

**CHANGE**

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

**JO 7210.3AA  
CHG 1**

**Air Traffic Organization Policy**

**Effective Date:**  
March 29, 2018

**SUBJ:** Facility Operation and Administration

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- 1. Purpose of This Change.** This change transmits revised pages to Federal Aviation Administration Order JO 7210.3AA, 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](http://faa.gov/air_traffic/publications) and [https://employees.faa.gov/tools\\_resources/orders\\_notices/](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 Disposition of Transmittal.** Retain this transmittal until superseded by a new basic order.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.

Original Signed By: *Kevin Chamness* for

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Date: February 20, 2018

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Distribution: Electronic

Initiated By: AJV-0  
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# Explanation of Changes

## Change 1

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

#### **a. 1-2-4. ABBREVIATIONS**

#### **3-3-11. HEADSET TONE INCIDENTS**

#### **Appendix 5. Checklist for Reported Headset Tone Incidents**

This change adds abbreviations for Environmental and Occupational Safety and Health (EOSH), Safety and Environmental Compliance Manager (SECM), and Safety Management Information System (SMIS). It also adds Paragraph 3-3-11, Headset Tone Incidents, mandating that facilities establish procedures for handling headset tone incidents; and Appendix 5, Checklist for Reported Headset Tone Incidents.

#### **b. 2-1-21. OBSTACLE IDENTIFICATION SURFACES, OBSTACLE FREE ZONES, RUNWAY SAFETY AREAS, AND CLEARWAYS**

This change incorporates Approach/Departure Hold Areas into paragraph 2-1-21.

#### **c. 2-2-4. DUTY FAMILIARIZATION AND THE TRANSFER OF POSITION RESPONSIBILITY**

#### **2-2-11. PERSONNEL BRIEFINGS REGARDING ORDERS, PUBLISHED AERONAUTICAL DATA, AND FLIGHT PROCEDURES**

#### **3-1-1. BASIC EQUIPMENT**

#### **6-3-2. RECEIPT OF NOTAM DATA**

This change adds a reference to Aeronautical Information System Replacement (AISR) as an approved delivery method for NOTAM information.

#### **d. 2-9-1. BACKUP/AUGMENTATION OF WEATHER OBSERVATIONS**

#### **2-9-2. RECEIPT AND DISSEMINATION OF WEATHER OBSERVATIONS**

#### **2-9-3. LIMITED AVIATION WEATHER REPORTING STATION (LAWRS) HOURS OF OPERATION**

This change incorporates the information contained in the AJT memorandum from 2015, changes the certifying official from the NWS to the FAA, and amends the reference to include the Aviation Weather Observer Certification process. It also includes a change to the long-line communications process during facility operating hours and adds opening/closing requirements to be included in the facility watch checklist.

#### **e. 3-3-5. BATTERY-POWERED TRANSCIVERS**

This change adds specific requirements to perform weekly checks of battery-powered transceivers used during a Contingency Plan Event on both battery and commercial power. The note is added to reference the maintenance requirement of other battery-powered transceivers not used during a Contingency Plan Event.

#### **f. 3-4-1. USE OF RECORDERS**

This change incorporates the National Transportation Safety Board recommendation A-12-072 which requires air traffic facilities to record emergency response notifications by telephone or communication lines to the maximum extent practicable.

#### **g. 10-4-6. SIMULTANEOUS INDEPENDENT APPROACHES**

This change removes the prohibition of the use of Fused Display Mode (FUSION) on Final Monitor Aid (FMA) displays when conducting final monitor activities. This change incorporates and cancels N JO 7210.906.

#### **h. 10-6-4. APPROACH LIGHT SYSTEMS**

This change removes the requirement to raise landing minimums, as it is not the responsibility of the controller to accomplish this. FAA Order 6750.24E, Instrument Landing System and Ancillary Electronic Component Configuration and Performance Requirements, identifies the specific guidance pilots must use to determine their applicable landing minima during this event. The verbiage was also changed to indicate that the air traffic manager must

ensure that Technical Operations issues the appropriate NOTAM versus “the air traffic facility manager must send the appropriate NOTAM.”

**i. 17-5-12. DELAY REPORTING**

This change adds Airspace Flow Program (AFP) and Collaborative Trajectory Option Program (CTOP) Expect Departure Clearance Times (EDCT) to expected delay reporting requirements.

**j. 17-7-8. INTEGRATED COLLABORATIVE REROUTING (ICR)**

The ICR process has matured since its inception. Flow Constrained Areas (FCA) which require NAS reroutes are managed with stakeholder collaboration using this process. Timely initiation no longer requires an Early Intent (EI) window, as the constraint is already identified by the FCA. This change removes the EI window and makes system operations terminology corrections.

**k. 18-1-6. ISSUANCE OF CERTIFICATE OF WAIVER OR AUTHORIZATION (FAA FORM 7711-1)**

This change updates the paragraph and limits reference to AFS to waivers relating to aerobatic practice areas (APA). Additionally, this change focuses on

ATO policy and practices by limiting the stated guidance to that which the ATO follows.

**l. Chapter 20, SECTION 2. Organizational Responsibilities**

**20-2-1. STRATEGIC OPERATIONS SECURITY**

**20-2-2. TACTICAL OPERATIONS SECURITY**

**20-2-3. FIELD FACILITIES**

**20-2-4. STRATEGIC OPERATIONS SECURITY GROUP RESPONSIBILITIES**

**20-2-5. AIR TRAFFIC FACILITY RESPONSIBILITIES**

This change updates the contents of Chapter 20, Section 2. The section is expanded from 3 to 5 paragraphs and updates the ATM security responsibilities of System Operations Security and ATC facilities.

**m. Entire Publication**

Due to a change in Air Traffic position classification, the term “front-line manager” has been replaced with “operations supervisor.”

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

## PAGE CONTROL CHART

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## Section 2. Order Use

### 1-2-1. POLICY

This order prescribes information necessary to effectively operate and administer air traffic service facilities. When a conflict arises between its provisions and those in other agency issuances, supervisors must request clarification from their respective En Route and Oceanic Operations Area, Terminal Operations Area or Flight Services Operations Area Office. In the event a conflict arises between instructions in this order and the terms of a labor union contract, supervisors must abide by the contract.

### 1-2-2. ANNOTATIONS

Revised, new, or reprinted pages will be marked as follows:

a. The change number and the effective date are printed on each revised or additional page.

b. A reprinted page not requiring a change is reprinted in its original form.

c. Bold vertical lines in the margin of the text mark the location of substantive procedural, operational, or policy changes; e.g., when material affecting the performance of duty is added, revised, or deleted.

d. Statements of fact of a prefatory or explanatory nature relating to directive material are set forth as notes.

e. If a facility has not received the order/changes at least 30 days before the above effective dates, the facility must notify its service area office distribution officer.

### 1-2-3. WORD MEANINGS

As used in this order:

a. “Shall” or “must” means a procedure is mandatory.

b. “Should” means a procedure is recommended.

c. “May” and “need not” mean a procedure is optional.

d. “Will” indicates futurity, not a requirement for application of a procedure.

e. “Shall not” or “must not” means a procedure is prohibited.

f. Singular words include the plural, and plural words include the singular.

### 1-2-4. ABBREVIATIONS

As used in this order, the following abbreviations have the meanings indicated: (See TBL 1-2-1.)

*TBL 1-2-1*  
**ABBREVIATIONS**

Abbreviation	Meaning
AAR . . . . .	Airport arrival rate
ACD . . . . .	ARTS Color Displays
ACDO . . . . .	Air Carrier District Office
ACE-IDS . . . . .	ASOS Controller Equipment-Information Display System
ACID . . . . .	Aircraft identification
ADC . . . . .	Aerospace Defense Command
ADIZ . . . . .	Air defense identification zone
ADL . . . . .	Aggregate demand list
ADR . . . . .	Airport departure rate
ADS-A . . . . .	Automatic Dependant Surveillance-Addressable
ADS-B . . . . .	Automatic Dependent Surveillance-Broadcast
AFP . . . . .	Airspace Flow Program
AFRES . . . . .	Air Force reserve
AFTN . . . . .	Aeronautical fixed telecommunications network
AIDC . . . . .	ATS Interfacility Data Communications
AIM . . . . .	Aeronautical Information Manual
AIRAC . . . . .	Aeronautical Information Regulation and Control
AIT . . . . .	Automated information transfer
ALD . . . . .	Available landing distance
ALS . . . . .	Approach light system
ALTRV . . . . .	Altitude reservation
AMASS . . . . .	Airport Movement Area Safety System
APREQ . . . . .	Approval request
ARFF . . . . .	Airport rescue and fire fighting
ARINC . . . . .	Aeronautical Radio, Inc.
ARO . . . . .	Airport Reservations Office
ARP . . . . .	Airport reference point
ARSR . . . . .	Air route surveillance radar

Abbreviation	Meaning
ART .....	ATO Resource Tool
ARTCC .....	Air route traffic control center
ARTS .....	Automated radar terminal system
ASDE .....	Airport surface detection equipment
ASDE-X .....	Airport Surface Detection Equipment System – Model X
ASF .....	Airport stream filters
ASI .....	Altimeter setting indicator
ASOS .....	Automated Surface Observing System
ASP .....	Arrival sequencing program
ASPM .....	Aviation System Performance Metrics
ASR .....	Airport surveillance radar
ASSC .....	Airport Surface Surveillance Capability
AT .....	Air Traffic
ATA .....	Air traffic assistant
ATC .....	Air traffic control
ATCAA .....	Air traffic control assigned airspace
ATCRBS .....	Air traffic control radar beacon system
ATCS .....	Air traffic control specialist
ATCSCC .....	David J. Hurley Air Traffic Control System Command Center
ATCT .....	Airport traffic control tower
ATIS .....	Automatic terminal information service
ATM .....	Air Traffic Manager
ATO .....	Air Traffic Organization
ATOP .....	Advanced Technologies and Oceanic Procedures
ATPB .....	Air Traffic Procedures Bulletin
ATREP .....	Air Traffic representative
ATTS .....	Automated Terminal Tracking Systems
AWC .....	Aviation Weather Center
AWIS .....	Automated weather information service
AWOS .....	Automated Weather Observing System
BAASS .....	Bigelow Aerospace Advanced Space Studies
CA .....	Conflict alert
CAP .....	Civil Air Patrol
CARF .....	Central Altitude Reservation Function
CARTS .....	Common ARTS
CAS .....	Civil Aviation Security
CCFP .....	Collaborative Convective Forecast Product
CCSD .....	Collaborative Constraint Situation Display
CD .....	Clearance delivery
CDM .....	Collaborative decision making
CDR .....	Coded Departure Route(s)
CDR .....	Continuous Data Recording
CERAP .....	Combined center/RAPCON
CFR .....	Code of Federal Regulations
CIC .....	Controller-in-charge
CIRNOT .....	Circuit Notice

Abbreviation	Meaning
COB .....	Close of business
CONUS .....	Continental/Contiguous/Conterminous United States
COO .....	Chief Operating Officer
COTC .....	Computer operator terminal console
CPDLC .....	Controller Pilot Data Link Communications
CTRD .....	Certified Tower Radar Display
CTA .....	Controlled times of arrival
CWA .....	Center weather advisory
CWSU .....	ARTCC Weather Service Unit
DAS .....	Delay assignment
DASI .....	Digital altimeter setting indicator
DCCWU .....	ATCSCC Weather Unit
DEDS .....	Data entry display system
DME .....	Distance measuring equipment
DOD .....	Department of Defense
DOE .....	Department of Energy
DOT .....	Department of Transportation
DP .....	Instrument Departure Procedure
DRT .....	Diversion Recovery Tool
DSP .....	Departure sequencing program
DTM .....	Digital terrain maps
DVA .....	Diverse vector area
DVRSN .....	Diversion
E-MSAW .....	En Route Minimum Safe Altitude Warning
EASL .....	Existing automation service level
EBUS .....	Enhanced Backup Surveillance System
EDCT .....	Expect departure clearance time
EDST .....	En Route Decision Support Tool
EI .....	Early Intent
ELT .....	Emergency locator transmitter
EOVM .....	Emergency obstruction video map
EOSH .....	Environmental and Occupational Safety and Health
EPIC .....	El Paso Intelligence Center
ERIDS .....	En Route Information Display System
ESL .....	Emergency service level
ESP .....	En Route sequencing program
FAA .....	Federal Aviation Administration
FCA .....	Flow Constrained Area
FDEP .....	Flight data entry and printout
FDIO .....	Flight data input/output
FEA .....	Flow Evaluation Area
FICO .....	Flight Inspection Central Operations
FOIA .....	Freedom of Information Act
FOUO .....	For Official Use Only
FP .....	Flight plan
FPL .....	Full performance level
FRD .....	Fixed Radial Distance



