by pilots and/or operators for preflight performance planning only. There are no special markings, signage, or lighting associated with declared distances, and they do not limit the actual runway available for use by an aircraft. Therefore, they cannot be used for any air traffic control purpose. If pilots inquire about the existence of declared distances, refer them to the A/FD or the AIP.

b. If the airport authority requests that certain intersection takeoffs be denied, so indicate on the diagram.

EXAMPLE–
/NO TKOFF/

c. Indicate any access points to a runway from which an intersection takeoff may be made.

2–1–13. AIRCRAFT IDENTIFICATION PROBLEMS

To alleviate any potential misunderstandings of aircraft identifications caused by duplicate, phonetically similar–sounding, or hard to distinguish registration numbers or call signs operating in the same area, facility managers must ensure that operations supervisors report those occurrences to a facility officer and that the following actions be taken.

a. Scheduled air carrier aircraft: When two or more air carriers with duplicate flight numbers or phonetically similar–sounding call signs operate within 30 minutes of each other at the same airport or within the same sector and cause an identification problem on a recurring basis, request that the flight identification numbers be changed by:

NOTE–
Recurrent situations would be aircraft proceeding primarily the same direction through the same sectors three or more times a week, at least two weeks out of four consecutive weeks.

1. In the case of carriers listed in Appendix 2, Air Carrier Points of Contact for Aircraft Identification Problems, contact the appropriate airline office or officer.

2. If other than one of the carriers listed in Appendix 2, contact the operator or the chief pilot of the carrier concerned.

b. *Military aircraft*: Contact base operations of the departure airport and request that action be taken to have the flight identifications changed when duplicate, phonetically similar, or hard to distinguish call signs are causing a flight identification problem. If additional assistance is required, immediately advise the military representative assigned to the Service Area office.

c. Civil aircraft other than air carrier: Advise Mission Support Services, Aeronautical Information Management, when two or more designated call signs are found to be phonetically similar or difficult to pronounce and are causing a flight identification problem.

d. The designated facility officer must maintain a record of actions taken and provide feedback to operations supervisors. That record should include:

1. Date/time of occurrence.

2. Location (e.g., RUS VORTAC, sector 90, Shannon Airport).

3. Call signs involved in the occurrence.

4. Date occurrence is reported by facility.

5. Office/person that facility contacted.

2–1–14. APPROACH CONTROL CEILING

The airspace ceiling of areas within which approach control service is provided should not exceed 10,000 feet AGL. Exceptions require a staff study and specific approval of the Vice President of System Operations Services.

NOTE–
Although en route ATS is a center function, terminal facilities may be expected to provide some en route service. There are some areas in which a center may not have adequate radar coverage or resources, and in these areas it may be necessary to expand the terminal airspace to provide service. Conversely, at locations with nonradar approach control facilities, centers may have radar coverage,and better service would be provided if some approach control airspace is recalled to the center. At certain locations, the center may be able to absorb all the airspace of a nonradar approach control. The Area Directors of En Route and Oceanic Operations and Terminal Operations must weigh all factors and provide optimum resolutions.

2–1–15. AUTHORIZATION FOR SEPARATION SERVICES BY TOWERS

a. Nonapproach control towers, not equipped with a tower radar display, may be authorized to provide appropriate separation between consecutive departures based upon time or diverging courses, and between arrivals and departures, provided:

1. A LOA exists with the IFR facility having control jurisdiction which authorizes the separation responsibilities and prescribes the procedures to be used;

2. The agreement has been approved by the Area Director of Terminal Operations; and

3. There is no delegation of airspace to the tower.

b. Towers equipped with certified tower radar displays (CTRD) may be authorized to provide separation services in accordance with para 10−5−3, Functional Use of Certified Tower Radar Displays.

c. An authorization for towers to provide separation services other than those prescribed in subparas a and b must be supported by a staff study prepared by the authorizing facility or the Terminal Operations Service Area office which addresses at least:

1. The proposed procedures.

2. Operational benefits.

3. Operational impact.

4. Why the IFR facility is unable to provide an equal or superior level of service without the delegation.

5. Improved services to users.

6. Additional radar training.

7. The measures taken to ensure that the local controller's ability to satisfy the FAA's air traffic responsibilities regarding aircraft operating on the runways or within the surface area is not impaired.

8. On−site spares, maintenance support/restoration requirements.

9. Savings and/or additional costs.

10. The number of additional people required.

d. The staff study must, following the Terminal Operations Service Area review and concurrence, be forwarded to Terminal Services through System Operations Planning, and System Safety and Procedures for approval. System Operations Planning will coordinate with all affected Technical Operations Services Area Service Directors prior to finalizing their comments and recommendations.

2−1−16. BIRD HAZARDS

The air traffic manager of the ATCT must establish procedures to:

a. Ensure that any reported bird strikes or trend toward an increase in bird activity on or around the airport served by the ATCT are reported to airport management.

b. Ensure that coordination will be accomplished with airport management for the possible issuance of NOTAMs when flocks of birds roost on the runways.

NOTE−
It is the responsibility of airport management to issue any such NOTAMs.

c. Participate in local bird hazard programs when established by airport management.

2−1−17. PROHIBITED/RESTRICTED AREAS AND STATIONARY ALTRVS

FAA Order JO 7110.65, Air Traffic Control, prescribes separation requirements from special use, ATC-assigned airspace, and stationary ALTRVs. In recognition of the fact that prohibited/restricted areas and stationary ALTRVs may be established for security reasons or to contain hazardous activities not directly involving aircraft operations, provision is made for exempting these areas from vertical and radar separation minima if the areas have been identified by facility management. The intent in prescribing separation requirements from special use, ATC-assigned airspace, and stationary ALTRVs is to establish a buffer between nonparticipating aircraft and aircraft operations inside special use, ATC assigned airspace, and stationary ALTRVs. As such, the buffer serves as an extra safety margin in consideration of possible operational, procedural, or equipment variances. Application of the separation prescribed in FAA Order JO 7110.65 is not considered necessary whenever the prohibited/restricted airspace and stationary ALTRV does not contain aircraft operations because these areas typically provide an internal buffer based upon the exact type of activity taking place. In making a determination to exempt specific areas, air traffic facility managers must be guided by the following:

a. Determine the exact nature of prohibited/restricted area and stationary ALTRV utilization through direct liaison with the using agency.

b. Coordinate with the Service Area office during the analysis of area utilization.

c. The following types of activity are examples of restricted area utilization which often will not require application of separation minima:

1. Explosives detonation.

2. Ground firing of various types.

3. Aircraft operations associated with the above in a safety, observer, or command and control

capacity only; i.e., the aircraft is not directly engaging in activity for which the airspace was designated and is operating visual flight rules (VFR).

d. If area utilization varies between aircraft operations and other types of activity as described above, do not exempt the area from separation requirements unless a significant operational advantage can be obtained.

e. Restricted airspace with the same number but different letter suffixes are considered to be separate restricted areas. However, treat these types as one restricted area for the purpose of identifying areas for exemption from separation requirements in order to simplify application of separation minima unless a significant operational advantage can be obtained.

2–1–18. WASHINGTON, DC, SPECIAL FLIGHT RULES AREA (DC SFRA)/ATC SECURITY SERVICES

ATC security services are designed to support the national security mission of the FAA and other agencies. A designated security services position has area responsibility for the purpose of security service. Such positions do not have airspace jurisdiction and are not ATC operational positions for purposes beyond the scope of this section, for example, transfer of control, communications, point–out, etc.

a. The FLM/CIC must report all instances of loss of radio communication, intermittent transponder or transponder/Mode C failure, the inability to security track aircraft, and other unusual IFR/VFR flight information to the Domestic Events Network (DEN) through the appropriate lines of communication. Some examples are, but are not limited to; suspicious activities, deviation from assigned course/altitude, or other equipment malfunction that may cause an aircraft to operate in an unexpected manner. Relay all known information regarding the aircraft.

b. ATC Security Services Position: ATC Security Services Position is responsible for providing ATC security services as defined. This position does not provide air traffic control IFR separation or VFR flight following services, but is responsible for providing security services in an area comprising airspace assigned to one or more ATC operating sectors and as such, normal airspace jurisdictional constraints do not apply.

c. Facility manager must:

1. Designate in a facility directive which existing position(s) and frequencies will be utilized to provide Security Services when required and the transition procedures from the ATC operational status to the Security Services Position.

2. Ensure that contingency plan parent and support procedures are updated regarding operational capability level (OCL) changes that affect Special Security Areas.

NOTE–
The requirement to establish an ATC Security Services Position in addition to ATC operating position does not by itself constitute a need for additional staffing nor is its purposes intended to justify or deny facility staffing needs.

d. When the Security Services position and the ATC Operating position are both staffed, detailed position responsibilities must be defined in the facility directive.

NOTE–
Airspace sectorization and the workload associated with the normal use of that airspace may degrade the ability of an ATC operation position to provide security services. When this occurs, pilots must be held outside of the security services area in accordance with FAAO JO 7110.65 para 9–2–1, Aircraft Carrying Dangerous Materials, subpara b2.

1. When an ATC Security Services Position is not separately staffed, the appropriate ATC operating position responsible for that airspace will assume the security service responsibilities.

2. Requests for ATC services to VFR aircraft operating within the designated area to enter positive controlled airspace must be issued by the appropriate radar position in accordance with FAAO JO 7110.65, Air Traffic Control, and other applicable directives.

e. Adjacent Airport Operations

1. Aircraft that will enter the designated airspace after departing controlled airports within or adjacent to security areas must be provided security services by the appropriate ATC facility having jurisdiction over the affected airspace. Procedures for handling this situation must be covered in a Letter of Agreement (LOA) or facility directive as appropriate.

2. Aircraft departing uncontrolled airports within security areas must be handled using procedures contained in a NOTAM or rule

designating the area where ATC security services are required.

2–1–19. AIRPORT TRAFFIC PATTERNS

a. The Area Directors of Terminal Operations are the focal point to review traffic patterns. Traffic patterns at airports without an operating control tower should be established in accordance with Advisory Circular, AC 90–66, Recommended Standard Traffic Patterns and Practices for Aeronautical Operations at Airports without Operating Control Towers.

b. FAAO JO 7400.2, Procedures for Handling Airspace Matters, will be the source for handling technical matters pertaining to the establishment or the revision of traffic patterns.

2–1–20. OBSTACLE IDENTIFICATION SURFACES, OBSTACLE FREE ZONES, RUNWAY SAFETY AREAS, AND CLEARWAYS

a. Facility air traffic managers must monitor planned airport construction projects, work with the regional airports office and the airport manager in determining the need to modify any taxi routes normally used, and request notification from the airport manager when adequate signage and marking are completed on the new/different taxi routes, while ensuring that local procedures provide protected airspace from adjacent, nonintersecting runways and taxiways where simultaneous use could create hazards for arriving and departing aircraft. These procedures must be reviewed whenever new runways or taxiways are programmed or whenever new/different aircraft are scheduled to provide service to the airport.

b. Ensure that aircraft on the ground do not penetrate marked Obstacle Identification Surfaces, Obstacle Free Zones, Runway Safety Areas, or Clearways, or other airspace designed to provide protection for departures and arrivals.

c. At locations where potential for conflict exists, take action to rectify the situation by developing proposed solutions and establishing local procedures to define conditions when the approach and departure areas and other surfaces must be protected. These procedures must be included in a facility directive and the signage at the intended hold position must be consistent with the phraseology identified in FAA Order JO 7110.65, Paragraph 3-7-2, Taxi and Ground Movement.

d. ATMs must consult with the airport authority, Flight Standards, Airports, and the Regional Runway Safety Program Manager (RSPM) when developing proposed solutions and establishing local procedures. The RSPM will assist the ATM, as needed, in initiating contact with Flight Standards and Airports.

REFERENCE–
P/CG Term – Approach Hold

2–1–21. FACILITY IDENTIFICATION

a. Service Area Directors are the focal point to review/approve requests for waivers for facility identification changes in FAAO JO 7110.65, Air Traffic Control, para 2–4–19, Facility Identification, subparas a, b, and c, and FAAO JO 7110.10, Flight Services, para 14–1–14, Facility Identification, subparas a, b, and c. If the waiver request is approved, the Service Area Director must ensure that all aeronautical publications are changed to reflect the new identification, and that a Letter to Airmen is published notifying the users of the change.

b. Service Area Directors must forward a copy of the approval to System Operations Services.

2–1–22. DISPOSITION OF OBSOLETE CHARTS

a. Obsolete charts may only be disposed of by destroying, including recycling, or by giving to flight schools and other training institutions where the charts are to be used only for training in the classroom. Under no circumstances should obsolete charts be given to pilots or the general public, regardless if they are marked obsolete or not.

b. There are hundreds of changes that appear on each new edition of a chart. When pilots are given obsolete charts they are not aware of critical changes that have occurred. Further, the use of such a chart could result in a Code of Federal Regulations (CFR) violation or an accident which would have serious legal implications for the agency.

2–1–23. OUTDOOR LASER DEMONSTRATIONS

a. The Area Directors of Terminal Operations Services are the focal point for reviewing/approving requests for outdoor laser demonstrations.

b. FAAO JO 7400.2, Procedures for Handling Airspace Matters, is the source for processing outdoor laser demonstration requests.

2–1–24. COMBINE/RECOMBINE AN ATCT/TRACON

Prior to consideration for any ATCT/TRACON to combine or recombine, a detailed staff study will be required from the facility explaining the benefit to the agency and the customer. After the Terminal Operations Service Area office review, the staff study must be forwarded to the Director of Terminal Planning. A decision to combine or recombine an ATCT/TRACON will require coordination with the ATO Chief Operating Officer.

2–1–25. SUBMISSION OF AIR TRAFFIC CONTROL ASSIGNED AIRSPACE (ATCAA) DATA

Submit data on all ATCAAs used on a continuing/constant basis, and any subsequent changes to the ATCAA database to System Operations Security; and System Operations Airspace and Aeronautical Information Management for the purpose of updating the Special Use Airspace Management System (SAMS) and Aeronautical Information System. Include the following as applicable:

a. An En Route and Oceanic Operations Area Office transmittal memorandum containing a brief overview of the ATCAA, and/or changes to, FAA headquarters, System Operations Security; and System Operations Airspace and Aeronautical Information Management. Summarize the ATCAAs or any amendments made to ATCAAs including additional changes, etc.

b. A separate attachment that contains a description of the area to include latitude/longitude points, boundaries, altitudes, times, controlling agency, using agency, and any other relative information.

NOTE–
If only part of the description of an existing area is being amended, the attachment should show just the changed information rather than the full legal description.

c. A sectional aeronautical chart depicting the final boundaries of the proposed area, including any subdivisions.

d. Any other information that should be considered by FAA headquarters.

NOTE–
ATCAA descriptive data will normally be submitted 9 weeks prior to the requested/required airspace effective date.

2–1–26. SUBMISSION OF SUA AND PAJA FREQUENCY INFORMATION

The Aeronautical Information Services maintain a national database of Special Use Airspace (SUA) and Parachute Jump Area (PAJA) controlling sector contact information. The database is used to publish frequencies for pilots to obtain status information for SUAs and PAJAs. Facility managers should ensure that the following information is forwarded to Aeronautical Information Services:

a. Contact frequencies for existing SUAs and PAJAs within your area of jurisdiction.

b. Any changes to contact frequencies for existing SUAs and PAJAs within your area of jurisdiction.

c. Contact frequencies for any new SUAs or PAJAs within your area of jurisdiction.

2–1–27. REPORTING UNAUTHORIZED LASER ILLUMINATION OF AIRCRAFT

All FAA Air Traffic Control facilities, Federal Contract Towers and Flight Service Stations must report unauthorized laser illumination incidents through the Domestic Events Network (DEN), providing the following information:

a. UTC date and time of event.

b. Call Sign, or aircraft registration number.

c. Type of aircraft.

d. Nearest major city.

e. Altitude.

f. Location of event (e.g., latitude/longitude and/or Fixed Radial Distance (FRD)).

g. Brief description of the event.

h. Any other pertinent information.

NOTE–
Facilities without direct access to the DEN should forward the information through the Washington Operations Center Complex (WOCC) to the DEN.

REFERENCE–
FAAO JO 7110.65, Para 2–9–3, Content
FAAO JO 7110.65, Para 10–2–14, Unauthorized Laser Illumination of Aircraft,.

2–1–28. SUSPICIOUS AIRCRAFT/PILOT ACTIVITIES

Facility air traffic managers must ensure that processes are in place to direct prompt notification to the DEN of any suspicious aircraft/pilot activities as prescribed in FAA Order JO 7610.4, paragraph 7–3–1.

2–1–29. REPORTING DEATH, ILLNESS, OR OTHER PUBLIC HEALTH RISK ON BOARD AIRCRAFT

a. When an air traffic control facility is advised of a death, illness, and/or other public health risk, the following information must be forwarded to the DEN:

1. Call sign.

2. Number of suspected cases of illness on board.

3. Nature of the illness or other public health risk, if known.

4. Number of persons on board.

5. Number of deaths, if applicable.

6. Pilot's intent (for example, continue to destination or divert).

7. Any request for assistance (for example, needing emergency medical services to meet the aircraft at arrival).

NOTE–
1. *If the ATC facility is not actively monitoring the DEN or does not have a dedicated line to the DEN, they must call into the DEN directly via (202) 493–4170.*

2. *Except in extraordinary circumstances, such as a situation requiring ATC intervention, follow–on coordination regarding the incident will not involve ATC frequencies.*

3. *The initial report to a U.S. ATC facility may be passed from a prior ATC facility along the route of flight.*

b. Once notification of an in–flight death, illness, and/or other public health risk is provided by an ATC facility, the DEN Air Traffic Security Coordinator must ensure the Centers for Disease Control and Prevention (CDC) Emergency Operations Center (EOC) receives the following information:

1. Call sign.

2. Number of suspected cases of illness on board.

3. Nature of the illness or other public health risk, if known.

4. Number of persons on board.

5. Number of deaths, if applicable.

6. Departure airport.

7. Arrival airport.

8. Estimated time of arrival.

9. Pilot's intent (for example, continue to destination or divert).

10. Any request for assistance (for example, a need for emergency medical services to meet aircraft at arrival).

REFERENCE–
FAAO JO 7110.65, Para 10–2–19, REPORTING DEATH, ILLNESS, OR OTHER PUBLIC HEALTH RISK ON BOARD AIRCRAFT

2–1–30. OPPOSITE DIRECTION OPERATIONS

a. The provisions of this paragraph are applicable to areas where radar service is provided. Nonradar procedures are contained in FAA Order JO 7110.65, Air Traffic Control, Chapter 6.

b. At locations that conduct opposite direction operations for aircraft receiving IFR separation services, facility directives must define minimum cutoff points identified by distances or fixes for same runway operations between:

1. An arrival and a departure.

2. An arrival and an arrival.

c. The cutoff points established under subparagraph b. must ensure that required longitudinal or lateral separation exists before any other type of separation is applied:

1. When a departing aircraft becomes airborne and has been issued a turn to avoid conflict; or

2. When the first aircraft has crossed the runway threshold for opposite direction arrivals.

NOTE–
If terrain and obstructions allow, the initial heading should meet the provisions of FAA Order JO 7110.65, Paragraph 5-5-7, Passing or Diverging.

REFERENCE–
FAAO 7110.65, Para 1-2-2, Course Definition
FAAO7110.65, Para 3-8-2, Touch and Go or Stop and Go or Low Approach
FAAO 7110.65, Para 3-8-4, Simultaneous Opposite Direction Operations
FAAO 7110.65, Para 4-8-11, Practice Approaches
FAAO 7110.65, Para 5-5-1, Application
FAAO 7110.65, Para 5-5-4, Minima
FAAO 7110.65, Para 5-5-7, Passing or Diverging
FAAO 7110.65, Para 5-6-3, Vectors Below Minimum Altitude
FAAO 7110.65, Para 7-2-1, Visual Separation

d. At a minimum, the following must be considered when developing cutoff points:

1. Aircraft performance.

2. Type of approach.

3. Operational position configuration.

4. Runway configuration.

5. Weather conditions.

6. Existing facility waivers.

e. Facility directives must:

1. Require traffic advisories to both the arriving and departing aircraft.

EXAMPLE–
OPPOSITE DIRECTION TRAFFIC (distance) MILE FINAL, (type aircraft).
OPPOSITE DIRECTION TRAFFIC DEPARTING RUNWAY (number), (type aircraft).

2. Restrict opposite direction same runway operations with opposing traffic inside the applicable cutoff point unless an emergency situation exists.

3. Ensure that opposite direction operations conducted from parallel runways provide for a turn away from the opposing traffic when inside of the cutoff point to the other runway.

4. Specify that towers not delegated separation responsibility are responsible to apply the cutoff points between arriving and departing aircraft.

f. Facility directives must contain the following minimum coordination requirements:

1. Define the position that is responsible for initiating coordination.

2. All coordination must be on a recorded line, state "opposite direction," and include call sign, type, and arrival or departure runway.

3. The tower must verbally request opposite direction departures with the TRACON/ARTCC.

4. The TRACON/ARTCC must verbally request opposite direction arrivals with the tower.

NOTE–
Facilities that use opposite direction operations as a standard operation due to terrain constraints or noise abatement may be exempted from the provisions of subparagraph f. by the approval process in subparagraph g.

g. Terminal standard operating procedures orders and all letters of agreement addressing opposite direction operations must be approved by the Service Area Director of Terminal Operations.

2–1–31. SPECIAL INTEREST SITES

a. Supervisory/CIC personnel receiving any reports or information regarding unusual aircraft activities in the vicinity of special interest sites such as nuclear power plants, power plants, dams, refineries, etc., must immediately notify local law enforcement authorities of these reports/information and notify the overlying air traffic facility of any of these reports and the action taken. Supervisory/CIC personnel may receive reports/information from the Nuclear Regulatory Commission or other sources.

b. Air traffic facilities must promptly advise the Domestic Events Network (DEN) of any actions taken in accordance with this paragraph.

c. Individual facilities must determine which special interest sites, if any, should be displayed on maps, charts, and video displays.

b. A facility directive must be issued establishing facility standards for displaying required transponder replies in all available operational modes.

c. Where desirable, beacon targets may be displaced at a slightly greater range than their respective primary returns. When beacon displacement is elected, issue a facility directive specifying the standard relationship between primary returns and the beacon control slash of secondary returns. The maximum allowable beacon target displacement which may be specified by the facility air traffic manager is 1/4 mile for STARS and 1/2 mile applied in 1/4 mile increments for all other facilities.

3–6–5. RADAR TARGET SIZING

a. Minimum target size for terminal radar systems using terminal digital radar or full digital target symbols, except for MEARTS, must not be less than the minimum target size shown in Technical Operations' orders concerning the maintenance of terminal digital radar. The target symbol must be centered on the terminal digital radar/full digital system type target presentation.

NOTE–
Target size is fixed in MEARTS regardless of range or data block character size.

b. When operating in FUSION, the minimum target size for Precision Approach Monitor (PAM) operations and for the normal use of tower radar displays is 1,200 feet. The target symbol must be centered on the terminal digital radar/full digital system type target presentation.

NOTE–
Increased separation required (ISR) will be required for aircraft outside the range for PAM or other normal use of certified tower radar displays.

3–6–6. TERMINAL DIGITAL RADAR SYSTEM AND DISPLAY SETTINGS

a. The following system settings for the terminal digital radar/DVCP must be established in a facility directive.