Abbreviation	Meaning
FSA . . . . .	Flight schedule analyzer
FSDO . . . . .	Flight Standards district office
FSL . . . . .	Full service level
FSM . . . . .	Flight Schedule Monitor
FSS . . . . .	Flight service station
GA . . . . .	General aviation
GC . . . . .	Ground control
GDP . . . . .	Ground delay program(s)
GENOT . . . . .	General notice
GI . . . . .	General information message
GS . . . . .	Ground stop(s)
HIRL . . . . .	High intensity runway lights
HRPM . . . . .	Human Resource Policy Manual
IAFDOF . . . . .	Inappropriate Altitude for Direction of Flight
ICAO . . . . .	International Civil Aviation Organization
ICR . . . . .	Integrated Collaborative Rerouting
ICSS . . . . .	Integrated communication center
IDS . . . . .	Information Display System
IFR . . . . .	Instrument flight rules
IFSS . . . . .	International flight service station
ILS . . . . .	Instrument landing system
INS . . . . .	Immigration and Naturalization Service
IR . . . . .	IFR MTR
ITWS . . . . .	Integrated Terminal Weather System
LAA . . . . .	Local airport advisory
LAAS . . . . .	Low altitude alert system
LADP . . . . .	Local Airport Deicing Plan
LAHSO . . . . .	Land and hold short operations
LAWRS . . . . .	Limited aviation weather reporting station
LC . . . . .	Local control
LLWAS . . . . .	Low level wind shear alert system
LLWAS NE . . . . .	Low Level Wind Shear Alert System Network Expansion
LLWAS-RS . . . . .	Low Level Wind Shear Alert System Relocation/Sustainment
LLWS . . . . .	Low Level Wind Shear
LOA . . . . .	Letter of agreement
LOGT . . . . .	Log/tally print time
MA . . . . .	Monitor alert
MALS/RAIL . . . . .	Medium approach light system and runway alignment indicator lights
MAPPS . . . . .	Management Association for Private Photogrammetric Surveyors
MCI . . . . .	Mode C intruder
MDM . . . . .	Main display monitor
MEA . . . . .	Minimum en route IFR altitude

Abbreviation	Meaning
MEARTS . . . . .	Micro En Route Automated Radar Tracking System
METAR . . . . .	Aviation Routine Weather Report
MIA . . . . .	Minimum IFR altitude
MIAWS . . . . .	Medium Intensity Airport Weather System
MIT . . . . .	Miles-in-trail
MOA . . . . .	Military operations area
MOCA . . . . .	Minimum obstruction clearance altitude
MOR . . . . .	Mandatory Occurrence Report
MOU . . . . .	Memorandum of understanding
MSL . . . . .	Mean sea level
MTI . . . . .	Moving target indicator
MTR . . . . .	Military training route
MVA . . . . .	Minimum vectoring altitude
NAA . . . . .	National aeronautical association
NADIN . . . . .	National airspace data interchange network
NAR . . . . .	National Automation Request
NAR . . . . .	North American Routes
NAS . . . . .	National Airspace System
NASA . . . . .	National Aeronautics and Space Administration
NASE . . . . .	National Airway Systems Engineering
NAVAID . . . . .	Navigational aid
NCIC . . . . .	National crime information center
NFDC . . . . .	National Flight Data Center
NFDD . . . . .	National Flight Data Digest
NHOP . . . . .	National hurricane operations plan
NM . . . . .	Nautical mile
NNCC . . . . .	National Network Control Center
NOAA . . . . .	National Oceanic and Atmospheric Administration
NOM . . . . .	National Operations Manager
NORAD . . . . .	North American Aerospace Defense Command
NOS . . . . .	National Ocean Service
NOTAM . . . . .	Notice to Airmen
NRP . . . . .	North American Route Program
NTML . . . . .	National Traffic Management Log
NTMO . . . . .	National Traffic Management Officer
NTSB . . . . .	National Transportation Safety Board
NWS . . . . .	National Weather Service
NWSOP . . . . .	National winter storm operations plan
OASIS . . . . .	Operational and Supportability Implementation System
OM . . . . .	Operations Manager
OPR . . . . .	Office of primary responsibility
OS . . . . .	Operations Supervisor
OSIC . . . . .	Operations Supervisor-in-Charge
P-ACP . . . . .	Prearranged coordination procedures

Abbreviation	Meaning
PAR .....	Precision approach radar
PB .....	Pilot briefing
PCS .....	Power Conditioning System
PDC .....	Pre-Departure Clearance
PIC .....	Pilot-in-command
PIREPS .....	Pilot reports
POC .....	Point of Contact
PVD .....	Planned view display
RA .....	Radar Associate
RAA .....	Remote Airport Advisory
RADLO .....	Regional air defense liaison officer
RAIL .....	Runway alignment indicator lights
RAIS .....	Remote Airport Information Service
RAPCON .....	Radar approach control facility (USAF)
RATCF .....	Radar Air Traffic Control Facility associated with the United States Navy
RCAG .....	Remote communications air ground facility
RCC .....	Rescue coordination center
RMT .....	Route Management Tool
ROC .....	Regional operations center
ROG .....	Route Options Generation
ROT .....	Runway occupancy time
RSU .....	Runway supervisory unit
RVR .....	Runway visual range
RVV .....	Runway visibility value
SAA .....	Special activity airspace
SAMS .....	Special Use Airspace Management System
SATCOM .....	Satellite Communication(s)
SAWS .....	Stand Alone Weather System
SDP .....	Surveillance Data Processing
SE .....	Systems engineer
SECM .....	Safety and Environmental Compliance Manager
SIA .....	Status information area
SID .....	Standard Instrument Departure
SIGMET .....	Significant meteorological information
SMGCS .....	Surface movement guidance and control system
SMIS .....	Safety Management Information System
SMO .....	System Management Office
SMR .....	Surface Movement Radar
SOP .....	Standard operating procedure
SP .....	Support Specialist(s)
SPECI .....	Nonroutine (Special) Aviation Weather Report
STARS .....	Standard terminal automation replacement system
STMC .....	Supervisor Traffic Management Coordinator

Abbreviation	Meaning
STMCIC .....	Supervisory Traffic Management Coordinator-in-Charge
STMP .....	Special traffic management program
SUA .....	Special use airspace
SVFR .....	Special visual flight rules
SWAP .....	Severe weather avoidance plan
T&A .....	Time and attendance
TAC .....	Terminal area chart
TACAN .....	Tactical air navigation aid
TCA .....	Tactical Customer Advocate
TCAS .....	Traffic alert collision and avoidance system
TCDD .....	Tower cab digital display
TCF .....	Traffic Flow Management Convective Forecast Produce
TDLS .....	Terminal Data Link System
TDW .....	Terminal display workstation
TDWR .....	Terminal Doppler weather radar
TEC .....	Tower en route control
TELCON .....	Telephone Conference
TEL-TWEB .....	Telephone-transcribed weather broadcast
TERPS .....	Terminal instrument procedures
TFMS .....	Traffic Flow Management System
TFR .....	Temporary flight restriction
TIBS .....	Terminal information broadcast system
TM .....	Traffic management
TMC .....	Traffic management coordinator
TMI .....	Traffic management initiatives
TMU .....	Traffic management unit
TRACAB .....	Terminal radar approach control in tower cab
TRACON .....	Terminal radar approach control
TRSA .....	Terminal Radar Service Area
TSD .....	Traffic situation display
TWEB .....	Transcribed weather broadcast
UFO .....	Unidentified flying object
UHF .....	Ultrahigh frequency
UPT .....	User Preferred Trajectory
USAF .....	United States Air Force
USN .....	United States Navy
UTC .....	Coordinated universal time
VAR .....	Volcanic activity report
VASI .....	Visual approach slope indicator
VCE .....	VSCS/Console Equipment
VEARS .....	VSCS Emergency Access Radio System
VFR .....	Visual flight rules
VHF .....	Very high frequency
VMC .....	Visual meteorological conditions
VOR .....	Omnidirectional VHF navigational aid
VORTAC .....	Collocated VOR and TACAN navigational aid

Abbreviation	Meaning
VR .....	VFR MTR
VSCS .....	Voice Switching and Control System
VTABS .....	Voice switching and control system training and backup system
WARP .....	Weather and Radar Processing
WC .....	Weather coordinator
WFO .....	Weather Forecast Office
WINGS .....	Weather Information and Navigational Graphics System
WMSCR .....	Weather Message Switching Center Replacement
WRA .....	Weather Reconnaissance Area
WSD .....	Web Situation Display
WSO .....	Weather Service Office
WSP .....	Weather System Processor



## 2-1-6. CHECKING ACCURACY OF PUBLISHED DATA

Air traffic managers and air traffic representatives (ATREPs) must ensure, upon receipt of official publications, that a review of data pertaining to their facilities and areas of concern is accomplished to ensure accuracy and completeness. When pertinent national procedures, aeronautical data (to include weather reporting locations), or 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 and briefings as required.

### NOTE-

1. 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/](https://www.faa.gov/air_traffic/flight_info/aeronav/procedures/)

2. Additional digital AeroNav Products are available via the following websites:

a. [https://www.faa.gov/air\\_traffic/flight\\_info/aeronav/procedures](https://www.faa.gov/air_traffic/flight_info/aeronav/procedures)

b. <http://aerchart.faa.gov>

3. Information on aeronautical data changes, including weather reporting locations, is available at the National Flight Data Center (NFDC) web portal of which a subscription should be requested. Check NFDC 56-Day NASR Subscription and Transmittal Letters at <https://nfdc.faa.gov>.

4. Notice to Airman information may be viewed on the Aeronautical Information System Replacement (AISR) or at <https://notams.aim.faa.gov/notamSearch>

5. A list of all weather stations in the US, Mexico, and Canada may be viewed at:

[http://www.aviationweather.gov/adds/dataserver\\_current/httpparam?dataSource=stations&requestType=retrieve&format=csv&stationString=~mx%20~ca%20~us](http://www.aviationweather.gov/adds/dataserver_current/httpparam?dataSource=stations&requestType=retrieve&format=csv&stationString=~mx%20~ca%20~us)  
(When prompted, save the file created by the link and open up as a word document).

### REFERENCE-

FAA Order JO 7210.3, Para 2-1-2, Facility Standard Operating Procedures Directive

FAA Order JO 7210.3, Para 2-1-3, Position/Sector Binders

FAA Order JO 7210.3, Para 2-2-11, Personnel Briefings Regarding Orders, Published Aeronautical Data and Flight Procedures

FAA Order JO 7210.3, Para 4-3-3, Developing LOA

FAA Order JO 7210.3, Para 4-3-6, Annual Review/Revisions

FAA Order JO 7930.2, Notices to Airmen

FAA Order JO 8260.19, Flight Procedures and Airspace

FAA Order JO 8260.3, United States Standard for Terminal Instrument

Procedures (TERPS)

FAA Order JO 8260.43, Flight Procedures Management Program

## 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, OS 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 FAA Order 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. FAA Order 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–**

*FAA Order 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 MANPADS alert level 2 (credible threat)/alert level 3 (reported attack) and post-event activity via ATIS and/or controller-to-pilot transmissions. These reports must continue until notified otherwise by the Domestic Events Network (DEN) Air Traffic Security Coordinator (ATSC).

#### **REFERENCE–**

*FAA Order JO 7110.65, Para 2–9–3, Content.*

*FAA Order JO 7110.65, Para 10–2–13, MANPADS Alert.*

*FAA Order JO 7610.4, Para 16–1–3, Responsibilities.*

**c.** Air traffic managers must ensure the Operations Manager/OS/controller-in-charge (CIC) notifies the DEN ATSC of any MANPADS threat or attack as soon as possible. In the event of an observed or reported MANPADS launch, the initial report to the DEN ATSC must include the following information:

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. SPECIAL AIR TRAFFIC RULES (SATR) AND SPECIAL FLIGHT RULES AREA (SFRA)**

The Code of Federal Regulations prescribes special air traffic rules for aircraft operating within the boundaries of certain designated airspace. These areas are listed in 14 CFR Part 93 and can be found throughout the NAS. Procedures, nature of operations, configuration, size, and density of traffic vary among the identified areas.

a. Special Flight Rules Areas are areas of airspace wherein the flight of aircraft is subject to special air traffic rules set forth in 14 CFR Part 93, unless otherwise authorized by air traffic control. Not all areas listed in 14 CFR Part 93 are Special Flight Rules Areas, but special air traffic rules apply to all areas designated as SFRA.