1. Normal weather setting positions when 2–level weather is selected on the system control panel.

2. MEARTS normal weather setting positions when 3–level weather is selected on the system control panel.

3. Normal weather setting positions when 6–level weather is selected on the system control panel.

4. Name, range/azimuth, altitude, and coordinates of prominent obstructions.

5. Azimuth and range settings of moving target indicator (MTI) reflectors used for map alignment.

6. Permanent beacon target (Parrot) used for map alignment location.

b. The following display settings must be established in a facility directive, except for MEARTS:

1. Weather/Radar Gate normal setting.

2. Position startup weather level settings.

c. The air traffic manager and Technical Operations SMO manager must prepare a local order defining the procedures needed to protect the antenna, shutdown the antenna, transfer power between high and low voltage, and transfer from one channel to another channel.

3–6–7. PREARRANGED COORDINATION

a. Air traffic managers at radar facilities must determine whether or not a clear operational benefit will result by establishing prearranged coordination procedures (P–ACP). Such procedures would allow aircraft under one controller's jurisdiction to penetrate or transit another controller's airspace in a manner that assures approved separation without individual coordination for each aircraft. When reviewing existing P–ACPs, or contemplating the establishment of these procedures, consideration must be given to airspace realignment to preclude coordination/penetration of another operational position's airspace. Prior to implementing a P–ACP, negotiations should be accomplished locally and all affected personnel must be thoroughly trained in the application of the procedures.

b. When P–ACPs are established, a facility directive must be published. The directive must include, as a minimum:

1. Requirement that the NAS Stage A (en route) or ATTS (terminal) systems are fully operational.

2. Procedures to be applied in the event that prearranged coordination procedures are not practicable.

3. The position(s) authorized to penetrate the protected airspace of an adjacent position.

4. Detailed responsibilities relating to P–ACP for each position.

5. The requirement that two positions of operation cannot be authorized to penetrate each other's airspace simultaneously.

6. Controllers who penetrate another controller's airspace using P–ACP must display data block information of that controller's aircraft which must contain, at a minimum, the position symbol and altitude information.

7. Controllers who penetrate another controller's airspace using P–ACP must determine whether the lead aircraft is a heavy or B757 when separating aircraft operating directly behind, or directly behind and less than 1,000 feet.

8. Procedures to be applied for those modes of operation when the computer fails or is shut down, the beacon fails and only primary is available, and for nonbeacon aircraft or at automated facilities aircraft without an associated full data block.

REFERENCE–
FAAO JO 7110.65, Para 5–4–10, Prearranged Coordination.

3–6–8. OPERATIONAL GUIDANCE FOR FUSION

a. During normal operations, Fusion must be the selected mode to the extent that it is operationally feasible. The terminal Air Traffic Manager, or their designee, must decide if the fusion tracker is usable.

1. If a decision is made to discontinue use of the fusion tracker at specific sectors or facility-wide, the Air Traffic Manager, or their designee, must notify Operations - Headquarters, AJT-2, through the appropriate service area Director of Air Traffic Operations.

2. The intent of this notification is to ensure the service area Director of Air Traffic Operations, Operations-Headquarters, and the program office are aware of the operational status and are providing all capable resources to return to Fusion operations at the affected position/facility.

3. Fusion outages due to a planned radar shutdown of short duration need not be reported.

b. During radar outages, operational alternatives, or contingency plans, must be developed and included in a facility directive that address requirements when there is degradation in the Fusion environment due to sensor availability. The steps must be pre-determined and may be implemented facility-wide or sector specific.

1. Facilities should switch to single sensor mode if there are impacts to the efficiency of facility operations due to degradation in the sensor environment while operating in Fusion mode.

2. Facilities should use single sensor mode in airspace that is restricted to the use of one long-range radar which can cause anomalies (for example, stitching or target jumping). Facilities should continue to operate in single sensor mode until adequate ADS-B equipage levels are reached, an additional sensor is available, or it is determined by management that an operational advantage is gained by remaining in Fusion.

4–3–3. DEVELOPING LOA

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

a. Determine, through coordination, which FAA facility is principally responsible for processing the LOA.

b. Confine the material in each agreement to a single subject or purpose.

c. Describe the responsibilities and procedures applicable to each facility and organization involved. Review pertinent national procedures or local instrument flight procedures and incorporate into the new LOA(s) as necessary.

NOTE–
Information related to subscribing for alerts regarding upcoming changes to instrument flight procedures is available at the Instrument Flight Procedures Information Gateway: https://www.faa.gov/air_traffic/flight_info/aeronav/procedures/

REFERENCE–
FAAO JO 7210.3, Para 2-1-2, Facility Standard Operating Procedures Directive
FAAO JO 7210.3, Para 2-1-6, Checking Accuracy of Published Data
FAAO JO 7210.3, Para 4-3-6, Annual Review/Revisions

d. Delegate responsibility for control of IFR aircraft, where necessary, by taking the following action:

1. Describe the area within which responsibility is delegated. The area may be depicted in chart form.

2. Define the conditions governing use of the area. These include altitudes, routing configuration, and limitations or exceptions to the use of the applicable airspace.

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

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

5. Specify communications and coordination procedures.

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

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

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

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

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

4–3–4. REVIEW BY SERVICE AREA OFFICE

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

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

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

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

2. Those between an IFR facility and a tower to authorize the separation services prescribed in para 2–1–15, Authorization for Separation Services by Towers, and para 10–5–3, Functional Use of Certified Tower Radar Displays.

4–3–5. APPROVAL

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

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

b. Establish an effective date, acceptable to all parties involved, that permits sufficient time for

distribution and for participating facilities and user groups to familiarize personnel, revise directives, flight charts, etc., and complete other actions.

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

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

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

EXCEPTION. LOAs containing contingency plan information must not be posted to the FDR. LOAs with such information must be posted to the National OCP database.

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

4–3–6. ANNUAL REVIEW/REVISIONS

a. Review LOAs at least annually and update as necessary. Examine current LOAs for practices and/or procedures that are no longer required. Reviewing includes both content and relevance that achieve full operational efficiency and customer flexibility. Review and, if necessary, update LOAs when new/revised instrument flight procedures are published or national procedures are implemented or changed.

NOTE–
Information related to subscribing for alerts regarding upcoming changes to instrument flight procedures is available at the Instrument Flight Procedures Information Gateway: https://www.faa.gov/air_traffic/flight_info/aeronav/procedures/

REFERENCE–
FAAO JO 7210.3, Para 2-1-2, Facility Standard Operating Procedures Directive
FAAO JO 7210.3, Para 2-1-6, Checking Accuracy of Published Data
FAAO JO 7210.3, Para 4-3-3, Developing LOA

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

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

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

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

4–3–7. CANCELLATION

After appropriate coordination with LOA signatories and the Service Area, cancel any agreement which is no longer applicable. Ensure that the FDR is updated.

Section 4. Application

4–4–1. OPERATIONS UNDER EXEMPTIONS FROM SECTION 3 OF APPENDIX D TO PART 91 SURFACE AREAS OF CLASS B AND CLASS C AIRSPACE WITHIN WHICH SPECIAL VFR WEATHER MINIMUMS ARE NOT AUTHORIZED FOR FIXED–WING AIRCRAFT

Implement LOAs with operators whose operations are conducted under an exemption to 14 CFR Part 91, Appendix D, Section 3. Letters of Agreement should contain:

a. The surface area within which exempted operations may be conducted;

b. The weather minimums required for the operations;

c. That visual reference to the surface is required;

d. Sufficient details as to routes, altitudes, communications, reporting points, etc. to facilitate control of these operations;

e. Code names, if practical, for use in signifying to the pilot the details of each arrival and departure procedure; and

f. Any additional data which the ATC facility believes necessary to accommodate operations.

NOTE–
14 CFR Part 91, Appendix D, Section 3 lists specific surface area locations in which FW/SVFR flight is prohibited. However, operators may petition for exemptions from these prohibitions. An exemption may only be granted by an FAA Headquarter's office (i.e., Vice Preseident for Terminal Services, or the Administrator).

4–4–2. USE OF AIRCRAFT CALL SIGNS

a. Local call sign/telephony designators are used only for local flight operations as specified in a letter of agreement (LOA) between the local air traffic control (ATC) facility and the requesting aircraft operator. LOAs concerning the use of aircraft call signs by local flight operators must conform with the following standards:

1. Local call signs must not be assigned a three-letter designator. This ensures local call signs will not conflict with call signs using three-letter ICAO-approved designators.

2. Local call sign/telephony designators must not conflict with call signs and/or telephonies in use by military aircraft and other aircraft that operate in the local area. All law enforcement call sign/telephony designators must be verified through System Operations Security (9-ATOR-HQ-IFOS@faa.gov).

3. Local call signs are only used for communications and operations with local ATC facilities that are signatories on the LOA.

4. Local call signs are not used in filing flight plans outside the local area designated in the LOA.

NOTE–
Aircraft operators (for example, flight schools, aircraft manufacturers, law enforcement, etc.) may request a special call sign/telephony designator that would enable IFR flight operations outside the designated local area.

b. Special call sign/telephony designators are authorized and assigned by the FAA for governmental or other aircraft operations to enable special handling by ATC within the continental United States. Special designators can be used for filing flight plans and may be issued for a designated area of operation corresponding to the duration of an event or circumstances requiring special handling. Special designators are authorized by the following FAA offices:

1. System Operations Security (9-ATOR-HQ-IFOS@faa.gov) for federal, state, or local governmental aircraft operators, including law enforcement.

2. Aeronautical Information Management (AIM) (callsigns@faa.gov) for non- governmental aircraft operators, including flight schools.

REFERENCE–
FAAO JO 7110.67 Special Aircraft Operations by Federal/State Law Enforcement/Military Organizations and Special Activities

c. ICAO three-letter designators are normally used for world-wide use and assigned by ICAO (http://www.icao.int/3LD). Authorized ICAO three-letter designators are published in FAA Order 7340.2 and ICAO Document 8585.

REFERENCE–
FAAO JO 7340.2 Contractions
AC 120-26 ICAO Aircraft Company Three-Letter Identifier and/or

Telephony Designator Assignments and U.S. Special Telephony/Call Signs
ICAO Document 8585 Designators for Aircraft Operating Agencies, Aeronautical Authorities and Services

4–4–3. RUNWAY SUPERVISORY UNITS (RSU)

Facility air traffic managers must ensure that the following items are included in a LOA with the local military authority when the operation of a military RSU has been directed by the military commander.

a. Qualification requirements of personnel operating the RSU.

b. A continuous monitor of the appropriate tower frequency is maintained.

c. Coordination with the tower is accomplished prior to changing to an alternate frequency.

d. The primary function of the RSU is to monitor arrivals and departures of designated military aircraft.

e. The RSU must not be used for ATC service except:

1. In an emergency situation; or

2. At undergraduate pilot training/pilot instructor training (UPT/PIT) locations to UPT/PIT aircraft for preventive control purposes.

f. Radio silence must be maintained at all times unless actual safety of flight is involved or as outlined in subpara e above.

(e) Any special requests.

NOTE–
The passing of this data does not pre–empt the mission commander's responsibility to file a flight plan, nor does it constitute an ATC clearance.

2. The ATCSCC must:

(a) Upon receipt of hurricane reconnaissance mission data, conference the affected ARTCC TMUs and distribute the mission information.

(b) Assist field facilities with traffic flow priorities if the hurricane reconnaissance flight will impact terminal traffic.

3. ARTCC TMUs must:

(a) Upon receipt of hurricane reconnaissance mission data, ensure that they are distributed to appropriate facilities in their jurisdiction.

(b) Relay any operational concerns to the ATCSCC for further evaluation and coordination.

4. Should it become necessary to contact a TEAL or NOAA flight and all other methods of communication are not possible (e.g., direct radio, ARINC, aircraft relay), the Chief, Aerial Reconnaissance Coordinator, All Hurricanes (CARCAH) may be requested to relay messages to/from the aircraft. You may receive a phone call from CARCAH to authenticate the request.