### **REFERENCE-**

14 CFR Part 93, *Special Air Traffic Rules*

P/CG, *SPECIAL AIR TRAFFIC RULES (SATR)*

P/CG, *SPECIAL FLIGHT RULES AREA (SFRA)*

b. Each person operating an aircraft to, from, or within airspace designated as a SATR area or SFRA must adhere to the special air traffic rules set forth in 14 CFR Part 93, as applicable, unless otherwise authorized or required by ATC.

## **2-1-19. ATC SECURITY SERVICES FOR THE WASHINGTON, DC, SPECIAL FLIGHT RULES AREA (DC SFRA)**

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 OS/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 FAA Order 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 FAA Order 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.

## **2-1-20. 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. FAA Order 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.

## **2-1-21. OBSTACLE IDENTIFICATION SURFACES, OBSTACLE FREE ZONES, RUNWAY SAFETY AREAS, APPROACH/DEPARTURE HOLD 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, Approach/Departure Hold Areas, 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/Departure Hold 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 Operations.

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/Departure Hold.*

## **2-1-22. FACILITY IDENTIFICATION**

a. Service Area Directors are the focal point to review/approve requests for waivers for facility identification changes in FAA Order JO 7110.65, Air Traffic Control, Para 2-4-19, Facility Identification,



## Section 2. Responsibilities

### 2-2-1. LEGAL LIABILITIES OF PERSONNEL

a. Guidelines for representing Federal employees named in tort claims are promulgated by the Department of Justice (28 CFR Part 50).

b. When warranted, disciplinary action must be taken without regard to possible adverse effects on the FAA position in subsequent lawsuits, enforcement proceedings, or similar actions.

c. In the case of an accident or incident resulting in a National Transportation Safety Board (NTSB) or a military investigation or hearing, it may be necessary to delay disciplinary action until the determination of the investigation or hearing. This is done only to ensure that all facts are known before final action is taken. The determination in such investigations must not be used as a basis for initiating disciplinary action.

### 2-2-2. JOB REQUIREMENTS

Each person must be familiar with the duties and responsibilities of his/her own position, those of his/her subordinates, if applicable, and to a limited extent, with those of his/her immediate supervisor. Each specialist, when designated, must supervise and assist in training other specialists as appropriate.

### 2-2-3. POSITION RESPONSIBILITY

a. Air traffic managers must ensure that only one certified air traffic controller is signed on and responsible for each open position, to include consolidated positions, at any given time. At the ATCSCC, the national traffic management officer (NTMO), national traffic management specialist-in-charge (NTMSIC), and national traffic management specialist (NTMS) work as a team in order to accomplish the traffic management goals of an entire operational area. Due to the management functionality involved in overseeing the NAS, more than one NTMO, NTMSIC, and/or NTMS can be signed on and responsible for an open and/or consolidated control position.

#### **NOTE—**

*When a developmental and an instructor are both signed*

*on at a position, the instructor is responsible for all activity at that position.*

b. Anytime an operational area is operated with one air traffic control specialist (ATCS), the following procedure must be followed: Prior to leaving the operational area, for any reason, the ATCS must advise all applicable facilities (tower, approach control, and/or center) that they are leaving the operational area and must advise the same facility/facilities upon return. Leaving the operational area should only be done during periods when the controller is not responsible for any aircraft.

### 2-2-4. DUTY FAMILIARIZATION AND THE TRANSFER OF POSITION RESPONSIBILITY

a. Air traffic managers must determine which sectors or positions require “duty familiarization” for each shift and must provide a facility directive which specifies all sources of operational information which must be read and/or discussed as a part of the familiarization. Familiarizations should be scheduled within an 8-hour shift to the extent possible.

b. All operational personnel, prior to working their first control position of their duty day, must view and listen to the recorded Center Weather Service Unit (CWSU) briefing, when available.

1. ATMs must designate, through a facility directive, the procedures to have CWSU recorded weather briefings available for viewing and listening by operational personnel.

2. Viewing this briefing does not eliminate the responsibility to get a complete position relief briefing (including weather) when assuming a control position.

c. Air traffic managers must determine which sectors or positions must maintain operational continuity through a transfer of position responsibility and must:

1. Review each sector or position and provide a tailored checklist which lists the equipment and the operational conditions which are likely to be a factor at that position. Checklists must be reviewed annually to ensure the sector/position checklist items are current.

(a) Items which should be included on the checklist, if relevant, are:

- (1) STATUS INFORMATION AREA/S.
- (2) EQUIPMENT: NAVAIDS, Radar(s), Radios, Automated Weather Observing Systems, etc.
- (3) AIRPORT CONDITIONS/STATUS.
- (4) AIRPORT ACTIVITIES; e.g., snow removal, vehicles on runway, etc.
- (5) ALTIMETER/TRENDS.
- (6) WEATHER/TRENDS.
- (7) FLOW CONTROL.
- (8) SPECIAL ACTIVITIES; e.g., restricted/warning areas in use, airshows, flight checks, new procedures, etc.
- (9) SPECIAL INSTRUCTIONS/RESTRICTIONS; e.g., due to adjacent position training, nonstandard staffing/configuration, etc.
- (10) STAFFING.
- (11) TRAINING IN PROGRESS.
- (12) VERBALLY STATE RUNWAY STATUS; unavailable, closed, occupied.
- (13) PERTINENT OPERATIONAL NOTAMs, UNLESS PREVIOUSLY COVERED.

**NOTE—**

*Air traffic managers at facilities equipped with automated NOTAM systems, such as the Aeronautical Information System Replacement (AISR), must designate those systems as the primary source of NOTAM information.*

- (14) Non-RVSM aircraft operations.
- (15) COMMUNICATION STATUS and TRAFFIC.

(b) The checklist for a specific position need not include those items which are incorporated into the Status Information Area/s used by that position.

(c) Status Information Area/s (SIA), when available, must be the first item listed on the position checklist.

(d) When traffic is included on the position checklist, it must be the last item listed. When relevant to the position, include the following sub-items under the traffic heading so that they will not be inadvertently overlooked:

- (1) Special Activity Aircraft; e.g., aircraft operating in a special use area/airspace, helicopters on prescribed routes, etc.
- (2) Point out aircraft.
- (3) Holding aircraft.
- (4) Primary targets with no associated alphanumerics.
- (5) Aircraft handed off but still in the airspace.
- (6) Aircraft released but not yet airborne.
- (7) Nonradar operations.
- (8) VFR advisory aircraft.
- (9) Aircraft standing by for service.
- (10) Coordination agreements with other positions.
- (11) Special problems, requests, or instructions.

(e) Air traffic managers may *increase* the number of items and/or the level of detail of the position relief checklists as they deem necessary.

2. To the extent possible, provide a SIA/s from which specialists may obtain the operational information relevant to the position being worked. The SIA/s may consist of a single or any combination of informational sources where status information can be recorded and displayed. These areas may include, but not be limited to, facility/area/position status boards, weather status boards, “hot item” binders, clip board information sheets, and designated areas for written notes.

3. Designate, through a facility directive, the position/s having responsibility for the accuracy of the various items contained on the SIA/s. The designated position/s should be the focal point for the type of status information for which they are responsible and, except for the accuracy of written notes located at the position, should not be a specialist having primary and direct responsibility for the provision of service or separation to aircraft.

d. To the maximum extent practicable the position relief briefing must be recorded.

e. Specialists manning the positions identified under subpara 2–2–4b, requiring the maintenance of operational continuity, must conduct a position relief briefing in accordance with FAA Order JO 7110.65,

Air Traffic Control, Appendix A, Standard Operating Practice (SOP) for the Transfer of Position Responsibility, or FAA Order JO 7110.10, Flight Services, Paragraph 1–3–3, Duty Familiarization and Transfer of Position Responsibility.

**f. Responsibilities:**

1. The specialist being relieved must be responsible for ensuring that any pertinent status information of which he/she is aware is relayed to the relieving specialist and is either:

(a) Accurately displayed on the SIA/s for which he/she has responsibility, or

(b) Relayed to the position having the responsibility for accurately displaying that status information.

2. The relieving specialist must be responsible for ensuring that any unresolved questions pertaining to the operation of the position are resolved prior to accepting responsibility for the position.

3. The relieving specialist and the specialist being relieved must share equal responsibility for the completeness and the accuracy of the position relief briefing.

**NOTE–**

*The sharing of this responsibility means that the specialist being relieved is obligated to provide a complete, accurate briefing, and the relieving specialist is obligated to ensure that a briefing takes place and is to his/her total satisfaction.*

4. The specialists engaged in a position relief must conduct the relief process at the position being relieved unless other procedures have been established and authorized by the facility air traffic manager.

## **2–2–5. OPERATING INITIALS**

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

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

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

## **2–2–6. SIGN IN/OUT AND ON/OFF PROCEDURES**

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

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

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

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

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

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

**NOTE–**

*Shift/Core hour changes must be in accordance with local and national policy. Earning Time Outside Shift*

(overtime, credit hours, etc.) must be approved by the OS/STMC/NTMO/CIC or OMIC prior to entering it into Cru-X/ART or working it.

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

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

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

- (a) T&A status,
- (b) Other Duties,
- (c) Time Outside Shift (TOS) requests/approvals, and
- (d) Leave requests/approvals.

**NOTE–**

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

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

5. In the event of electronic system failure, scheduled system outage, or facility evacuation, the paper FAA Form 7230–10, "Position Log," must be used to indicate position responsibility. When the ART system has been restored or the facility reoccupied, the facility must ensure that all data collected with the paper FAA Form 7230–10's is entered into ART. In instances where the data cannot be entered into ART, the paper FAA Form 7230–10's must be retained in accordance with document retention guidance.

b. The Cru-X/ART electronic logs must be used to indicate responsibility at all operational positions

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

## 2–2–7. CIRNOT HANDLING

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

a. WMSCR/NNCC must maintain a record of all CIRNOTs and forward a hard copy to the appropriate Service Area Director of Air Traffic Operations by the most expeditious means available.

b. FSS air traffic managers must provide CIRNOTs to the appropriate Service Area Director of Air Traffic Operations and/or other field facilities upon request.

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

**NOTE–**

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

## 2–2–8. GENOT HANDLING

A General Notice (GENOT) is issued by headquarters ATO organizations and must be transmitted to all Air Traffic Service Area offices, Flight Service Stations (FSS) and ARTCCs. Air Traffic Service Area offices and/or Flight Services Information Area Group offices must define distribution responsibility by field facilities based upon their ability to distribute GENOTs in a timely fashion, workload and areas of jurisdiction. Upon receipt, Air Traffic Facility Managers must:

a. Distribute GENOTs to other facilities as determined by their respective Air Traffic Service Area office or Flight Services Information Area Group office.

**NOTE–**

*1. Distribution may be via facsimile, telephone, electronic*

mail (e-mail), etc.

2. Facilities can improve the process of GENOT distribution by reporting the distribution/reception of multiple copies of the same GENOT to their respective Air Traffic Service Area office or Flight Services Information Area Group office.

b. Determine if the contents of the GENOT is applicable to their facility.

c. Use the content to determine the priority of distribution.

d. Ensure information required to achieve operational mission is briefed prior to an employee performing their duties.

**NOTE—**

Managers should update employee's Training and Proficiency Record in accordance with FAA Order JO 3120.4, Air Traffic Technical Training.

## **2-2-9. PERSONNEL BRIEFINGS REGARDING AIR TRAFFIC BULLETIN ITEMS**

a. The Air Traffic Procedures Directorate is the ATO authority on all matters pertaining to Air Traffic Procedures; hence, the development of an ATPB.

b. The ATPB is:

1. A tool that the Air Traffic Procedures Directorate utilizes to share additional Air Traffic Procedures information with field facilities.

2. Published on an *as needed basis*, to provide additional clarity or to communicate useful information concerning the proper application of air traffic standards, policies, and procedures.

3. Is effective for one year from its publication date. Air Traffic Procedures may extend a bulletin's expiration date to accommodate topics that are still current.

c. While this list is not all inclusive, the ATPB can be used to:

1. Respond to field facility questions or concerns that are typically generated with the establishment of new separation minima.

2. Address the misapplication of existing procedures as identified through a Safety Assurance Program (e.g., internal/external audit).

3. Address safety recommendations received from any safety related program or organization (e.g., Runway Safety, ATSAP, AJI, AOV, and NTSB).

4. Communicate the need for changing air traffic procedures based on a pressing safety need (risk mitigation).

5. Communicate the development of new air traffic procedures associated with the deployment of new technologies.

d. Facility Air Traffic Managers must:

1. Ensure that their facility is on the distribution list for the Air Traffic Procedures Bulletin. Any corrections, additions or deletions should be directed through the appropriate Service Center.

2. Ensure that ATPB items that are appropriate to a particular facility are verbally briefed with facility personnel.

(a) The Air Traffic Procedures Directorate will annotate the ATPB with the type of facilities that the subjects are applicable to.

(b) These briefings must take place within 45 days after receipt of the bulletin. Record briefings in accordance with FAA Order 3120.4, Appendix A.

3. Encourage submissions of suggested ATPB items that have an operational or procedural impact from facility personnel at regular crew and personnel briefings.

(a) Evaluate and forward those suggestions considered appropriate for Service Area office review.

(b) Service Center offices must evaluate and forward suggestions in *Microsoft Word* to the Air Traffic Procedures Directorate via the electronic mailbox at 9-AJV-8-HQ-Correspondence, those proposals considered significant and national in scope.

## **2-2-10. LAW ENFORCEMENT INFORMATION**

Law enforcement information; e.g., aircraft identification, flight schedules, flight operations, procedures, aircraft lookouts, etc., is of great value to drug traffickers and others attempting to circumvent the law. Although law enforcement information is normally unclassified, it is considered to be inherently sensitive, of a confidential nature, and is to

be handled on a “For Official Use Only” (FOUO) basis. Facility air traffic managers must ensure that such information is safeguarded from disclosure in accordance with FAA Order 1600.2, Safeguarding Controls and Procedures for Classified National Security Information and Sensitive Information, whether the information is physically marked with the FOUO term or not. “Safeguarded from disclosure” includes precaution against oral disclosure, prevention of visual access, and precaution against unauthorized release, gratuitously or in response to a specific request.

### 2-2-11. PERSONNEL BRIEFINGS REGARDING ORDERS, PUBLISHED AERONAUTICAL DATA, AND FLIGHT PROCEDURES

a. Air traffic managers must ensure that facility air traffic personnel are verbally briefed on changes to FAA Order JO 7110.65, Air Traffic Control, FAA Order JO 7210.3, Facility Operation and Administration, and FAA Order JO 7110.10, Flight Services, and other appropriate directives, that have operational/procedural significance.

b. Air traffic managers must ensure that facility air traffic personnel are briefed prior to implementation on changes identified in the review of published aeronautical data and flight procedures that have operational/procedural significance or will likely have an effect on their facility’s air traffic services. To the extent possible these briefings should be initiated within 30 days prior to the date of the change.

#### REFERENCE–

FAA Order JO 7210.3, Para 2-1-6, *Checking Accuracy of Published Data*

c. The Aeronautical Information System Replacement (AISR) is an authorized source for NOTAMs. To the extent available, Air Traffic Managers must permit review of AISR for NOTAMs impacting the facility’s area of jurisdiction, or an alternative authorized source; for example, the National Airspace System Aeronautical Information Management Enterprise System (FAA NAIMES) website at: <https://notams.aim.faa.gov/notamSearch>.

### 2-2-12. SYSTEMS MANAGEMENT OF VSCS EQUIPMENT

Air traffic facility managers must determine which VSCS console equipment (VCE) positions require

tailored checklists. The checklist must include as a minimum, the configuration map in use and the specific position eligibility/capability (classmark) adapted to maintain operational continuity.

### 2-2-13. REPORTING EQUIPMENT TROUBLE

Equipment trouble reports are normally delivered by air traffic personnel to Technical Operations Control Center personnel in person or by telephone. Locally developed procedures that are agreed to jointly by the air traffic and Technical Operations managers may be used for trouble reporting. In the absence of locally developed procedures, the following must apply: Trouble reports must specify the facility, sector and position affected and include a brief description of the problem. In addition:

a. For air/ground communications problems, the frequency or frequencies affected must be specified.

#### EXAMPLE–

*“Atlanta Sector 66R side 123.4 no transmit.”*

b. For air/ground communications problems, the calling and the called locations must be specified.

#### EXAMPLE–

*“Seattle Sector 46D side hot line to Salt Lake City is not working.”*

### 2-2-14. FACILITY DIRECTIVES REPOSITORY (FDR)

The Facility Directives Repository (FDR) provides a centralized, automated web-based library for FAA employees to access all Letters of Agreement (LOA), Standard Operating Procedures (SOP), and FAA Facility Orders (FO) for Air Traffic Facilities throughout the National Airspace System.

#### NOTE–

*Directive information for Flight Service Stations (LOAs, SOPs, FOs) will only be required for those located in Alaska.*

a. The Vice President’s responsibility includes:

1. The Vice President for En Route and Oceanic Services must develop processes within the service unit to ensure repository entry functions are discharged effectively.

2. The Vice President for Terminal Services must develop processes within the service unit to ensure repository entry functions are discharged effectively.

**3.** The Vice President for System Operations Services must administer user functions and develop processes within the service unit to ensure repository entry functions are discharged effectively.

**4.** The Vice President for Operations Planning Services must administer system functions, provide access to the internet mirror site, and oversee the site operation and maintenance.

**5.** The Vice President for Safety Services oversees compliance.

**b. Facility Managers must:**

**1.** Ensure that current LOAs, SOPs and FOs are posted to the repository site.

**2.** Ensure that new and revised LOAs, SOPs and FOs are posted to the repository site before the effective date of the document.

**3.** Establish an internal administrative process to ensure the posting, completeness, and accuracy of their facility's documents.

**4.** Ensure Classified, Contractor Propriety, and For Official Use Only information, is removed or excluded from posted documents.

**5.** Ensure that all outdated and cancelled documents are removed from the FDR database.

**c. District Managers must:**

**1.** Assist in the posting of documents, required in b1 and 2 above, for facilities that do not have FAA intranet access or automation capability.

**2.** Establish an administrative process to ensure facility compliance.

**3.** Ensure Classified, Contractor Propriety, and For Official Use Only information, is removed or excluded from posted documents.

**d.** Safety/Quality Assurance Offices must ensure facility compliance with posting LOAs, SOPs and

FOs in the repository site in facility evaluation checklists.

**e.** The repository database is an intranet site within the FAA automation network firewall at <https://loa-faa.gov>.

**1.** Personnel with access to the FAA intranet may view documents without the need for a log-in or user account.

**2.** Personnel external to the firewall may view documents on a mirrored internet site with authorization by an FAA sponsor. Access to the mirror site requires a User ID and password that are valid for the period necessary to execute the sponsored activity. Contact information and instructions are available on the internet site.

**3.** Personnel responsible for maintaining the facility's documents must register with the site to establish a user account.

**4.** A facility may have up to three user accounts. User information is located in the user manual on the site's homepage.

**5.** Facility/District managers are the approving authority for user account privileges for their facilities.

**(a)** Users must complete an electronic registration page on the site to request access.

**(b)** The Facility/District manager will be notified via an email message when a user makes a request for account privileges. Approval must be made via the automated privilege link.

**(c)** Users will be notified of their approval by e-mail.

**(d)** Direct problems or questions to the facility point of contact identified on the facility homepage in the repository.





## Section 3. Air Traffic Familiarization/Currency Requirements for En Route/Terminal/System Operations Facilities

### 2-3-1. GENERAL

**a.** It is the responsibility of the employees identified in Paragraph 2-3-2, Application, to work in conjunction with their supervisors to ensure they adhere to the requirements of this section.

**b.** Facility managers must develop procedures for tracking and reporting currency for those employees identified in subparagraph 2-3-2b.

### 2-3-2. APPLICATION

**a.** Air traffic managers, assistant managers, executive officers, staff managers, operations managers, support managers, traffic management officers and support specialists, who as a condition of employment are not required to maintain currency, must maintain familiarity with control room operations to perform their required duties in an efficient manner.

**b.** Air traffic control specialists (ATCS), traffic management coordinators (TMC), national traffic management specialists (NTMS), developmental specialists (ATCS/TMC/NTMS), first-level supervisors (including facility managers who also serve as first-level supervisors), operations supervisors (OS), supervisory traffic management coordinators (STMC), national traffic manager officers (NTMO), and air traffic assistants (ATA) are required to meet currency requirements in order to perform their duties.

### 2-3-3. REQUIREMENTS

**a. Familiarization.** The methods used for personnel identified in Paragraph 2-3-2a, Application, to maintain familiarization must be specified in a local facility directive.

**b. Currency.** Personnel must rotate through all positions on which they maintain currency each calendar month. Additionally, they must meet the following requirements:

**1.** Number of positions required to maintain currency.

**(a)** ATCSs, TMCs, NTMSs, developmental specialists (ATCS/TMC/NTMS) and ATAs must maintain currency on all operational/control positions on which certified.

**(b)** First-level supervisors (OS, STMC, NTMO) and support specialists (who maintain currency) must maintain currency on a minimum of two operational/control positions.

**(c)** TMCs/STMCs required to maintain currency on operational positions within the traffic management unit (TMU), and control positions outside the TMU (dual currency), must maintain currency on a minimum of two operational/control positions outside the TMU.

#### **NOTE-**

*Operational/control positions are: Local and/or Ground (Tower), Satellite Radar, Departure Radar, Arrival Radar and/or Final Radar (TRACON), Radar Position, Radar Associate Position and/or Non Radar (En Route).*

**2.** The following minimum time must be met each calendar month: a minimum of one hour per position is required; time working combined positions satisfies the requirement for each of the combined positions. Time working the assistant controller, flight data, and clearance delivery position is counted for flight service stations (FSS) and air traffic assistants only.

#### **NOTE-**

*Hand-off, Tracker, CAB/TRACON/NTMS Coordinator, Final Monitor, OS/OSIC, and managerial (in-charge) positions do not have a currency requirement and time spent working those positions is not counted.*

**(a)** ATCSs, Developmental (Dev) ATCSs, and ATAs.

**(1) TERMINAL.** Radar/tower operational/control positions: A minimum of eight hours tower and eight hours radar. If certified in only one area of operation (tower or radar), a minimum of 16 hours is required.

**(2) EN ROUTE, FSS, and ATAs.** A minimum of 16 hours on operational/control positions is required.

**(b)** TMCs, NTMSs, and developmental TMCs/NTMS are required to maintain operational/

control position currency as follows: a minimum of 16 hours on operational/control positions.

(c) Support specialists who maintain currency.

(1) **TERMINAL.** Radar/tower operational/control positions: a minimum of four hours tower and four hours radar. If certified in only one area of operation (tower or radar), a minimum of eight hours is required.

(2) **EN ROUTE/ATCSCC.** A minimum of eight hours on operational/control positions is required.

(d) OSs (including facility managers who also serve as first-level supervisors).

(1) **TERMINAL.** Radar/tower operational/control positions (excluding the OS/OSIC position): a minimum of four hours tower and four hours radar. If certified in only one area of operation (tower or radar), a minimum of eight hours is required.

(2) **EN ROUTE, FSS.** A minimum of eight hours on operational/control positions (excluding managerial (in-charge) positions) is required.

(e) **STMCs/NTMOs** are required to maintain operational/control position currency as follows: a minimum of eight hours on operational/control positions excluding managerial (in-charge) positions.

(f) **Dual Currency.** TMCs/STMCs at all Air Route Traffic Control Centers (ARTCC) and at New York TRACON (N90), Potomac TRACON (PCT), Northern California TRACON (NCT), and Southern California TRACON (SCT) are required to maintain currency only within the TMU. All other TMCs/STMCs are required to maintain dual currency.

(1) **TERMINAL.** Radar/tower operational/control positions: a minimum of four hours tower and four hours radar. If certified in only one area of operation (tower or radar), a minimum of 8 hours is required.

(2) **EN ROUTE.** A minimum of eight hours on operational/control positions is required.

(3) **TMC/STMC optional.** Staffing and workload permitting, TMCs/STMCs not required to maintain dual currency may elect to maintain dual currency. Dual currency is not subject to the provisions of Paragraph 2-3-4; Differential.

(g) **Airport Surveillance Radar (ASR)** approaches (where published): three each calendar quarter, one of which must be a no-gyro. Radar simulation may be used to satisfy these requirements.

3. Time spent performing on-the-job-training (OJT) instruction as an OJT instructor is not counted toward operational/control position currency.

4. Time spent receiving OJT on combined positions, where the employee is certified on some of the combined positions, is not counted toward operational/control position currency.

5. Time spent performing certification skills checks, operational skills assessments, skills checks, over-the-shoulders, etc., is not counted toward operational/control position currency.