5. Requests to change any portion of the NHOP must be coordinated with System Operations and Safety.

5–3–7. OPEN SKIES TREATY AIRCRAFT PRIORITY FLIGHTS (F and D)

a. The ATCSCC CARF must be the FAA coordination unit between the Defense Threat Reduction Agency (DTRA) and field facilities for all OPEN SKIES operational information. This includes initial notification and follow-up information on each mission that requires priority handling.

NOTE–
OPEN SKIES flights that require priority handling are located in FAA Order JO 7110.65, Para 9-2-22.

b. ARTCCs/CERAPs/HCF must designate and advise the CARF of a focal point within that facility for OPEN SKIES information.

c. Advance scheduled movement information of OPEN SKIES aircraft received from the DTRA will be forwarded by the CARF.

d. Upon initial notification of a priority OPEN SKIES flight, the affected ARTCCs/CERAPs/HCF must inform all SUA-using/scheduling agencies along the route of flight and any other facility/agency it deems necessary within their area of responsibility of the flight path and possible deviation path of the aircraft. A letter of agreement is required between the using agency and the controlling agency for Open Skies (F and D) aircraft to transit active SUA. When Open Skies (F and D) aircraft transit SUA, an ATC facility must provide approved separation services at all times.

NOTE–
OPEN SKIES flights will not deviate from approved route of flight without ATC clearance.

REFERENCE–
FAAO JO 7110.65, Para 9-2-22.c.1(a)(1), Open Skies Treaty Aircraft.

e. The air traffic manager of each facility through which the priority OPEN SKIES aircraft transits must ensure that a supervisory specialist(s)/CIC monitors the aircraft while in the facility's airspace. The supervisory specialist(s)/CIC must monitor the movement of the priority OPEN SKIES aircraft from the flight's entry into the facility's airspace until the flight exits the facility's airspace to ensure that priority handling, separation, control, and coordination are accomplished.

REFERENCE–
FAAO JO 7110.65, Subpara 2–1–4n, Operational Priority.
FAAO JO 7110.65, Para 9–2–22, Open Skies Treaty Aircraft.
TREATY ON OPEN SKIES, TREATY DOC. 102–37.

f. Air traffic facilities must notify the CARF (540-422-4212/4213) and DTRA Operations (703-767-2003) immediately in the event of any incidents or problems generated by OPEN SKIES aircraft.

g. The CARF must immediately notify System Operations Security/Strategic Operations Security for resolution of problems or incidents, if necessary.

Section 9. Reduced Vertical Separation Minimum (RVSM)

6–9–1. GENERAL

a. RVSM reduces vertical separation between FL290 and FL410 from 2,000 feet to 1,000 feet for those aircraft approved for operation within these altitude strata. The six additional altitudes provide the users fuel savings and operational efficiencies while providing ATC flexibility, mitigation of conflict points, enhanced sector throughput and reduced controller workload for air traffic control operations.

b. RVSM is applied in that airspace from FL290 through FL410 over the domestic United States, Alaska, the Gulf of Mexico where the FAA provides air traffic services, the San Juan FIR, across international borders with Canada and Mexico, and the Pacific and Atlantic Oceanic airspace controlled by the FAA. There are two forms of RVSM airspace:

1. RVSM Airspace. Use of the term RVSM airspace refers to the RVSM exclusive environment. Aircraft operating in this airspace must be RVSM approved.

NOTE–
1. *The following non–RVSM aircraft are exceptions to the exclusive RVSM airspace. However, access will be on a workload–permitting basis:*

a. *DOD aircraft.*

b. *DOD–certified aircraft operated by NASA (T38, F15, F18, WB57, S3, and U2 aircraft only).*

c. *MEDEVAC aircraft.*

d. *Aircraft being flown by manufacturers for development and certification.*

e. *Foreign State aircraft.*

2. *The following aircraft operating within oceanic airspace or transiting to/from oceanic airspace are excepted:*

a. *Aircraft being initially delivered to the State of Registry or Operator;*

b. *Aircraft that was formerly RVSM approved but has experienced an equipment failure and is being flown to a maintenance facility for repair in order to meet RVSM requirements and/or obtain approval;*

c. *Aircraft being utilized for mercy or humanitarian purposes;*

d. *Within the Oakland, Anchorage, and Arctic FIRs, an aircraft transporting a spare engine mounted under the wing.*

3. *Aircraft not approved for RVSM operations may transition through RVSM airspace to operate above or below.*

2. Transition Airspace. Airspace where both RVSM aircraft and non–RVSM aircraft may be accommodated at all altitudes and RVSM approval is not required. Transition airspace connects airspace wherein conventional separation is applied to RVSM airspace. One thousand feet vertical separation can only be applied between RVSM aircraft. Two thousand feet separation must be applied between non–RVSM aircraft or whenever one of the aircraft is non–RVSM.

c. Non–RVSM exception aircraft may access RVSM airspace in one of the following ways:

1. LOA: Complies with a Letter of Agreement (LOA) for operations within a single or adjacent ARTCCs.

2. File–and–Fly: Files a flight plan and makes the initial request to access RVSM airspace by requesting an ATC clearance.

d. Facilities with RVSM airspace must:

1. Provide guidance in the facility Standard Operating Procedures (SOP) for managing non–RVSM flights.

2. Where available, display the Center Monitor on the Traffic Situation Display (TSD) in each area and the Traffic Management Unit (TMU). This will aid in the coordination and decision making process for approving non–RVSM flights.

6–9–2. FACILITY MANAGER RESPONSIBILITIES

a. Ensure all facility directives are current to support RVSM.

b. Ensure all LOAs, SOPs, and Sector Position Binders are current to support RVSM.

c. Ensure airspace is continually reviewed for impact of RVSM.

d. Ensure all height deviations of 300 feet or more are recorded and forwarded to the FAA Technical Center in Atlantic City, New Jersey at NAARMO@faa.gov.

REFERENCE–
FAAO 7210.56, Paragraph 4–1–9, Invalid Mode C Reporting.

6–9–3. OPERATIONS MANAGER–IN–CHARGE RESPONSIBILITIES

Responsibilities must include but not be limited to the following:

a. Maintain an operational awareness of RVSM impact specifically any non–RVSM aircraft being worked within RVSM airspace.

b. Ensure proper coordination is accomplished between the STMC/TMU and the operations supervisors/controllers–in–charge regarding the accommodation and handling of any non–RVSM aircraft.

c. Ensure, in conjunction with the Traffic Management Officer, that monitor alert values are addressed with RVSM impacts considered.

d. Ensure the proper RVSM software is turned on.

6–9–4. FRONT–LINE MANAGER–IN–CHARGE/CONTROLLER–IN–CHARGE RESPONSIBILITIES

Responsibilities must include but not be limited to the following:

a. Maintain an awareness of all operational impacts associated with RVSM, specifically any non–RVSM aircraft currently within area sectors or projected to be in sectors under his/her area of responsibility.

b. Ensure sector personnel have been properly briefed regarding any known non–RVSM aircraft in or projected to be in sectors under his/her area of responsibility.

c. Ensure sector workload remains manageable when non–RVSM aircraft are in or projected to be in sectors under his/her area of responsibility.

d. Coordinate all non–RVSM aircraft with operational supervisors/CIC as appropriate, both internally and externally, to ensure the aircraft is coordinated and accepted along its route of flight.

e. Non–RVSM Exception Flights Outbound from the U.S. The operational supervisor/CIC from the last area to have communications and operational control of the aircraft in the facility where an aircraft departs RVSM airspace designated for U.S. air traffic control, or exit facility, must coordinate with the international point–of–contact in a timely manner.

f. Ensure controllers at applicable sectors have their DSR MDM properly aligned to display the RVSM indicator depicting those aircraft that are non–RVSM.

6–9–5. NON–RVSM REQUIREMENTS

a. RVSM approval is required for aircraft to operate within RVSM airspace. The operator must determine that the appropriate State authority has approved the aircraft.

b. DOD, DOD–certified aircraft operated by NASA (T38, F15, F18, WB57, S3, and U2 aircraft only), MEDEVAC, aircraft operated by manufacturers for certification and development, and Foreign State exception aircraft will be accommodated in RVSM airspace on a workload permitting basis.

c. Within oceanic airspace or transiting to/from oceanic airspace aircraft being initially delivered to the State of Registry or Operator, an aircraft that was formerly RVSM approved but has experienced an equipment failure and is being flown to a maintenance facility for repair in order to meet RVSM requirements and/or obtain approval; an aircraft being utilized for mercy or humanitarian purposes; and within the Oakland, Anchorage, and Arctic FIRs, an aircraft transporting a spare engine mounted under the wing will be accommodated in RVSM airspace on a workload permitting basis.

d. Non–RVSM Exception Flights Inbound to U.S. The TMU at the facility where an aircraft penetrates RVSM airspace designated for U.S. air traffic control, or entry facility, receives the coordination from an international point–of–contact advising of an inbound non–RVSM exception. The TMU must coordinate with the operational supervisor/CIC in a timely manner.

6–9–6. EQUIPMENT SUFFIX AND DISPLAY MANAGEMENT

RVSM aircraft will file a “W” in the equipment field of an ICAO flight plan, or a suffix showing RVSM capability in a domestic flight plan (/H, /W, /L, or /Z). NAS automation shows non-RVSM aircraft with a coral box around the fourth character in the altitude segment of the data block. The conflict alert function

Chapter 9. Facility Statistical Data, Reports, and Forms

Section 1. Operational Count Data

9–1–1. IFR AIRCRAFT HANDLED

The IFR Aircraft Handled count is the statistic maintained by ARTCCs. The statistic is used to fulfill a variety of management planning and administrative requirements, but one of the primary requirements is that of determining controller grade level. As such, it reflects the factors of knowledge and skills required by and the responsibility involved with the type of service being provided. Not every service provided will qualify for an operational count, but those which do are considered typical of the total facility responsibility.

9–1–2. CATEGORIES OF OPERATIONS

Maintain data on the following categories of aircraft operations:

a. Air Carrier: Operations by aircraft identified in Appendix 3, Air Carrier Aircraft for Air Traffic Activity Operations Count, which use three letter company designators.

b. Air Taxi: Operations by aircraft other than those identified in Appendix 3 which use three letter company designators or the prefix "TANGO."

NOTE–
Air Taxi operators who do not have a FAA–issued designator have been authorized to use the prefix "TANGO."

c. Military: All classes of military operations.

d. General Aviation: Civil operations which are not classified under *air carrier* or *air taxi.*

9–1–3. CRITERIA FOR IFR AIRCRAFT HANDLED COUNT

a. *Basic Criteria:* ARTCCs must maintain a count of IFR Aircraft Handled which meet both the following criteria:

1. The aircraft must be:

(a) On an IFR flight plan or a Special VFR clearance; or

(b) Provided approved separation while conducting practice instrument approaches; and

2. The facility must have control jurisdiction over the aircraft. Radio communication while doing this is not a requirement for an allowable IFR Aircraft Handled count.

b. *By Operation Type:* IFR Aircraft Handled is broken down as Domestic aircraft handled and Oceanic operations. The Domestic count is further subdivided into Departure operations, Arrival operations, and Over operations. Presently, the counting of Arrivals is only an option which may be exercised by ARTCCs using a computer counting routine. Count those operations which qualify under the following guidelines:

1. *Domestic Departures:* Record one departure for each:

(a) IFR flight which originates in an ARTCCs area and enters that center's airspace. (ARTCCs must not count Departures which operate solely under tower en route control nor any other aircraft which never enters the center's airspace.)

(b) Airborne aircraft changing from VFR to IFR except those covered in subpara b3(b).

(c) VFR departure from a Class D or Class E surface area when cleared by the ARTCC in accordance with Special VFR procedures.