**NOTE–**

*Initial operational/control position certification completed in a month meets the requirements for that position for that month. Individuals recertified in a month must meet currency requirements for that month regardless of the day of recertification.*

**TBL 2-3-1**  
**Currency Requirements**

<b>Position</b>	<b>Operational/ Control Position Currency</b>	<b>Total Minimum Currency Requirements</b>
ATCS/Developmental ATCSTMC/ Developmental TMC FSS Specialist/Dev FSS Spec NTMS/Dev NTMS/ATA	Min 16 hours/month Min 1 hr per position	16 hours
Support Specialist (if maintaining currency)	Min 8 hours/month Min 1 hr per position Min 2 positions	8 hours
OS STMC/NTMO FSS OS	Min 8 hours/month Min 1 hr per position Min 2 positions	8 hours
TMC - Dual Currency	Within TMU: Min 16 hours/month Min 1 hr per position  Outside TMU: Min 8 hours/month Min 1 hr per position Min 2 positions	24 hours
STMC – Dual Currency	Within TMU: Min 8 hours/month Min 1 hr per position Min 2 positions  Outside TMU: Min 8 hours/month Min 1 hr per position Min 2 positions	16 hours

## **2-3-4. DIFFERENTIAL**

To qualify for currency differential as outlined in the Air Traffic Control Revitalization Act, personnel must be certified and maintain currency on at least two positions excluding clearance delivery and flight data positions.

## **2-3-5. TRACKING**

**a.** Operational/control position currency time must be documented in accordance with processes described in Paragraph 2-2-6, Sign In/Out and On/Off Procedures, and tracked.

**b.** Air traffic managers must document, in a facility directive, a quality control process to ensure that personnel who do not meet currency requirements in a calendar month do not work an operational/control position prior to recertification in accordance with FAA Order JO 3120.4, Air Traffic Technical Training.



## Section 6. Watch Supervision–Terminal/En Route

### 2–6–1. WATCH SUPERVISION

**a.** Watch supervision requires maintaining situational awareness (defined below) of traffic activity and operational conditions in order to provide timely assistance to specialists and that ensure available resources are deployed for optimal efficiency. Watch supervision may be performed by a manager, supervisor, or controller-in-charge (CIC). The objectives and tasks of watch supervision must be specified in a facility directive, which is focused on operational requirements. The directive must specify, as a minimum, the required tasks for maintaining a safe and efficient operation. These tasks must include, but are not limited to:

1. The requirement to provide guidance and goals for the shift.
2. Monitoring/managing traffic volume/flow.
3. Position assignments.
4. Position relief.
5. Training assignments.
6. Processing leave requests (e.g., leave approval).
7. Configuring/monitoring/reporting equipment status.
8. Data collection and reporting.
9. Monitoring presidential aircraft and reporting security requirements.
10. Situational awareness is defined as a continuous extraction of environmental information, integration of this information with previous knowledge to form a coherent mental picture, and the use of that picture in directing further perception and anticipating future events. Simply put, situational awareness means knowing what is going on around you.

**11.** Management of the operational environment with a goal toward eliminating distractions of:

**(a)** Non-operationally-related activities or tasks that are distracting, such as controller schedule or leave bidding.

**(b)** Non-operationally needed items and equipment.

**(c)** When activities or tasks that are not time critical or operationally necessary become distracting to the operation, watch supervision must take steps to defer or relocate these activities or tasks.

**12.** Administrative duties must not be accomplished to the detriment of any operational duty.

**NOTE–**

*Individuals medically disqualified or taking medically disqualifying substances must not be assigned watch supervision duties, in accordance with Para 2–8–6, Restricted Drugs.*

**b.** In the role of watch supervision, a CIC must perform these duties in accordance with management direction, with the following exceptions:

1. Evaluating and counseling employees on their performance.
2. Recommending selections, promotions, awards, disciplinary actions, and separations.
3. Site Coordinator for drug or alcohol testing.

**NOTE–**

*On-the-spot corrections are not considered an evaluation of performance and are required as part of CIC duties.*

### 2–6–2. WATCH SUPERVISION ASSIGNMENTS

**a.** Efficient air traffic services require watch supervision regardless of the number of people assigned. Facilities must establish local procedures for watch supervision assignments.

**b.** Where authorized, when two or more operations managers are assigned to the shift, one must be designated as the Operations Manager in Charge (OMIC). The OMIC is responsible for the day-to-day, shift by shift, management of the control room operation.

**c.** When two or more supervisory traffic management coordinators (STMC) are on duty, one must be assigned as supervisory traffic management coordinator-in-charge (STMCIC).

**d.** When two or more operations supervisory personnel are on duty in an operational area (for

example, radar room, tower, ARTCC area, etc.), one must be assigned as in charge.

**NOTE–**

*These “in charge” personnel may be called OSIC, operations supervisor-in-charge (OS/CIC), or other names designated by the facility manager.*

e. When two or more specialists are on duty and no supervisory personnel are available, one specialist who is fully qualified and rated in the assigned operational area must be designated as CIC to perform the watch supervision duties.

**NOTE–**

*In combined radar/tower facilities, when there’s a tower CIC and TRACON CIC, one must be designated as the overall controller-in-charge (OCIC).*

f. At facilities where a specialist stands a watch alone, the responsibility for watch supervision becomes part of his/her duties.

g. Personnel performing watch supervision duties may be required to perform operational duties in addition to watch supervision duties. The performance of operational duties should be done on a limited basis such as during periods of low activity.

h. An individual is considered available for watch supervision when he/she is physically present in the operational area and is able to perform the primary duties of the function. If the supervisor/CIC leaves the operational area or is engaged in an activity which will interfere with or preclude the performance of watch supervision duties, then another qualified individual must be designated to supervise the watch.

i. EN ROUTE. Operations Supervisors (OS) may only be assigned watch supervision for one area of specialization. The Service Area Director of Air Traffic Operations may approve an air traffic facility manager (ATM) to assign an OS watch supervision to one additional area outside their home area of specialization. The approval must be renewed annually.

1. The ATM must document training requirements in their local orders.

2. The OS must comply with the required tasks in Paragraph 2–6–1a, Watch Supervision.

3. The OS may provide watch supervision in their two approved areas simultaneously provided the following conditions are met:

(a) The supervisor must have direct line of sight to both areas.

(b) May only be assigned during mid-shift configurations and/or during facility defined times included in the approval.

**NOTE–**

*This does not apply when the OS is assigned the Operations Manager in Charge (OMIC) position during midnight operations.*

### 2–6–3. CONTROLLER-IN-CHARGE (CIC) DESIGNATION

a. Prior to being designated as a CIC, specialists must meet the following prerequisites:

1. Have been certified for 6 months in the area/facility CIC duties to be performed. (The Director of En Route and Oceanic Operations Area Office or Terminal Operations Service Area Office may issue a facility waiver for the 6 month requirement where a more immediate assignment is needed. Waivers to facilities will be for 1 year, with renewals based on the result of a yearly evaluation by the area office director.)

2. Be operationally current.

3. Be selected by the air traffic manager or his/her designee.

4. Successfully complete CIC training.

b. Specialists who have been designated as a CIC and subsequently transfer to another facility are not required to fulfill the requirement of subpara 2–6–3a1 at the new facility; however, they must meet all other prerequisites.

c. In facilities that use CICs to provide midwatch coverage, specialists that provide such coverage must be designated as a CIC only for the purpose of providing midwatch coverage upon facility/area certification and completion of the local CIC training course. Air traffic managers must ensure the local CIC training course is completed within 30 days of facility/area certification/rating.

## Section 9. Weather/Visibility

### 2-9-1. BACKUP/AUGMENTATION OF WEATHER OBSERVATIONS

a. Facilities where air traffic personnel provide backup/augmentation of automated weather observations, or take manual observations, must use FAAO 7900.5, Surface Weather Observing–METAR, as the basic source of guidance for completion of observations.

b. In an automated weather environment, elements of automated weather observations may be used for operational purposes (i.e., wind and altimeter).

c. Specialists responsible for providing backup/augmentation of automated weather observations, or manual observations, must be certified by the FAA.

#### REFERENCE–

FAA Order JO 7900.5, Appendix J, Aviation Weather Observer Certification Process.

### 2-9-2. RECEIPT AND DISSEMINATION OF WEATHER OBSERVATIONS

a. Facility air traffic managers must establish a means by which the receipt of weather observations are immediately known to facility personnel responsible for dissemination to other facility functions and that these functions are made aware of changes as they are posted. In addition, facility managers must establish procedures through the facility SOP that will ensure all positions of operation receive and acknowledge any change in reportable visibility value when the tower has the responsibility for visibility reporting. This may be accomplished by means of an alerting device, location of weather receiving equipment at positions so that any change of data is recognized, or any other means which may be best suited to the facility work environment.

b. To the extent possible, facility air traffic managers must establish procedures to acknowledge receipt of weather observations. Where possible, establish an agreement with the appropriate weather source to share the responsibility for ensuring the receipt of the observation. Automated Surface Observing System(s) (ASOS), Automated Weather Observing System(s) (AWOS), and Automatic

Weather Information System (AWIS) locations are not required to acknowledge receipt of observations.

c. The addition or deletion of a weather reporting location must be coordinated through the appropriate Service Area office, for forwarding to System Safety and Procedures. System Safety and Procedures must initiate the required actions for additions and/or deletions to the national data base. When adding new weather reporting locations, include a statement that:

1. An aviation requirement exists.
2. The observers are/have been certified by the FAA.
3. No other observation exists in the surface area, if applicable.
4. Identifies the hours that the data will be available if less than 24 hours, i.e., 0800Z–2300Z.
5. Identify what facility will be responsible for observation entry into the system.

d. AWOS towers with LAWRS certified controllers should disable the AWOS long-line communications capability during facility operating hours and use the AWOS data when representative of airport conditions to generate a manual METAR/SPECI observation. If AWOS is able to provide METAR/SPECI observations (for example, FAA AWOS–C) and allows augmentation and backup entries, the AWOS may be used the same as ASOS.

#### NOTE–

Ensure AWOS long-line communication is enabled when the facility closes.

### 2-9-3. LIMITED AVIATION WEATHER REPORTING STATION (LAWRS) HOURS OF OPERATION

a. Facility air traffic managers must submit to System Operations Airspace and Aeronautical Information Management office the hours of operation with the date that the facility commences participation in the LAWRS program and any changes thereafter in the hours of participation.

b. All part-time terminal facilities must include sign ON/OFF procedures for the automated weather observation system in the facility opening/closing procedures.

**NOTE—**

*This includes LAWRS and tower visibility facilities.*

c. All LAWRS facilities must ensure the automated weather observation system equipment is added to the facility watch checklist.

## 2-9-4. NONAVIATION WEATHER SERVICE

Facilities must not enter into agreements with any person or office, including fixed-base operators, to provide weather data for property protection purposes. The FAA must not be responsible for providing weather information unless it is directly related to the actual or intended operation of aircraft. Personnel must not encourage nor solicit non-aviation weather activity. Refer requests for this type of weather information to the nearest WSO.

## 2-9-5. NATIONAL WEATHER RECORDS CENTER

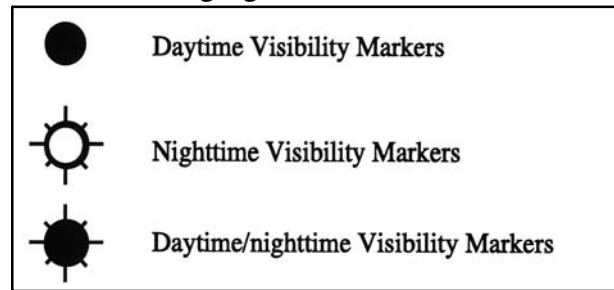
Refer requests for surface weather observations from non-aviation sources; e.g., requests from insurance companies for weather data relative to storm damage, to the National Weather Records Center, Environmental Data Service, Federal Building, Asheville, N.C., 28801.

## 2-9-6. VISIBILITY CHARTS

a. Where facilities provide backup/augmentation of automated weather observations, or manual observations, the facility air traffic manager will select a designee that will prepare and maintain visibility charts in accordance with the following:

1. Prepare a chart(s) or list(s) for daytime and nighttime visibility markers. At local discretion, visibility markers may be depicted on separate daytime and nighttime charts or on a daytime/nighttime combination chart. Panoramic photographs marked with distances and cardinal compass points may also be used.

2. Daytime/Nighttime combination charts must use the following legend for each marker:



3. Each marker used must be identified and its distance from the observation point noted. Include the height of the marker if it is for estimating heights of clouds and obscuring phenomena.

4. Mapping programs, aircraft/vehicles, GPS and/or surveying equipment are all valid methods to develop visibility charts.

b. The air traffic manager must conduct an annual review and approve the visibility charts, lists, or photos to ensure their accuracy.

## 2-9-7. SITING CRITERIA FOR VISUAL WEATHER OBSERVATIONS

To give a proper indication of weather conditions in the areas of aircraft approaches, landings, and takeoffs, the site from which visual weather observations are made should ideally be the Airport Reference Point (ARP). If this is not practical, the site must be as close to the ARP as practical. Except in unusual circumstances, it should be no more than 2 miles from that point. The site must also have an essentially unobstructed view of:

a. The most frequently used instrument runway and its final approach area; and

b. At least half of each quadrant of the natural horizon.