(d) IFR flight plan extension (alternate or new destination, or proceeding to original destination after completing practice penetrations or low approaches en route) made after the aircraft has been cleared for an approach by the center or after jurisdiction has been received by approach control.

2. *Domestic Arrivals:* Record one Arrival for each:

NOTE–
ARTCCs using a computer counting routine may elect to count both Departures and Arrivals in lieu of counting only the Departures and multiplying by two. The purpose of this option is to provide sufficient flexibility in the counting procedures to be compatible with efficient

computer utilization. When using this option, no change is made to the Departure and Over operations procedures except as noted here.

(a) IFR flight terminating at an airport within the ARTCCs area.

(b) VFR entry into a Class D or Class E airspace when cleared by the ARTCC in accordance with SVFR procedures in lieu of the Departure count of subpara b1(c).

(c) VFR aircraft that conducts a practice instrument approach procedure and is provided IFR separation by the ARTCC when it is providing approach control service in lieu of the Over count in subpara b3(e).

3. *Domestic Overs:* Record one Over count for each:

(a) IFR flight not previously counted which proceeds from outside an ARTCC's advisory area and passes through the area without landing.

NOTE–
Such count is not taken for en route flights traversing approach control airspace.

(b) Military Training Route (MTR) operations as follows:

(1) IR (IFR MTRs).

[a] Each entry/reentry at an entry or alternate entry point.

[b] Each recovery to IFR en route phase of flight after completing the IR.

(2) VR (VFR MTRs). No count is authorized for the VR route itself as it is a VFR maneuver. Flight to and from a VR is normally conducted on an IFR flight plan. When the aircraft completing the VR requests IFR en route service:

[a] Record an Over count, as in subpara b3(c) below, for the recovery into ARTCC airspace for an IFR leg of a composite flight plan.

[b] Record a Departure count under subpara b1(b) above for the recovery into center airspace when the aircraft has not previously filed an IFR flight plan and is now requesting IFR service.

(c) Military aircraft recovering from a block of assigned airspace into the ARTCC's area. Only the ARTCC into whose area the aircraft recovers and which provides IFR en route service to that aircraft must take this count.

NOTE–
Block of Assigned Airspace is airspace of defined vertical/lateral limits, assigned by ATC for the purpose of allowing the military to control and operate during specified periods within these areas without interference from other IFR aircraft. Such airspace includes special use airspace, ATCAAs, MOAs, and Refueling Tracks, but does not include activities, such as expanded route widths, course deviations, or random altitude blocks.

(d) Civilian aircraft which recover from a block of assigned airspace, similar to the military count above, provided the block fits the definition and its use is covered by a LOA.

(e) VFR aircraft that conducts a practice instrument approach procedure and is provided IFR separation by the ARTCC.

4. *Oceanic Operations:* Facilities having oceanic airspace may record one Oceanic operation count for each:

NOTE–
Oceanic operations are not categorized as Departures, Arrivals, and Overs.

(a) IFR flight which penetrates an oceanic ARTCC's area. This count is independent of the Domestic count to be taken.

(1) Only one Domestic and one Oceanic count is normally accrued by a flight transiting domestic and oceanic areas. If the aircraft exits the FIR and then subsequently reenters, or exits ARTCC airspace to another ARTCC and then reenters, additional counts may be taken.

(2) ARTCCs must not take more than one Domestic count, even though the aircraft exits an ARTCC's domestic area, crosses the same ARTCC's oceanic area, and again enters the domestic area.

(3) An Oceanic count must not be taken for each hour an aircraft is operating "on station."

(b) IFR flight which originates in an ARTCC's oceanic airspace.

9–1–4. MILITARY AIRCRAFT MOVEMENTS

The military services frequently fly several aircraft in formation receiving ATC services as if they were a single unit. Such operations must qualify for a Departure, Arrival, or Over count using the guidelines in para 9–1–3, Criteria for IFR Aircraft

b. The request must address the specific locations where multiple runway crossings will be authorized. This must only include locations where the intervening taxi route is less than 1,000 feet between runway centerlines.

c. Facilities must keep a copy of the approval correspondence issued by the Terminal Services Director of Operations.

d. Facility directives must include a diagram that depicts the runway/taxiway intersections where multiple runway crossings are authorized.

e. The Terminal Services Director of Operations must ensure that an annual review of multiple runway crossing operations is conducted for those facilities employing this operation. The results of this review must be sent to the Terminal Safety and Operations Support Office by September of each year.

10–3–11. AIRPORT CONSTRUCTION

Whenever there is construction on a movement area, or on a non-movement area that affects movement area operations, the ATM must:

a. Notify the Airport Construction Advisory Council via email to the following address: 9–AJA-ConstructionCouncil@faa.gov. The email should describe the construction project in detail.

b. Create, approve, and publish appropriate changes to local procedures.

c. Ensure training for all operational personnel is completed and documented.

d. Provide continued training and/or briefings for the duration of the construction project to ensure operational personnel are advised on construction changes as the project progresses.

e. Ensure the latest version of the "Runway-Taxiway Construction Best Practices" for preparation and operations is reviewed by appropriate personnel during construction.

f. Ensure the latest version of the "Runway-Taxiway Construction Checklist" for preparation and operations is used and completed by appropriate personnel.

NOTE–
Both the "Runway-Taxiway Construction Best Practices" and "Runway-Taxiway Construction Checklist" are available on the Runway Safety website. Go to the FAA homepage, search Runway Safety and click the Construction link.

REFERENCE–
FAAO JO 7110.65, Para 2-9-3, Content
FAAO JO 7110.65, Para 3-7-1, Ground Traffic Movement
FAAO JO 7110.65, Para 3-9-1, Departure Information
FAAO JO 7110.65, Para 3-9-4, Line Up and Wait (LUAW)
FAAO JO 7110.65, Para 3-9-9, Take-off Clearance
FAAO JO 7110.65, Para 3-10-1, Landing Information
FAAO JO 7110.65, Para 3-10-5, Landing Clearance
FAAO JO 7210.3, Para 10-3-12, Change in Runway Length Due to Construction
FAAO JO 7210.3, Para 10-4-1, Automatic Terminal Information Service (ATIS)

10–3–12. CHANGE IN RUNWAY LENGTH DUE TO CONSTRUCTION

When a runway length has been temporarily or permanently shortened, local procedures must be issued to include procedures covering the phraseology for all taxi, takeoff and landing clearances, ATIS broadcasts, NOTAMs, and other significant activities to ensure safety is not compromised. The ATM must:

a. Review and publish local weather criteria for each runway selected during periods of construction affecting the available runway length, for example:

1. 800' ceiling and 2 SM visibility – arrival/departure runway.

2. Weather less than 2 SM visibility - departure only runway.

b. Ensure training for operational personnel is completed prior to any runway length changes that include the following:

1. Use of the term "full length."

2. Use of the term "shortened."

3. Review of current and future national "Runway Construction Changes" training materials.

c. Provide continued training and/or briefings for the duration of the construction project to ensure operational personnel are advised of construction changes as the project progresses.

REFERENCE–
FAAO JO 7110.65, Para 2-9-3, Content
FAAO JO 7110.65, Para 3-7-1, Ground Traffic Movement
FAAO JO 7110.65, Para 3-9-1, Departure Information
FAAO JO 7110.65, Para 3-9-4, Line Up and Wait (LUAW)
FAAO JO 7110.65, Para 3-9-9, Take-off Clearance
FAAO JO 7110.65, Para 3-10-1, Landing Information
FAAO JO 7110.65, Para 3-10-5, Landing Clearance
FAAO JO 7210.3, Para 10-3-11, Airport Construction
FAAO JO 7210.3, Para 10-4-1, Automatic Terminal Information Service (ATIS)

10–3–13. APPROACHES TO PARALLEL RUNWAYS

a. Where vectors are provided to intercept parallel final approach courses, facilities must review and, where necessary, address speed requirements to reduce the potential for overshoot situations.

b. When determining speed requirements, consider, at a minimum, the following:

1. Airspace constraints.

2. Field elevation.

3. Fleet mix.

4. Airport layout.

5. Traffic flow(s).

6. Local weather.

c. When speed requirements are implemented, those requirements must be contained in a facility directive.

10–3–14. GO–AROUND/MISSED APPROACH

a. Tower facility directives must address procedures for go–arounds and/or missed approaches. The procedures must require controllers to issue control instructions as necessary to establish separation. During the development or review of these procedures, facilities must give consideration, at a minimum, to the following factors:

1. Operational position configuration.

2. Communication and/or control transfer.

3. Runway configuration.

4. Evaluation of existing waivers (for example, reduced separation on final).

5. Wake turbulence.

6. Weather conditions.

7. Type of approach (instrument or visual).

REFERENCE–
P/CG Term – Go–around
P/CG Term – Low Approach
P/CG Term – Missed Approach
FAAO JO 7110.65, Para 3–8–1, Sequence/Spacing Application
FAAO JO 7110.65, Para 3–8–2, Touch–and–Go or Stop–and–Go or Low Approach
FAAO JO 7110.65, Para 4–8–11, Practice Approaches
FAAO JO 7110.65, Para 4–8–12, Low Approach and Touch–and–Go
FAAO JO 7110.65, Para 5–5–4, Minima
FAAO JO 7110.65, Para 5–6–3, Vectors Below Minimum Altitude
FAAO JO 7110.65, Para 5–8–4, Departure and Arrival
FAAO JO 7110.65, Para 5–8–5, Departures and Arrivals on Parallel or Nonintersecting Diverging Runways
FAAO JO 7110.65, Para 7–2–1, Visual Separation
FAAO 7110.98A, Para 8d2
FAAO JO 7110.308, Para 6b1(d), Para 6c2(i)

b. Facility air traffic managers may develop procedural mitigations for non–intersecting converging runways when a 1 NM extension of the runway centerline crosses the centerline of the other runway or the 1 NM extensions of a runway cross the extension of another runway. Facility directives must:

1. Specify procedures to ensure that an arrival that executes a go-around does not conflict with a departure off the non–intersecting converging runway.

2. Define technological tools that could assist in the locally developed procedures.

3. Specify procedures to be used when conditions dictate that intersecting runway separation standards must be applied.

NOTE–
1. *The locally developed procedure will ensure that the potential go around aircraft will not conflict with a departing aircraft that is departing the non–intersecting converging runways. All locally developed procedures will be approved by the Director of Operations, Headquarters. ATMs will determine what tools are needed in the development of local procedures. These may include, but are not limited to:*

a. *Arrival Departure Window (ADW)*

b. *ASDE-X Virtual Runway Intersection Point (VRIP)*

c. *Cutoff Points (CP) developed with the use of enhanced TARGETS.*

REFERENCE–
FAAO 7110.65, Para 3-9-9, Non–intersecting Converging Runway Operations.

c. The procedures must be evaluated on an annual basis to determine their effectiveness.

10–3–15. EQUIVALENT LATERAL SPACING OPERATIONS (ELSO)

At locations conducting 10 degree course divergence for simultaneous or successive RNAV departures on the same runway or parallel runways that are separated by 2,500 feet or more, air traffic managers must complete the following:

a. Create radar video map overlays that depict the initial departure tracks from each affected runway end.

b. Develop and administer initial controller training for ELSO. Annual proficiency training on local ELSO procedures are required.

c. Include in the facility Standard Operating Procedures or a Letter of Agreement with a satellite tower, that the OM/OS/CIC assess the feasibility of continuing ELSO when wind conditions dictate that aircraft cannot consistently fly the intended RNAV track. This is due to the detrimental effects of a strong cross wind component affecting initial departure tracks.

e. Where possible, radio contact points and the routes between them and the airport are different from those used by IFR flights.

f. Pilot participation is encouraged rather than required, and compliance with the procedures is not made mandatory.

10–4–5. PRACTICE INSTRUMENT APPROACHES

a. VFR aircraft practicing instrument approaches at the approach control's primary airport must be provided IFR separation in accordance with FAAO JO 7110.65, Air Traffic Control, Chapter 4, Section 8, Approach Clearance Procedures.

NOTE–
The primary airport is the airport from which approach control service is provided, except for remoted facilities where the facility air traffic manager will designate the primary report.

b. IFR separation to VFR aircraft in accordance with FAAO JO 7110.65, Chapter 4, Section 8, Approach Clearance Procedures, must be provided to all secondary airports under the approach control's jurisdiction to the extent possible within existing resources. Where separation service is provided to an airport with a FSS that provides LAA, or a nonapproach control tower, provisions for handling such aircraft must be included in a LOA.

c. Where IFR separation is not provided to VFR aircraft conducting practice approaches, instruct the aircraft to maintain VFR and provide traffic information.

d. At airports where the tower does not provide approach control service, handle practice instrument approaches in accordance with a LOA between the tower and the facility providing approach control service.

e. Facilities must issue a letter to airmen advising the users of those airports where IFR separation is provided for VFR aircraft conducting practice instrument approaches. The letter should specify which facility will handle the aircraft practicing instrument approaches and include the appropriate frequencies.

REFERENCE–
Para 4–5–2, Letters to Airmen.

10–4–6. SIMULTANEOUS INDEPENDENT APPROACHES

a. Independent approaches may be conducted when:

1. Dual parallel runway centerlines are at least 4,300 feet apart.

2. Triple parallel centerlines are at least 5,000 feet apart and the airport field elevation is less than 1,000 feet MSL.

b. Specially–designed instrument approach procedures annotated with "simultaneous approaches authorized with Rwy XX" are authorized for simultaneous independent approaches.

c. Equipment required to maintain communication, navigation, and surveillance systems is operational with the glide slope exception as noted below.

d. During glide slope outages, facilities may continue to conduct simultaneous independent approaches without vertical guidance for a period of no more than 29 days, provided the following requirements are identified in an Air Traffic Safety Oversight Service (AOV) approved contingency plan. At a minimum, the following special provisions, conditions, and limitations must be identified in the plan, if applicable, along with any other facility–specific requirements:

1. An LOA with the ATCT (or facility directive for a combined facility) must contain a description of the procedures, requirements, and any limitations as specified in the facility contingency plan for glide slope out of service procedures.

2. The ATC facility must notify Technical Operations personnel of the glide slope outage.

REFERENCE–
FAAO JO 7210.3, Para 3–5–2, System Component Malfunctions

3. The ATC facility must notify arriving pilots that the glide slope is out of service. This can be accomplished via the ATIS broadcast.

4. Any other requirements specified in the local facility contingency plan for glide slope out procedures must be complied with before conducting simultaneous independent approach procedures.

5. Controllers must be trained and provided annual refresher training concerning the application of these procedures.

6. The ATC facility must record when the glide slope outage occurs and any adverse impact on the operation on FAA Form 7230–4, Daily Record of Facility Operation.

7. Any loss of separation or break out associated with operations under a contingency plan for glide slope out must be reported to the Director, Terminal Operations, Headquarters.

8. The facility must have radar coverage down to the decision altitude or minimum descent altitude, as applicable.

9. Approaches must be terminated to the runway without a glide slope whenever the reported visibility is below the straight–in localizer minimum for that runway.

10. Any required equipment for the approach with the glide slope out of service must be operational, such as DME or VORTAC.

e. Simultaneous approaches with the glide slope unusable must be discontinued after 29 days unless a waiver has been submitted to and approved by FAA HQ. (See Appendix 4.)

f. When simultaneous approaches are being conducted, the pilot is expected to inform approach control, prior to departing an outer fix, if the aircraft does not have the appropriate airborne equipment or they do not choose to conduct a simultaneous approach. Provide individual handling to such aircraft.

10–4–7. SIMULTANEOUS INDEPENDENT CLOSE PARALLEL APPROACHES – HIGH UPDATE RADAR NOT REQUIRED

TERMINAL

a. Simultaneous close parallel approaches may only be conducted where instrument approach charts specifically authorize simultaneous approaches to parallel runways.

b. Apply the following minimum separation when conducting simultaneous independent close parallel approaches:

1. Provide a minimum of 1,000 feet vertical or a minimum of 3 miles radar separation between aircraft during turn-on to parallel final approach courses.

NOTE–
Communications transfer to the tower controller's frequency will be completed prior to losing vertical separation between aircraft.

2. Parallel runway centerlines are separated by a minimum of 3,600 feet or more, and the airport elevation is less than 2,000' MSL.

3. Provide the minimum applicable radar separation between aircraft on the same final approach course.

REFERENCE–
FAAO JO 7110.65, Para 5-5-4, Minima

c. A high-resolution color monitor with alert algorithms, such as the final monitor aid, must be used to monitor close parallel approaches.

d. In addition to subparagraphs a through c above, facility ATMs must ensure that operational personnel comply with the procedures specified in FAA Order JO 7110.65, paragraph 5-9-9d through 5-9-9f.

REFERENCE–
FAA O JO 7110.65, Para 5-9-9, Simultaneous Independent Close Parallel Approaches – High Update Radar Not Required

e. Facility managers must verify that adequate radar coverage exists to safely perform simultaneous approach operations to closely space runways.

10–4–8. SIMULTANEOUS WIDELY–SPACED PARALLEL OPERATIONS

The concept for conducting simultaneous independent approaches to widely-spaced parallel runways without final monitors is:

a. Specially-designed instrument approach procedures annotated with "Simultaneous Approaches Authorized with Rwy XX" are authorized for simultaneous independent approaches to widely-spaced parallel runways.

1. A separate approach system is required for each parallel runway. A minimum distance of more than 9,000 feet between centerlines is required when dual approaches are used at field elevations at or below 5,000 feet MSL, or 9,200 feet between runway centerlines is required with a field elevation above 5,000 feet MSL. Other integral parts of the total Simultaneous Approach System include radar, communications, ATC procedures, and appropriate airborne equipment.

2. When simultaneous approaches are being conducted, the pilot is expected to inform approach

Section 2. Itinerant Operations

12–2–1. TABULATION

a. Count IFR itinerant operations as follows:

1. One count for an aircraft on an IFR flight plan or a special visual flight rule (SVFR) clearance that:

(a) Takes off.

(b) Lands.

2. One count for aircraft on an IFR flight plan that executes a missed approach procedure.

3. One count for a VFR aircraft that requests to practice the published missed approach procedure when approved separation is provided by the tower and TRACON.

4. One count for a SVFR clearance operating wholly within the Class D or Class E surface area, e.g., local SVFR making a series of landings and takeoffs (towers).

NOTE–
When an aircraft operates on a SVFR clearance for a series of VFR patterns and landings, only one instrument count must be taken for the SVFR clearance, while each takeoff and landing is tabulated as a local operation.

5. One count for each aircraft practicing instrument procedures either on an IFR flight plan or VFR (if approved separation is provided) that:

(a) Takes off from a complete stop and practices an instrument departure.

(b) Practices an instrument approach procedure.

b. Count VFR itinerant operations as follows:

1. One count for an aircraft operating VFR that:

(a) Takes off.

(b) Lands.

2. Two counts for each low approach below traffic pattern altitude (one landing and one taking off), a stop and go operation, or touch–and–go operation.

NOTE–
Consider operations of more than one aircraft operating in a formation as a single aircraft. If the formation breaks up into smaller formations, consider each additional formation as a separate aircraft.

Section 4. Services

13–4–1. PREFILED FLIGHT PLANS

When an aircraft operator regularly makes two or more identical flights per week and the FSS air traffic manager believes that a prefiled flight plan program would provide beneficial service, a LOA must be executed between the concerned FSS and the scheduled operator, preferably operators certificated under 14 CFR Part 121 or 14 CFR Part 135, or the military desiring to prefile flight plans. The following criteria must be used in coordinating and implementing the prefiled flight plan program:

a. The LOA must provide for but not be limited to:

1. Each operator will furnish the appropriate FSS with a specific contact for coordination including the name, address, and telephone number of the party to notify if an aircraft becomes overdue, day or night.

2. Prefiled flight plans must be furnished for each flight, and signed by an authorized representative of the company.

3. Immediate notification by the operator of permanent cancellation or change of prefiled flight plans. This permanent data change must be accepted any time prior to the activation of the flight plan.

4. Separate and complete flight plans must be required when the operator desires to deviate from the prefiled data.

5. The operator must request activation with the appropriate FSS not more than 24 hours or less than 1 hour in advance of the estimated time of departure for prefiled flight plans. Flight plans may be automatically activated if this is contained in a LOA.

6. Violations of these procedures by the operator will be grounds to terminate the program with the operator.

b. Only those prefiled flight plans for which the operator has requested activation must be transmitted. Prefiled flight plans which are known to be in error, not going to depart, or any other reason which will cause a cancellation or a resubmission must not be transmitted to a control facility.

13–4–2. PRACTICE INSTRUMENT APPROACHES

At locations providing Local Airport Advisories (LAA) where either an ARTCC or an approach control facility provides IFR separation to VFR aircraft practicing instrument approaches, provisions for handling such aircraft must be included in a letter of agreement.

REFERENCE–
FAA JO 7110.65, Para 4-8-11, Practice Approaches

13–4–3. OPERATION OF AIRPORT LIGHTS

a. When a FSS is located at an airport or at a part–time tower location, the FSS air traffic manager may, under the terms of a LOA with the airport manager and the tower, assume this responsibility provided that:

1. The controls are extended into the station and are located conveniently at the operating position.

2. The operating quarters afford a sufficient view to determine the operating status of the lights without the specialist having to leave his/her post of duty or an indicator is provided in the station quarters which will show the actual operating status.

b. FSS operating less than 24 hours a day which have lighting control responsibility must be guided by the instructions in Part 3, Chapter 10, Section 6, Airport Lighting.

13–4–4. RUNWAY EDGE LIGHTS ASSOCIATED WITH MEDIUM APPROACH LIGHT SYSTEM/RUNWAY ALIGNMENT INDICATOR LIGHTS

FSSs having responsibility for the control of MALS/RAIL brightness must comply with the instructions in Paragraph 10–6–8, Runway Edge Lights Associated with Medium Approach Light System/Runway Alignment Indicator Lights.

13–4–5. LOCAL AIRPORT ADVISORY (LAA)/REMOTE AIRPORT ADVISORY (RAA)/REMOTE AIRPORT INFORMATION SERVICE (RAIS)

a. Provide LAA at FSSs during the published service hours when:

1. Located on the airport.

2. There is no operating control tower on the airport.

3. The facility has a continuous display of the automated weather data or manual weather observations.

4. A discrete frequency or the tower frequency, when the tower is closed, is available.

5. The pilot says, "I have the automated weather."

b. Provide RAA at FSSs during the published service hours when:

1. The airport authority or airport manager has requested the service and the facility has the resources available to provide the service.

2. The annual traffic density and employee productivity factor is high enough to justify the cost of providing the service. Published service times may be adjusted by the facility manager to accommodate anticipated or forecast traffic density changes.

EXAMPLE–
Winter service hours may be longer than summer service hours at airports that service several popular ski resorts. Therefore, the manager may choose to reduce or suspend summer service to mitigate short–term productivity concerns.

3. There is no operating control tower on the RAA airport.

4. The facility has a continuous display of the automated weather data or manual observations are reported to the facility.

5. There is a remote discrete frequency or the tower frequency is remoted to the FSS, when the tower is closed.

6. The airport has a traffic density of 25,000 or more aircraft operations per year.

NOTE–
If a new airport fails to deliver 25,000 aircraft operations during the first year of service, RAA must be discontinued. After the first year is completed and yields 25,000 or more aircraft operations, the decision to continue services is evaluated on the anniversary date and based on a minimum of 25,000 aircraft operations at the target airport during any consecutive twelve months of the previous 3 years.