## 2-9-8. RUNWAY VISUAL VALUE (RVV) AND RUNWAY VISUAL RANGE (RVR) EQUIPMENT

a. FAA is responsible for checking and determining the operational status of RVV/RVR systems. Air traffic personnel must report all actual or suspect RVV/RVR malfunctions to Technical Operations Control Center personnel who are responsible for:

1. All checks and adjustments to the RVV/RVR systems.



**2.** Determining the operational usability of all portions of the systems in accordance with applicable performance criteria in FAA Order JO 6560.8, Maintenance of Runway Visual Range (RVR) Equipment, or other appropriate RVR equipment instruction books.

**3.** Reporting immediately to authorized visibility observing personnel obvious error between information derived from the system and actual observed visibility conditions at the transmissometer site.

**NOTE—**

*Technical Operations personnel are not visibility observers. However, obvious errors or differences which are easily apparent to them will be reported to the visibility observer and the instrument-derived information should not be used.*

**b.** Air traffic personnel must also:

**1.** Verify accuracy with other displays in the facility when any meter and/or readout malfunction is suspected. Upon determining that at least one display is operating properly, accomplish internal coordination to disseminate the current correct reading to all operating positions needing the information.

**2.** Notify the local weather observing facility immediately when malfunctioning of all airport traffic control tower (ATCT) and terminal radar approach control (TRACON) displays for the runway of concern is indicated or suspected. Upon verification of malfunction, request the weather observing facility to furnish RVV or RVR values for that runway. During such conditions, weather observing personnel will relay RVV or RVR information to tower personnel as long as equipment at the weather observing facility is known to be operating correctly and, in the case of RVR, when the

high intensity runway lights (HIRL) are on setting 3 or higher. RVR values provided during the malfunction will be based on a setting of 5 unless the control tower has specifically requested data for a lower light setting. The weather observing facility will provide the RVR or RVV at the time of notification that the traffic control facility readouts are inoperative. It will also provide notification as soon as possible when the values decrease to become equal to or less than, or increase to equal or exceed:

**(a)** RVV  $\frac{1}{2}$  mile or RVR 2,400 feet.

**(b)** The lowest authorized landing minimum for the runway of concern.

## **2-9-9. SPECIFIC AREA MESSAGE ENCODING (SAME) WEATHER RADIOS**

### **TERMINAL**

SAME Radios must only be used to provide weather information for occupants of Terminal facilities. This equipment is not certified for the purpose of providing weather or any other aviation-related information and therefore must not be used for any aviation-related purpose.

**a.** SAME Radios must not be used in lieu of pre-existing emergency evacuation procedures or FAA certified sources of aviation related weather data.

**b.** SAME Radios must only be programmed for the specific county/territory of the facility.

**c.** The following must be affixed to the SAME Weather Radio so as to be visible: "This equipment is not certified for the purpose of providing weather or any other aviation-related information and therefore must not be used for any aviation-related purpose."



# Chapter 3. Facility Equipment

## Section 1. General

### 3-1-1. BASIC EQUIPMENT

a. The basic operating equipment for ARTCCs consists of flight progress boards, radar displays, communications, and automation equipment. At facilities utilizing ATOP, additional equipment consists of Air Traffic Situation Displays and Auxiliary Displays. This equipment is arranged in individual units called sectors and laid out in accordance with master plans maintained in the En Route and Oceanic Service Area offices. Air traffic managers may recommend changes to these plans.

b. The basic operating equipment for terminals consists of a control desk, frequency control panel, weather instruments, recorders and, as required, “data communication,” radar, and automation equipment arranged in many different configurations according to the type of facility and generally conforming to master plans maintained in Terminal Service Area offices. Air traffic managers may recommend changes to these plans.

1. At terminal facilities where certified information display system (IDS) equipment is installed, the IDS must be the display source for the time, DASI, RVR, wind (including wind shear ribbon display terminals), and weather data from ASOS, AWOS, SAWS, etc.

*TBL 3-1-1*

**Certified and Uncertified Systems**

Uncertified	Certified
Systems Atlanta Information Display System 4 (IDS-4)	ACE-IDS
	NAS IDS (NIDS)

2. If all control positions are using a certified IDS, no more than one legacy display for each type (DASI, RVR, etc.) may remain in the tower and/or TRACON for back-up purposes.

3. Facilities that use uncertified IDS must ensure the information is cross-checked with the

actual source for accuracy in accordance with the facility’s daily watch checklist (for example, ASOS, RVR, LLWAS, etc.).

**NOTE–**

*For facilities using certified systems, these comparisons are performed by technical operations personnel.*

4. Air traffic facilities that use electronic IDS must ensure that all displayed information is current. Facilities must ensure that any information with a scheduled expiration is removed from the controller display at the time of expiration. If the system is capable of automatically removing expired information, it must be configured to do so.

**NOTE–**

*This includes Notice to Airmen (NOTAM) information which may be viewed on the Aeronautical Information System Replacement (AISR) or at: <https://notams.aim.faa.gov/notamSearch>.*

c. The basic operating equipment for FSSs consist of radio and landline communications equipment, flight progress boards, pilot briefing equipment, recorders, “data communication” equipment, displays of aeronautical and meteorological information, direction-finding equipment, aircraft orientation plotting boards, “orientation, direction-finding equipment and aircraft orientation” arranged according to master plans maintained in Flight Service Area offices. Air traffic managers may recommend changes to these plans.

### 3-1-2. PERIODIC MAINTENANCE

a. Requests from Technical Operations personnel for approval to shut down air traffic system components for periodic maintenance are forwarded to the air traffic facility having approval authority.

b. If conditions prevent approval of the shutdown at the time requested, the OMIC/OSIC should cooperate fully and work with Technical Operations personnel in arranging an alternative time. Ordinarily, shutdowns of air traffic system components should be planned to occur during the hours of least traffic activity regardless of the time of day.

**NOTE–**

*The OMIC/OSIC should coordinate with System Operations Traffic Management in determining alternate times.*

c. When a NAVAID shutdown will affect another facility's operation, the facility having approval authority must coordinate with other facilities concerned.

### **3-1-3. NATIONAL AIRSPACE SYSTEM (NAS) CHANGES**

When programs are initiated which will result in inauguration, commissioning, alteration, or decommissioning of NAS components (NAVAIDs, facilities, services, etc.), supervisors must ensure, to the extent practicable, that effective dates coincide with the U.S. 56-day cycle effective dates for charting publications.

### **3-1-4. TRAFFIC LIGHTS, GATES, AND SIGNALS**

Air traffic personnel must not operate traffic lights, gates, signals, or similar devices for restricting or preventing transit of persons or vehicles between airport movement areas and other on/off airport areas, or to control vehicular traffic on streets, highways, rail, or other similar areas when traffic thereon may be incompatible with aircraft operations. The control of such traffic is the responsibility of airport management or other appropriate authorities.

### **3-1-5. CLEANING INSTRUMENT COVERS**

Air traffic managers must ensure that personnel use a moist cloth when cleaning glass or plastic instrument covers to preclude the creation of static charges.

**NOTE–**

*FSS OASIS facilities should exercise caution in the handling of flat panel monitors. Do not touch the screen with any object, including hands. Damage to the screen will occur. Detailed instructions for the care of the monitors can be found in the WINGS Systems Users Guide.*

## **3-1-6. ENGINE GENERATOR TRANSFER PROCEDURES FOR ANTICIPATED POWER FAILURE**

a. STMCIC or OSIC at terminal facilities and ARTCCs must inform the systems engineer (SE) or other appropriate Technical Operations supervisor of any severe storm activity approaching the facility. The STMCIC or OSIC must advise the OMIC.

b. At facilities without an operational power conditioning system (PCS), the STMCIC or OSIC must coordinate with the SE or other appropriate Technical Operations supervisor to determine a mutually acceptable time to change to/from generator power.

**NOTE–**

1. *Air traffic and Technical Operations personnel are required to monitor weather reports and radar to determine when severe storm activity is approaching a facility. At least 30 minutes prior to the estimated arrival of a severe storm in the area of a facility, maintenance personnel will start engine generators at facilities as indicated in appropriate agency directives. (These include the Facilities Master File; FAAO JO 6030.31, National Airspace System Failure Response; local contingency/emergency plans, or any other directives pertaining to restoration of services.) This 30-minute start-up requirement does not apply at facilities where at least one of the following conditions exists:*

a. *The facility has an operational PCS.*

b. *Maintenance personnel are not on duty at the time action is required.*

c. *Air traffic has remote control of the engine generators.*

2. *After coordinating with air traffic, Technical Operations must (depending on the type of auxiliary power system) either place the facility on generator power or place the generator on the loadbank until the storm activity has left the area. (The change back to commercial power will be made at the coordinated time.)*

3. *It is important to note that at facilities with an operational PCS, no action other than the initial storm notification is required since the transfer to generator power occurs automatically with no power interruption when commercial power fails.*

**REFERENCE–**

*FAAO JO 6030.31, National Airspace System Failure Response*

## Section 3. Communications Procedures

### 3-3-1. SERVICE “F” COMMUNICATIONS

Facility air traffic managers must establish procedures to provide interim communications in the event that local or long-line standard Service “F” fail. These must include the use of telephone conference circuits and the use of airline or other facilities.

### 3-3-2. TELEPHONE COMMUNICATIONS

a. Answer public access telephones by stating the facility’s name and type. The employee may state his/her name at his/her discretion. If, for any reason, a caller specifically requests identification, the employee should provide his/her assigned operating initials in lieu of the actual name. Contract facilities must answer public access lines by stating the name of the service provider and type.

#### **EXAMPLE–**

*ARTCC: (The facility’s name) Center; for example, “Washington Center.”*

*FSS: (The facility’s name) Flight Service; for example, “Juneau Flight Service” or “(Service Provider Name) Flight Service.”*

*ATCT: (The facility’s name) Tower; for example, “Atlanta Tower.”*

*Approach Control: (The facility’s name) Approach Control; for example, “Dulles Approach Control.”*

b. Answer local airport, private exchange (PX), or interdepartmental system type telephones as outlined above, except omit the location name; e.g., Center, Tower, Flight Service, etc.

c. Where the public access telephone is recorded, a beeper tone is not required. In place of the “beep” tone, the FCC has substituted a mandatory requirement that persons to be recorded must be given notice that they are to be recorded and give consent. This notice is given to the public through an entry in the Aeronautical Information Manual (AIM). Consent to the record is assumed by the individual when placing the call to an operational facility.

d. When equipment capabilities exist, every effort should be made to conduct conversations regarding ATC services, aircraft accidents, incidents, and contingency operations on a recorded line.

e. Recorded telephone lines must be identified in the facility SOP.

### 3-3-3. MONITORING FREQUENCIES

a. Frequencies allocated to a facility must be continuously monitored except:

1. ARTCCs need not monitor 121.5 and 243.0 MHz if other ATC facilities monitor those frequencies in a given area.

2. FSSs equipped with ICSS equipment may reconfigure the ICSS to allow the temporary selection, muting, or rerouting of 121.5 and 243.0 MHz during the period of an interfering signal; e.g., continuous emergency locator transmitter (ELT), stuck mike, etc.

b. Facilities must establish procedures to ensure that frequencies used on a shared basis; e.g., single frequency approach operations, are continuously monitored by one of the positions of operation.

### 3-3-4. EMERGENCY FREQUENCIES 121.5 AND 243.0 MHz

a. Air traffic facilities must have transmit and receive capability on emergency frequencies 121.5 and 243.0 MHz as necessary to meet emergency frequency network requirements.

b. At locations having more than one type of facility, such as a FSS and a tower, or a FSS, a tower, and an ARTCC, a common transmitter and receiver may be shared where practicable. Where this is done, the transmitter must be equipped with a lockout device to avoid inadvertent interference between facilities.

c. When facilities are in proximity and no derogation of services will result, transmit/receive capability should not be provided for each facility. The following requirements must be maintained:

1. Geographical area coverage must not be derogated.

2. Facilities without emergency frequency capability must have appropriate landlines for rapid relay of emergency information.

d. The two emergency channels must not be terminated on the same key in the transmitter–receiver selector panels. Neither emergency frequency must be terminated with any other frequency.

e. To preclude inadvertent use of these frequencies, a mechanical or other appropriate device must be provided which will require deliberate removal or bypass before any emergency frequency transmit key can be moved to the locked–operate position.

f. UHF emergency frequency 243.0 MHz is installed in military aircraft using an override arrangement. As a result, transmissions on this frequency are received by all military aircraft within the transmitter’s area of coverage. Unnecessary emissions on this frequency derogate communications on ATC frequencies and may interfere with valid emergency communications. Reduce transmissions on 243.0 MHz to the absolute minimum consistent with safety.

g. As a minimum, conduct two–way, ground–to–air checks during low activity periods:

1. Once a week.

2. Following equipment repairs.

3. Following Technical Operations maintenance checks.

h. Control facilities should limit broadcasts on 243.0 MHz to the facility in the area of desired coverage and must ensure that broadcasts are not continued unnecessarily.