7. The facility's productivity factor is determined by dividing the annual RAA service count by 16,000.

NOTE–
The productivity factor is compared to the number of employees used to provide the service and must be equal to or greater than the number of employees needed to provide the service. Normally about 2.5 employees are factored annually to provide 10 hours of service per day. (The .5 factor ensures employee vacations, training periods, sick days, and daily break periods).

c. Provide RAIS to support special events at airports during NOTAM D service hours when:

1. The airport authority has requested the service at least 30 days in advance and the facility has the resources available to provide the service.

2. There is no operating control tower at the airport.

3. The facility has discrete communications capability at the airport.

4. The RAIS airport has automated weather reporting for the pilots with voice capability.

5. The pilot says, "I have the automated weather."

6. A NOTAM D has been issued at least 24 hours in advance.

13–4–6. AUTOMATIC FLIGHT INFORMATION SERVICE (AFIS) – ALASKA FSSs ONLY

a. Alaska FSS AFIS provides a continuous broadcast of recorded non–control information at airports in Alaska where a Flight Service Station (FSS) provides local airport advisory service. The AFIS broadcast automates the repetitive transmission of essential but routine information such as weather, wind, altimeter, favored runway, breaking action, airport NOTAMs and other applicable information. The information is continuously broadcast over a discrete VHF radio frequency (usually the ASOS frequency). Pilots are urged to listen to AFIS when arriving, departing, and operating within the airport advisory area as it relieves frequency congestion on the local airport advisory frequency. AFIS is not used in terminal areas and does not contain approach information.

b. Before transmitting, the voice message must be reviewed to ensure content is complete and accurate.

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BRIEFING GUIDE

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

Initiated By: AJV–0
Vice President, Mission Support Services

Table of Contents

1. PARAGRAPH NUMBER AND TITLE:
2-1-2. FACILITY STANDARD OPERATING PROCEDURES DIRECTIVE
2-1-6. CHECKING ACCURACY OF PUBLISHED DATA
4-3-3. DEVELOPING LOA
4-3-6. ANNUAL REVIEW/REVISIONS

2. BACKGROUND: The TOP FIVE is a quantifiable list of hazards that contribute to the highest risk events in the national airspace system. The ATO uses Top 5 data to focus its resources on identifying hazards, taking corrective action, and monitoring the results. After evaluating 390 Voluntary Safety Reports filed between January 1, 2011, and December 11, 2012, the Top 5 Panel identified a primary causal factor for conflicting procedures was that facility letters of agreement (LOAs) and Standard Operating Procedures (SOPs) conflict with published arrival and departure procedures. Changes to Paragraphs 2-1-2, Facility Standard Operating Procedures Directive; 2-1-6, Checking Accuracy of Published Data; 4-3-3, Developing LOA; and 4-3-6, LOA Review/Revisions, clarify that ATMs have a responsibility to update pertinent SOPs, Position/Sector Binders, Reference Files, and/or LOAs when relevant new instrument flight procedures (IFPs) are published and/or when pertinent national procedures are created/changed. For increased awareness of current and upcoming IFP changes, facility ATMs and others may use the AeroNav Products IFP Information Gateway to subscribe to airports under their jurisdiction to receive alerts for pending changes to IFPs associated with those airports. Upon receiving an alert about a current or upcoming IFP change, ATMs should conduct a review of local SOPs and LOAs and make changes as necessary.

3. CHANGE:

	OLD	**NEW**
	2-1-2. FACILITY STANDARD OPERATING PROCEDURES DIRECTIVE	**2-1-2. FACILITY STANDARD OPERATING PROCEDURES DIRECTIVE**
	The air traffic manager must issue a Standard Operating Procedures Directive. The directive must specify, as a minimum, the required procedures for maintaining a safe and efficient operation and the jurisdictional boundaries for each operational position/sector.	The air traffic manager must issue a Standard Operating Procedures **(SOP)** Directive. The directive must specify, as a minimum, the required procedures for maintaining a safe and efficient operation and the jurisdictional boundaries for each operational position/sector.
Add		**a. Review SOPs at least annually and update as necessary. Examine current SOPs for practices and/or procedures that are no longer required. Review includes both content and relevance that achieve full operational efficiency and customer flexibility.**
Add		**b. Review and, if necessary, update SOPs when new or revised instrument flight procedures are published or pertinent national procedures are implemented or changed.**

Add	***NOTE–*** ***Information related to subscribing for alerts regarding upcoming changes to instrument flight procedures is available at the Instrument Flight Procedures Information Gateway: https://www.faa.gov/air_traffic/flight_info/aeronav/procedures/***
REFERENCE– *FAAO JO 7210.3, Para 4-1-1, Correspondence Standards.*	***REFERENCE–*** ***FAAO JO 7210.3, Para 2-1-6, Checking Accuracy of Published Data*** ***FAAO JO 7210.3, Para 4-1-1, Correspondence Standards*** ***FAAO JO 7210.3, Para 4-3-3, Developing LOA*** ***FAAO JO 7210.3, Para 4-3-6, Annual Review/Revisions***

OLD	**NEW**
2-1-6. CHECKING ACCURACY OF PUBLISHED DATA	**2-1-6. CHECKING ACCURACY OF PUBLISHED DATA**
Air traffic managers and air traffic representatives (ATREPs) must, upon receipt of official publications, review data pertaining to their facilities and areas of concern to ensure accuracy and completeness. They must also initiate corrections as required.	Air traffic managers and air traffic representatives (ATREPs) must, upon receipt of official publications, review data pertaining to their facilities and areas of concern to ensure accuracy and completeness. **When pertinent national procedures or local instrument flight procedures are created or changed, review facility standard operating procedures (SOPs) directives, position/sector binders, reference files, and/or letters of agreement (LOAs) and** initiate corrections as required.
Add	***NOTE*** ***Information related to subscribing for alerts regarding upcoming changes to instrument flight procedures is available at the Instrument Flight Procedures Information Gateway: https://www.faa.gov/air_traffic/flight_info/aeronav/procedures/***
Add	***REFERENCE–*** ***FAAO JO 7210.3, Para 2-1-2, Facility Standard Operating Procedures Directive*** ***FAAO JO 7210.3, Para 4-3-3, Developing LOA*** ***FAAO JO 7210.3, Para 4-3-6, Annual Review/Revisions***

OLD	**NEW**
4-3-3. DEVELOPING LOA	**4-3-3. DEVELOPING LOA**
Title through **c**	No Change
c. Describe the responsibilities and procedures applicable to each facility and organization involved.	**c.** Describe the responsibilities and procedures applicable to each facility and organization involved. **Review pertinent national procedures or local instrument flight procedures and incorporate into the new LOA(s) as necessary.**

Add	***NOTE–*** ***Information related to subscribing for alerts regarding upcoming changes to instrument flight procedures is available at the Instrument Flight Procedures Information Gateway: https://www.faa.gov/air_traffic/flight_info/aeronav/procedures/***
Add	***REFERENCE–*** ***FAAO JO 7210.3, Para 2-1-2, Facility Standard Operating Procedures Directive*** ***FAAO JO 7210.3, Para 2-1-6, Checking Accuracy of Published Data*** ***FAAO JO 7210.3, Para 4-3-6, Annual Review/Revisions***

OLD	NEW
4-3-6. ANNUAL REVIEW/REVISIONS	**4-3-6. ANNUAL REVIEW/REVISIONS**
a. Review LOAs annually and update as necessary. Examine current LOAs for practices and/or procedures that are no longer required. Reviewing includes both content and relevance that achieve full operational efficiency and customer flexibility.	**a.** Review LOAs **at least** annually and update as necessary. Examine current LOAs for practices and/or procedures that are no longer required. Reviewing includes both content and relevance that achieve full operational efficiency and customer flexibility. **Review and, if necessary, update LOAs when new/revised instrument flight procedures are published or national procedures are implemented or changed.**
Add	***NOTE*** ***Information related to subscribing for alerts regarding upcoming changes to instrument flight procedures is available at the Instrument Flight Procedures Information Gateway: https://www.faa.gov/air_traffic/flight_info/aeronav/procedures/***
Add	***REFERENCE–*** ***FAAO JO 7210.3, Para 2-1-2, Facility Standard Operating Procedures Directive*** ***FAAO JO 7210.3, Para 2-1-6, Checking Accuracy of Published Data*** ***FAAO JO 7210.3, Para 4-3-3, Developing LOA***

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1. PARAGRAPH NUMBER AND TITLE:
3-6-7. PREARRANGED COORDINATION
5-3-7. OPEN SKIES TREATY AIRCRAFT PRIORITY FLIGHTS (F and D)
6-9-1. GENERAL
9-1-3. CRITERIA FOR IFR AIRCRAFT HANDLED COUNT
10-4-5. PRACTICE INSTRUMENT APPROACHES
12-2-1. TABULATION
13-4-2. PRACTICE INSTRUMENT APPROACHES

2. BACKGROUND: FAA Order 7210.3 uses several terms that have the same meaning and intent when describing aircraft separation applied by controllers. FAA Order 7110.65 Paragraph 1-2-1, Word Meanings, defines Approved Separation as “separation in accordance with the applicable minima in this order.” There is no definition or reference to the meaning of “standard separation,” however the intent of this term is identical to the definition of “approved separation.”

3. CHANGE:

OLD

3-6-7. PREARRANGED COORDINATION

a. Air traffic managers at radar facilities must determine whether or not a clear operational benefit will result by establishing prearranged coordination procedures (P−ACP). Such procedures would allow aircraft under one controller's jurisdiction to penetrate or transit another controller's airspace in a manner that assures standard separation without individual coordination for each aircraft. When reviewing existing P−ACPs, or contemplating the establishment of these procedures, consideration must be given to airspace realignment to preclude coordination/penetration of another operational position's airspace. Prior to implementing a P−ACP, negotiations should be accomplished locally and all affected personnel must be thoroughly trained in the application of the procedures.

NEW

3-6-7. PREARRANGED COORDINATION

a. Air traffic managers at radar facilities must determine whether or not a clear operational benefit will result by establishing prearranged coordination procedures (P−ACP). Such procedures would allow aircraft under one controller's jurisdiction to penetrate or transit another controller's airspace in a manner that assures **approved separation** without individual coordination for each aircraft. When reviewing existing P−ACPs, or contemplating the establishment of these procedures, consideration must be given to airspace realignment to preclude coordination/penetration of another operational position's airspace. Prior to implementing a P−ACP, negotiations should be accomplished locally and all affected personnel must be thoroughly trained in the application of the procedures.

OLD

5-3-7. OPEN SKIES TREATY AIRCRAFT PRIORITY FLIGHTS (F and D)

Title through **c**

d. Upon initial notification of a priority OPEN SKIES flight, the affected ARTCCs/CERAPs/HCF must inform all SUA-using/scheduling agencies along the route of flight and any other facility/agency it deems necessary within their area of responsibility of the flight path and possible deviation path of the aircraft. A letter of agreement is required between the using agency and the controlling agency for Open Skies (F and D) aircraft to transit active SUA. When Open Skies (F and D) aircraft transit SUA, an ATC facility must provide standard separation services at all times.

NEW

5-3-7. OPEN SKIES TREATY AIRCRAFT PRIORITY FLIGHTS (F and D)

No Change

d. Upon initial notification of a priority OPEN SKIES flight, the affected ARTCCs/CERAPs/HCF must inform all SUA-using/scheduling agencies along the route of flight and any other facility/agency it deems necessary within their area of responsibility of the flight path and possible deviation path of the aircraft. A letter of agreement is required between the using agency and the controlling agency for Open Skies (F and D) aircraft to transit active SUA. When Open Skies (F and D) aircraft transit SUA, an ATC facility must provide **approved separation** services at all times.

OLD

6-9-1. GENERAL

a. RVSM reduces the standard separation between FL290 and FL410 from 2,000 feet to 1,000 feet for those aircraft approved for operation within these altitude strata. The six additional altitudes provide the users fuel savings and operational efficiencies while providing ATC flexibility, mitigation of conflict points, enhanced sector throughput and reduced controller workload for air traffic control operations.

NEW

6-9-1. GENERAL

a. RVSM reduces **vertical separation** between FL290 and FL410 from 2,000 feet to 1,000 feet for those aircraft approved for operation within these altitude strata. The six additional altitudes provide the users fuel savings and operational efficiencies while providing ATC flexibility, mitigation of conflict points, enhanced sector throughput and reduced controller workload for air traffic control operations.

OLD

9-1-3. CRITERIA FOR IFR AIRCRAFT HANDLED COUNT

Title through **a1(a)**

(b) Provided approved standard separation while conducting practice instrument approaches; and

NEW

9-1-3. CRITERIA FOR IFR AIRCRAFT HANDLED COUNT

No Change

(b) Provided **approved separation** while conducting practice instrument approaches; and

OLD

10-4-5. PRACTICE INSTRUMENT APPROACHES

Title through **b**

c. Where standard separation is not provided to VFR aircraft conducting practice approaches, instruct the aircraft to maintain VFR and provide traffic information.

d

e. Facilities must issue a letter to airmen advising the users of those airports where standard separation is provided for VFR aircraft conducting practice instrument approaches. The letter should specify which facility will handle the aircraft practicing instrument approaches and include the appropriate frequencies.

NEW

10-4-5. PRACTICE INSTRUMENT APPROACHES

No Change

c. Where **IFR separation** is not provided to VFR aircraft conducting practice approaches, instruct the aircraft to maintain VFR and provide traffic information.

No Change

e. Facilities must issue a letter to airmen advising the users of those airports where **IFR separation** is provided for VFR aircraft conducting practice instrument approaches. The letter should specify which facility will handle the aircraft practicing instrument approaches and include the appropriate frequencies.

OLD

12–2–1. TABULATION

Title through **a2**

3. One count for a VFR aircraft that requests to practice the published missed approach procedure when approved standard separation is provided by the tower and TRACON.

a4 through ***NOTE***

5. One count for each aircraft practicing instrument procedures either on an IFR flight plan or VFR (if approved standard separation is provided) that:

NEW

12–2–1. TABULATION

No Change

3. One count for a VFR aircraft that requests to practice the published missed approach procedure when **approved separation** is provided by the tower and TRACON.

No Change

5. One count for each aircraft practicing instrument procedures either on an IFR flight plan or VFR (if **approved separation** is provided) that:

OLD	NEW
13−4−2. PRACTICE INSTRUMENT APPROACHES	**13−4−2. PRACTICE INSTRUMENT APPROACHES**
At locations providing Local Airport Advisories (LAA) where either an ARTCC or an approach control facility provides standard separation to VFR aircraft practicing instrument approaches, provisions for handling such aircraft must be included in a letter of agreement.	At locations providing Local Airport Advisories (LAA) where either an ARTCC or an approach control facility provides **IFR separation** to VFR aircraft practicing instrument approaches, provisions for handling such aircraft must be included in a letter of agreement.
Add	***REFERENCE-*** ***FAA JO 7110.65, Para 4-8-11, Practice Approaches***

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1. PARAGRAPH NUMBER AND TITLE: 3-6-8. OPERATIONAL GUIDANCE FOR FUSION

2. BACKGROUND: Air Traffic Services is currently incorporating Fusion technology into both STARS and CARTS platforms. Fusion not only provides for additional surveillance, it can also provide improved position information to controllers, potentially enabling reduced separation minima. Additional benefits include providing a means to synchronize track updates on an operational display regardless of surveillance source update rates, improving accuracy of target position and velocity, providing increased reliability and redundancy, providing the ability to easily add new surveillance sources, providing opportunities for computer-human interface improvements, eliminating significant jumps in target position, and improving safety function performance. A recently signed Safety Risk Management Document (SRMD) addendum supports and authorizes 3NM ADS-B to ADS-B and ADS-B to Radar separation when operating in Fusion mode for Air Traffic operations. The implementation rollout of Fusion has been extremely successful. The intent is for facilities receiving the Fusion tracker to operate with the tracker as the selected mode when operationally feasible. However, over the last few months, some facilities have made a local determination to discontinue the use of the fusion tracker at various sectors or even facility-wide during normal operations as well as during periods of radar sensor degradation.

3. CHANGE:

OLD	NEW
Add	**3-6-8. OPERATIONAL GUIDANCE FOR FUSION**
Add	**a. During normal operations, Fusion must be the selected mode to the extent that it is operationally feasible. The terminal Air Traffic Manager, or their designee, must decide if the fusion tracker is usable.**
Add	**1. If a decision is made to discontinue use of the fusion tracker at specific sectors or facility-wide, the Air Traffic Manager, or their designee, must notify Operations - Headquarters, AJT-2, through the appropriate service area Director of Air Traffic Operations.**

Add	**2. The intent of this notification is to ensure the service area Director of Air Traffic Operations, Operations-Headquarters, and the program office are aware of the operational status and are providing all capable resources to return to Fusion operations at the affected position/facility.**
Add	**3. Fusion outages due to a planned radar shutdown of short duration need not be reported.**
Add	**b. During radar outages, operational alternatives, or contingency plans, must be developed and included in a facility directive that address requirements when there is degradation in the Fusion environment due to sensor availability. The steps must be pre-determined and may be implemented facility-wide or sector specific.**
Add	**1. Facilities should switch to single sensor mode if there are impacts to the efficiency of facility operations due to degradation in the sensor environment while operating in Fusion mode.**
Add	**2. Facilities should use single sensor mode in airspace that is restricted to the use of one long-range radar which can cause anomalies (for example, stitching or target jumping). Facilities should continue to operate in single sensor mode until adequate ADS-B equipage levels are reached, an additional sensor is available, or it is determined by management that an operational advantage is gained by remaining in Fusion.**

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1. PARAGRAPH NUMBER AND TITLE: 4-4-2 USE OF AIRCRAFT CALL SIGNS

2. BACKGROUND: Based on comments from the field, this modified DCP for FAA Order 7210.3, paragraph 4-4-2 addresses ATO procedures for the assignment of local call sign/telephony designators, special call signs, and three-letter ICAO-approved designators. Three-letter designators are for ICAO approval only and not assigned for local call sign use. Also, local call signs were previously restricted to VFR-only operations. Now, with specific provisions provided in the LOA, local aircraft operators (for example, aircraft manufacturers and law enforcement) will be able to operate IFR within the designated local area. For IFR operations outside the local area, such as IFR flight training and IFR aircraft test flights, aircraft operators may request a special call sign. When this DCP coordination process is completed for paragraph 4-4-2, these revised ATO procedures for local, special, and ICAO designators will be published in updates to AC 120-26 and FAA Order 7340.2, Contractions.

3. CHANGE:

OLD	NEW
4-4-2 USE OF AIRCRAFT CALL SIGNS	**4-4-2 USE OF AIRCRAFT CALL SIGNS**

a. Facility air traffic managers must ensure that LOAs concerning the use of aircraft call signs by local flight operators conform with the following standards:	**a. Local call sign/telephony designators are used only for local flight operations as specified in a letter of agreement (LOA) between the local air traffic control (ATC) facility and the requesting aircraft operator.** LOAs concerning the use of aircraft call signs by local flight operators **must** conform with the following standards:
1. FCC Regulations (87.115) are followed.	**1. Local call signs must not be assigned a three-letter designator. This ensures local call signs will not conflict with call signs using three-letter ICAO-approved designators.**
2. Proposed call signs are coordinated with and approved by System Safety and Procedures before assignment to avoid possible duplication or conflict with air-ground call signs assigned on a national basis to other aircraft operators.	**2. Local call sign/telephony designators must not conflict with call signs and/or telephonies in use by military aircraft and other aircraft that operate in the local area. All law enforcement call sign/telephony designators must be verified through System Operations Security (9-ATOR-HQ-IFOS@faa.gov).**
3. Call signs are only used for:	**3. Local c**all signs are only used for **communications and operations with local ATC facilities that are signatories on the LOA.**
(a) Communications with the local tower.	Delete
(b) Local VFR operations.	Delete
4. Call signs are not used in filing flight plans.	**4. Local** call signs are not used in filing flight plans **outside the local area designated in the LOA**.
Add	***NOTE-*** ***Aircraft operators (for example, flight schools, aircraft manufacturers, law enforcement, etc.) may request a special call sign/telephony designator that would enable IFR flight operations outside the designated local area.***
b. A copy of each LOA covering local aircraft call signs must be forwarded to Terminal Safety and Operations as soon as practicable after receipt of the approval letter for said call sign.	**b. Special call sign/telephony designators are authorized and assigned by the FAA for governmental or other aircraft operations to enable special handling by ATC within the continental United States. Special designators can be used for filing flight plans and may be issued for a designated area of operation corresponding to the duration of an event or circumstances requiring special handling. Special designators are authorized by the following FAA offices:**
Add	**1. System Operations Security (9-ATOR-HQ-IFOS@faa.gov) for federal, state, or local governmental aircraft operators, including law enforcement.**

Add	**2. Aeronautical Information Management (AIM) (callsigns@faa.gov) for non-governmental aircraft operators, including flight schools.**
Add	***REFERENCE-*** ***FAAO JO 7110.67 Special Aircraft Operations by Federal/State Law Enforcement/Military Organizations and Special Activities***
Add	**c. ICAO three-letter designators are normally used for world-wide use and assigned by ICAO (http://www.icao.int/3LD). Authorized ICAO three-letter designators are published in FAA Order 7340.2 and ICAO Document 8585.**
Add	***REFERENCE-*** ***FAAO JO 7340.2 Contractions*** ***AC 120-26 ICAO Aircraft Company Three-Letter Identifier and/or Telephony Designator Assignments and U.S. Special Telephony/Call Signs*** ***ICAO Document 8585 Designators for Aircraft Operating Agencies, Aeronautical Authorities and Services***

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1. PARAGRAPH NUMBER AND TITLE: 10-3-15. EQUIVALENT LATERAL SPACING OPERATIONS (ELSO)

2. BACKGROUND: In August 2013, the MITRE Corporation published a study (MP130441) entitled "Engineering Analysis for Reduced-Divergence Departure Operations" that examined both aircraft separation and relative heading to determine a single reduced value (from the required 15 degree divergence angle currently prescribed in FAA Order 7110.65V, Paragraph 5-8-3, Successive and Simultaneous Departures) that would be appropriate for all Area Navigation (RNAV) departure operations. Using a conservative analytical approach, the analysis determined that 10 degrees course divergence for RNAV departures from the same runway or simultaneous departures from parallel runways separated by 2,500 feet or greater would achieve a level of safety equal to or better than that experienced by conventional departures using 15 degrees course divergence. The Flight Technologies and Procedures Division (AFS-400) agreed with this assessment via memorandum, dated September 17, 2013.

3. CHANGE:

OLD	NEW
Add	**10-3-15. EQUIVALENT LATERAL SPACING OPERATIONS (ELSO)**
Add	**At locations conducting 10 degree course divergence for simultaneous or successive RNAV departures on the same runway or parallel runways that are separated by 2,500 feet or more, air traffic managers must complete the following:**
Add	**a. Create radar video map overlays that depict the initial departure tracks from each affected runway end.**

Add	**b. Develop and administer initial controller training for ELSO. Annual proficiency training on local ELSO procedures are required.**
Add	**c. Include in the facility Standard Operating Procedures or a Letter of Agreement with a satellite tower, that the OM/OS/CIC assess the feasibility of continuing ELSO when wind conditions dictate that aircraft cannot consistently fly the intended RNAV track. This is due to the detrimental effects of a strong cross wind component affecting initial departure tracks.**