### 3–3–5. BATTERY–POWERED TRANSCEIVERS

Facilities equipped with battery–powered transceivers must ensure that they are maintained in a state of readiness. Transceivers identified for use during a Contingency Plan Event must be checked weekly on both battery and commercial power.

#### NOTE–

*In accordance with FAA Order JO 6600.21, Maintenance of Communication Transceivers, transceivers not identified for use during a Contingency Plan Event will be checked by Technical Operations.*

### 3–3–6. FACILITY STATUS REPORT

Facility air traffic managers must notify System Operations and Safety by message, attention

Manager of System Safety and Procedures, with an information copy to the appropriate Service Area office, of changes in the operational status of communication facilities not covered by FAAO 7900.2, Reporting of Electronic Navigation Aids and Communication Facilities Data to the NFDC. The following data must be reported (include the RIS AT 7230–12 in the text):

- a. The date and time FAA assumes operation of or decommissions an operations center, message center, data switching center, domestic or international aeronautical fixed telecommunication network (AFTN) “data communication circuit”, or international voice circuit.

- b. Change in the hours of operation of any of the above and the effective date.

- c. Changes required in weather schedule publications and communications systems drawings.

### 3–3–7. TESTING EMERGENCY LOCATOR TRANSMITTERS

- a. The frequencies 121.6, 121.65, 121.7, 121.75, 121.8, 121.85, and 121.9 MHz are authorized to ELT test stations and for use in ELT exercises by the Air Force, Coast Guard, and other search and rescue organizations. Coordination with regional frequency management offices must be effected prior to activating the transmitter. Non–Federal assignments must be obtained through the FCC.

- b. Airborne ELT tests must not be authorized.

- c. Aircraft operational testing of an ELT is authorized on 121.5 MHz and 243.0 MHz as follows:

1. Tests should be no longer than three audio sweeps.

2. If the antenna is removable, a dummy load should be substituted during test procedures.

3. Tests must only be conducted the first 5 minutes of any hour.

- d. Normally, there will be no interference on 121.5 MHz or 243.0 MHz as testing will be conducted in a screened or shielded room or test enclosure that will hold the self–contained ELT unit with the antenna fully extended. If interference is noted, it must be brought to the attention of the repair station operator for corrective action. If the repair station operator does not correct the fault and the interference continues, make a verbal report to the appropriate FSDO.

### 3-3-8. VSCS FREQUENCY BACKUP

a. Assign each “Radar Associate” position the identical frequencies as the “Radar” position except where precluded by system hardware/software limitations or facility needs.

b. If the conditions of paragraph a cannot be met, the frequencies needed to control each sector must be available at another position. This level of redundancy assures all A/G frequencies can readily be covered in the case of VCE outage.

### 3-3-9. VSCS RECONFIGURATIONS

a. Air traffic VSCS positions listed as “released to maintenance” must not be reconfigured unless prior approval has been received from Technical Operations.

b. When approval has been obtained and the reconfiguration action has been completed, return the previously released position to Technical Operations and continue to list the position as “released to maintenance,” or as directed by Technical Operations.

#### NOTE-

*During the period that the VSCS position is listed as “released to maintenance,” this procedure must be utilized whenever a reconfiguration to the position is required.*

### 3-3-10. VTABS (VSCS TRAINING AND BACKUP SYSTEM)

a. Facility air traffic managers must ensure that local procedures are developed which will accommodate switching from VSCS to a VTABS operation. These procedures must include, but not be limited to:

1. Controllers must, in the event that VSCS air/ground communications capabilities are lost, notify the operational supervisor and attempt to access all air/ground resources through the VSCS via Main, Standby, and BUEC.

2. The operational supervisor must notify the operations manager-in-charge (OMIC) and consider

combining sectors within the area before going to a VTABS operation. The VTABS system is designed wherein the entire facility must be switched over to VTABS. Consider all alternatives before making the transition to VTABS. If these resources are unsuccessful, the OMIC must coordinate with the NOM to transition to VTABS.

3. Operational supervisors must ensure the VTABS sector map configurations are appropriate for the operation.

4. Controllers must verify the appropriate VTABS frequency mode; i.e., main, standby, or BUEC, for their operating position, since the VTABS frequency selection will be in the same mode as when it was last used.

b. When a catastrophic loss of VSCS occurs and transfer to a VTABS configuration becomes necessary, the OMIC must assure that the procedures established in Paragraph 2-1-7, Air Traffic Service (ATS) Continuity, are adhered to.

### 3-3-11. HEADSET TONE INCIDENTS

FAA Contract Towers (FCT) NOT APPLICABLE.

a. Facility air traffic managers will ensure that reported headset tones are documented, the Safety Management Information System (SMIS) is updated, and affected equipment tested. Headset tone incidents must be handled in accordance with Appendix 5, Checklist for Reported Headset Tone Incidents.

b. If an employee wishes to file a claim due to a headset tone, the OS/CIC will ensure reporting is done in accordance with FAA Order 3900.19 Paragraph 702, Reporting Mishaps.

#### NOTE-

*Headset tone incidents are automatically reported to the Environmental and Occupational Safety and Health (EOSH) Safety and Environmental Compliance Manager (SECM) through the SMIS.*

#### REFERENCE-

*FAA Order 3900.19, FAA Occupational Safety and Health Program.*





## Section 4. Recorders

### 3-4-1. USE OF RECORDERS

a. Air traffic facilities must record operational communications to the maximum extent practicable.

b. Air traffic facilities must record emergency response notifications by telephone or communication lines to the maximum extent practicable.

c. Record at each operating position to include all data transmitted and/or received via radio, telephone, VSCS, or automated means such as Mode S, Data Link, and satellite. Facility management must advise operating positions when the recording equipment associated with these positions is not operating or otherwise unavailable for recording. Facility management must then ensure that a written record, or equivalent, to the extent possible, is made for all IFR clearances.

d. If combined positions are periodically split into individual positions, record them on separate channels when so used.

e. Supervisors must ensure that the proper FAA/telephone company (TELCO) “jacks” are used to obtain the required recording at facilities with dual capability.

f. Use a separate channel on each recorder to record time at facilities with time-announce systems. Where these systems have not been installed, a spare receiver tuned to a time transmitting station may be used.

g. Operational voice recorders must be provided a time source.

h. Except as noted in Para 3-4-2, Assignment of Recorder Channels, record with regard to the position in lieu of the function. All headset audio on a position must be recorded on a single channel. In facilities so equipped, all FAA-speaker audio must be recorded on the “radio only” jack channel. If a “radio only” jack is not available, another channel may be used.

i. Reserve one channel of each recorder for recording time; except two channels must be reserved on the FA5394, 30-channel recorder. If a coded time source and a time code reader are available, record the coded time source in preference to voice time

announcements. Recording more than one time source on any recorder is prohibited.

j. Each FSS collocated with an ARTCC will use the center’s voice recorder system resources to minimize requirements for spare parts, test equipment, and routine maintenance.

k. Recorders may be used to monitor any position for evaluation, training, or quality control purposes.

l. Air traffic managers should develop procedures to ensure that frequencies are not recorded when facilities are officially closed.

### 3-4-2. ASSIGNMENT OF RECORDER CHANNELS

a. Assign position recording channels in the following order of priority:

#### 1. ARTCCs:

- (a) Radar controller.
- (b) Sector controller.
- (c) Radar handoff controller.
- (d) Radio controller.
- (e) Coordinator.
- (f) Supervisor.
- (g) Traffic Manager.
- (h) Flight data.
- (i) Data systems coordinator.
- (j) Mission coordinator.
- (k) AMIS controller.

#### 2. Terminals:

- (a) Arrival control.
- (b) Departure control.
- (c) Local control.
- (d) Precision approach radar.
- (e) Clearance delivery.
- (f) Ground control.
- (g) Inbound flight data.
- (h) Outbound flight data.

(i) Direction-finding.

(j) Supervisory.

(k) Automatic terminal information services (ATIS) – air traffic managers must designate a channel to record ATIS when a separate channel is not available. Record the ATIS message once at the time of preparation on the designated channel. Make a written record of each ATIS and retain for 45 days if a recorded channel is not available.

### 3. FSSs:

(a) Inflight.

(b) Preflight.

(c) Flight data.

(d) Supervisory.

### 4. ATCSCC:

(a) National Operations Manager (NOM).

(b) National Traffic Management Officer (NTMO).

(c) National Traffic Management Specialist (NTMS) operating position.

b. You may use existing remaining spare recording channels to record the primary radio frequencies of positions using the same priority stated above.

## 3-4-3. CHECKING AND CHANGING RECORDING EQUIPMENT

a. At En Route facilities and the ATCSCC, Technical Operations personnel must be responsible for checking and changing recorder tapes, digital audio tapes (DAT), and Digital Audio Legal Recorders (DALR).

### REFERENCE–

(Analog) FAAO JO 6670.4, *Maintenance of Multichannel Recorder Equipment*,

or

(Digital) FAAO JO 6670.13, *Maintenance of Digital Voice Recorder (DVR) Equipment* and FAAO JO 6670.15, *Maintenance of Digital Voice Recorder System Series II (DVR II) Equipment*.

b. At terminal and flight service facilities:

1. Where recorders are not convenient to operating quarters, the facility air traffic manager and the Technical Operations local manager must

develop an agreement assigning the responsibility for checking and changing recorder tapes, DATs, and DALRs.

2. Where recorders are convenient to operating quarters, air traffic personnel must perform recorder checks.

c. If air traffic personnel check and change tapes, DATs, or DALRs, the facility air traffic manager must ensure that personnel are trained in the proper methods to be used.

d. Recorder monitor operation checks on analog voice recorder systems must be performed daily and must not exceed 26 hours between checks. Procedures for monitoring operations in analog recorders are described in FAAO JO 6670.4, *Maintenance of Multichannel Recorder Equipment*.

1. On a daily basis (not to exceed 26 hours), validate the Nicelog supervision window for alarms, and verify normal operation of equipment on digital audio tapes.

2. Indicate accomplishments of checks on FAA Form 7230-4, *Facility Record of Operation*.

e. At facilities using DALR:

1. On a daily basis (not to exceed 26 hours), validate the Castle Rock SNMPC window for the alarms, and verify normal operation of the DALR system.

2. Document the accomplishment of the check on FAA Form 7230-4, *Facility Record of Operation*.

## 3-4-4. HANDLING RECORDER TAPES, DATs, OR DALR STORAGE

a. Place the following information on each reel or DAT storage case before storage:

1. The recorder number.

2. The date and the time UTC.

3. The initials of the person changing the reel.

b. Retain the tapes or DATs for 45 days, and ensure the DALR .wav file is set to retain recordings for 45 days, except:

1. Accidents: Retain the tapes, DATs, or DALRs in accordance with FAAO JO 8020.16, *Aircraft Accident and Incident Notification, Investigation and Reporting*.

**2. Incidents:** Retain the tapes, DATs, or DALRs in accordance with FAAO JO 8020.16, Aircraft Accident and Incident Notification, Investigation, and Reporting; and FAAO 1350.14, Records Management.

**3. Hijacking:** Retain all relevant tapes, DATs, or DALRs of hijackings from the time communication commences with the aircraft until communication has terminated. After 3 years, contact System Safety and Procedures for the release of the tapes, DATs, or DALRs. In every case, a release from System Safety and Procedures is required to return hijack tapes, DATs, or DALRs to service.

**4. Tarmac Delay:** When a facility is notified that an aircraft has or may have exceeded the "Three/Four-Hour Tarmac Rule," retain voice recordings relevant to the event for 1 year.

### **3-4-5. VSCS DATA RETENTION**

**a.** Retain the VSCS cassette, disc, and tape recordings and data communications/console typewriter printouts for 45 days unless they are related to an accident/incident as defined in accordance with the FAA Records Disposition Reference Table supporting FAA Order 1350.14, Records Management.

**b.** If a request is received to retain the VSCS communications traffic listings and the system configuration and/or mapping data following an accident, the printout of the relative data will suffice,

and the VSCS cassette, disc, and/or tape may then be returned to service through the normal rotational cycle. The printout data are considered a permanent record and must be retained in accordance with aircraft accident/incident retention requirements. Reduction of the VSCS cassette, disc, and tape recordings to hard-copy format must be made at the earliest time convenient to the facility involved without derogating the ATC function and without prematurely taking the VSCS out of ATC service. Do not make these data and printouts a part of the accident/incident package.

**c.** If a request is received to retain a specific data recording and the data is available and contained on VSCS cassette, disc, and/or tape, the VSCS cassette, disc, and/or tape must be retained in its entirety. If the data requested is contained on several different media (e.g., VSCS cassette, disc, and/or tape media), the facility may transfer all pertinent data to a common media and label the media a Duplicate Original. After successful transfer, the original VSCS cassette, disc, and/or tape may be returned to service through the normal rotational cycle. However, if a specific request is received to retain the original VSCS cassette, disc, and/or tape, the original VSCS cassette, disc, and/or tape must be retained in its entirety.

**d.** Treat the VSCS cassette, disc, tape, duplicate originals, and data communications/console typewriter printouts related to hijack aircraft the same as voice recorder tapes. (See Para 3-4-4, Handling Recorder Tapes or DATs).



## Section 3. Letters of Agreement (LOA)

### 4-3-1. LETTERS OF AGREEMENT

An LOA should be negotiated if the Air Traffic Manager deems it necessary to clarify responsibilities of other persons/facilities/organizations when specific operational/procedural needs require their cooperation and concurrence. A LOA should be prepared when it is necessary to:

- a. Supplement established operational/procedural instructions.
- b. Define responsibilities and coordination requirements.
- c. Establish or standardize operating methods.
- d. Specify special operating conditions or specific air traffic control procedures.
- e. Delegate responsibility for ATC service; e.g., approach control service, control boundary jurisdiction, and procedures for coordinating and controlling aircraft where two or more airports have conflicting traffic patterns or overlapping conflicting traffic patterns.
- f. Establish responsibilities for:
  - 1. Operating airport equipment.
  - 2. Providing emergency services.
  - 3. Provide airport management with braking action reports. At a minimum, procedures must provide for the prompt notification which indicate runway braking conditions have deteriorated to “good to medium,” “medium,” “medium to poor,” “poor,” or “nil” or have improved to “good.”
  - 4. Reporting operating limitations and hazards.
- g. Describe procedures that supplement those contained in FAA Order JO 7110.65, Air Traffic Control, or FAA Order JO 7110.10, Flight Services, to satisfy a requirement of a military service.
- h. Define stereotyped flight plans used for special operations, such as training flights or flight test activities.
- i. Describe airspace areas required to segregate special operations.

#### REFERENCE—

FAA Order JO 7110.65, Para 1-1-11, *Constraints Governing Supplements and Procedural Deviations*.

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

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

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

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

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

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

#### 4-3-2. APPROPRIATE SUBJECTS

Examples of subjects of LOAs are:

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

##### REFERENCE-

FAA Order 7210.3, Para 2-1-30, Opposite Direction Operations.

- i. Between an ARTCC and another government agency:

- 1. Interfacility coordination for control of ADC aircraft.

- 2. Delegation of responsibility for approach control services.

- 3. MTR procedures.

- j. Between a tower and another government agency:

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

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

- 1. Airport emergency service.
- 2. Operation of airport lighting.

- 3. Reporting airport conditions, to include how all PIREP braking action reports of “good to medium,” “medium,” “medium to poor,” “poor,” or “nil” are to be immediately transmitted to airport management, and an agreement on actions by air traffic personnel for the immediate cessation of operations on runways subject to “nil” braking action reports.

##### REFERENCE-

Advisory Circular AC 150/5200-30D, Airport Winter Safety and Operations.

- 4. Control of vehicular traffic on airport movement areas.

##### NOTE-

The intent of these LOAs is to use them where airports have standard routes that traverse movement areas on a long term basis. These LOAs are not intended to allow short term operations, single situations, or “open-field” clearances.

- 5. Operations under an exemption from Part 91, Appendix D, Section 3, the surface area of Class B, Class C, Class D, or Class E airspace within which Special VFR weather minimums are not authorized.

##### REFERENCE-

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

- 1. Between a tower and/or FSS and an airport manager/aircraft operator at airports upon which the tower is located but the FSS is not: Reporting airport runway conditions.

## Section 6. Records

### 4-6-1. FACILITY RECORDS MANAGEMENT

Manage facility records in accordance with FAAO 1350.14B, Records Organization, Transfer, and Destruction Standards.

### 4-6-2. COLLECTION OF OPERATIONAL DATA

a. Air traffic managers are responsible only for the routine collection and reporting of basic operational information as authorized in this order or by the appropriate service unit. Collection of any data must be considered a secondary function and must not interfere with the accomplishment of operational duties.

b. Air traffic managers must not permit their facilities to participate in special studies and surveys nor agree to the use of facility personnel to tabulate, prepare, or forward to outside organizations or parties any special summaries, abstracts, reports, or aeronautical data unless approved in advance by the Service Area office.

### 4-6-3. FORMS PREPARATION

a. Exercise care when preparing forms to ensure neatness and accuracy. The forms are a part of the facility's permanent records and subject to review by authorized personnel or agencies.

b. Except as in subpara c, do not erase, strikeover, or make superfluous marks or notations. When it is necessary to correct an entry, type or draw a single horizontal line through the incorrect data, initial that part of the entry, and then enter the correct data.

c. When using an automated Form 7230-4, grammatical and spelling errors may be corrected by use of delete or type-over functions. Substantive changes in contents of remarks should be accomplished by a subsequent or delayed entry. If the computer software used contains a strikeout feature, this feature may be used.

d. Authorized FAA abbreviations and phrase contractions should be used.

e. New daily forms must be put into use at the start of each day's business.

### 4-6-4. FAA FORM 7230-4, DAILY RECORD OF FACILITY OPERATION

a. Completion of FAA Form 7230-4, Daily Record of Operation. Using agency-approved automation methods to complete FAA Form 7230-4 is preferred to using manual methods.

1. Each air traffic facility, where FAA telecommunications network capability exists (excluding FAA flight service stations), must use the Comprehensive Electronic Data Analysis and Reporting (CEDAR) program to complete an automated version of FAA Form 7230-4. Any Mandatory Occurrence Report (MOR), documented in CEDAR will automatically generate an FAA Form 7230-4 entry; however, some Form 7230-4 entries do not require an MOR as addressed in paragraph 4-6-5 h.

2. Where currently in use, facilities and/or TMUs may continue to use the NTML to complete an automated version of the FAA Form 7230-4.

3. If an automated method is not available to complete FAA form 7230-4, the facility and or traffic management unit must manually complete the form. An example of the Daily Record of Facility Operation follows this section. (See FIG 4-6-1.)

b. The use of FAA Form 7230-4 for individual position assignments is authorized only for the STMCIC, OSIC, OMIC, TMC, TMCIC, and CIC positions, and positions at the ATCSCC.

### 4-6-5. PREPARATION OF FAA FORM 7230-4

Personnel responsible for preparation of the Daily Record of Facility Operation, FAA Form 7230-4, must ensure that entries are concise, yet adequately describe the operation of the facility, including any abnormal occurrences. Prepare FAA Form 7230-4 as follows:

a. Use of a typewriter, computer printout, or ink is mandatory. Signatures or handwritten initials must be in either blue or black ink. Handwritten entries

must be printed, rather than in script. REMARKS section entries must be single-spaced.

**b.** Make all time entries in UTC, except that in the section titled “Personnel Log,” local time must be used for time and attendance purposes.

**c.** Complete the information required at the top of each form.

**d.** Make an appropriate notation under “Operating Position” to indicate the extent of the operation described on each form; e.g., “AM,” “All,” “Sector D3,” etc.

**e.** The first entry in the REMARKS section of each day’s form must indicate the employee responsible for the watch and must be used to show carry-over items. Items to be carried over from the preceding “Daily Record of Facility Operation” are those which will affect the current day’s Daily Record (e.g., equipment outages, runway or airspace status, or coordinated routes/procedures). The last entry on each day’s form must indicate the close of business (COB), consider midnight local time or facility closing time, if earlier, as the close of the day’s business.

**f.** Employees must sign on/off as follows:

**1.** When a typed or handwritten FAA Form 7230-4 is used, the employee assuming responsibility for the watch must sign on using their operating initials and must sign the certification statement at the bottom of the form.

**2.** When an automated FAA Form 7230-4 is used, in lieu of actually signing the form, the employee assuming responsibility for the watch must sign on using their name, e.g., “1430 J. SMITH ON.” Entering the name of the employee assuming responsibility for the watch, in lieu of entering operating initials, serves the same purpose as signing the certification statement at the bottom of the actual form. Additionally, the employee responsible for the watch at the time that the form is printed out must sign the certification statement at the bottom of the form, as when the actual FAA Form 7230-4 is used.

**3.** When FAA Form 7230-4 is used to indicate position responsibility, record employees initials and exact minute on/off the position.

**g.** Establish and post a list of equipment checks required during each watch; e.g., recorder checks, siren check, etc. Make an entry (“WCLC”) on FAA

Form 7230-4 when the watch checklist has been completed. Notify the organization responsible for corrective action on equipment malfunctions. Record equipment malfunctions, equipment released for service, notification information and/or course of action taken to correct problem, and return of equipment to service. Facilities may establish local forms and procedures for recording and disseminating equipment malfunction and restoration information. Local forms used for recording this information are considered to be supplements to FAA Form 7230-4 and must be filed with it.

**NOTE-**

*At facilities which are closed prior to the beginning of the new business day, changes in status can occur during nonoperational hours. If the status of equipment or other facility operations has changed from status reported on previous days’ FAA Form 7230-4, changes must be noted in Watch Checklist entry, as well as time of status change, if known (e.g., WCLC – ABC VOR RTS 0700). If necessary, place an “E” in the left margin as prescribed in Para 4-6-5, Preparation of FAA Form 7230-4.*

**h.** FAA Order 7210.632, Air Traffic Organization Occurrence Reporting, defines situations requiring a MOR. When a MOR is required, include enough detail in the MOR to provide an understanding of the circumstances that initiated the occurrence. Events such as tarmac delays, no-notice ground stops/holding, and accidents are documented on FAA Form 7230-4; no MOR is required for these items. Other reporting and notification requirements related to tarmac delays, no-notice ground stops/holding, and accidents may apply.

**1.** En route, terminal and oceanic facilities must use the CEDAR tool to record and disseminate MORs and to document the resolutions of MORs.

**2.** Flight service stations may use an automated version of FAA Form 7230-4 or establish local forms and procedures for recording, disseminating, and documenting the resolution of MORs. Local forms used for recording this information are considered supplements to FAA Form 7230-4 and must be filed with it.

**i.** Place a large letter “E” in the left hand margin beside entries on equipment malfunctions. The “E” must also be used when equipment is restored to service. The “E” is not required for facilities using local forms if procedures are established in accordance with subpara g.



## Section 3. Operations

### 6-3-1. HANDLING OF SIGMETs, CWAs, AND PIREPs

#### a. SIGMETs and CWAs:

1. The CWSU meteorologist is the focal point for the review of SIGMETs to determine application to the ARTCC area of responsibility and may issue a CWA to modify or redefine the SIGMET information.

2. The CWSU meteorologist may also issue a CWA in advance of a SIGMET when the observed or the expected weather conditions meet SIGMET criteria or when conditions do not meet SIGMET criteria but are considered significant.

3. The weather coordinator (WC) has the primary responsibility for the inter/intrafacility dissemination of AIRMETs, SIGMETs, Urgent PIREPs, and CWAs and must ensure that sufficient information is disseminated to facilitate the required alert broadcasts.

#### REFERENCE—

FAA Order JO 7210.3, Chapter 17, Section 26. Weather Management.

4. Terminal ATC facilities must relay the SIGMET and the CWA information to towers under their jurisdiction.

#### b. PIREPs:

1. The WC is the focal point for handling PIREP requests and for the dissemination of Urgent PIREPs within the ARTCC and to the terminal ATC facilities without LSAS which are or may be affected.

2. The CWSU meteorologist solicits PIREPs through the weather coordinator or directly from the controllers when required. Both solicited and unsolicited PIREPs that meet the Urgent PIREP criteria will be distributed immediately via the Leased Service A System (LSAS).

c. PIREP classification: Categorize PIREPs as follows:

1. URGENT: Weather phenomena reported by a pilot which represents a hazard or a potential hazard to flight operations. Disseminate reports of the following conditions as URGENT PIREPs:

(a) Tornadoes, funnel clouds, or waterspouts.

(b) Severe or extreme turbulence (including clear air turbulence).

(c) Severe icing.

(d) Hail.

(e) Low level wind shear.

#### NOTE—

Defined as wind shear within 2,000 feet of the surface.

(f) Volcanic eruptions and volcanic ash clouds.

(g) Detection of sulfur gases (SO<sub>2</sub> or H<sub>2</sub>S), associated with volcanic activity, in the cabin.

#### NOTE—

The smell of sulfur gases in the cockpit may indicate volcanic activity that has not yet been detected or reported and/or possible entry into an ash-bearing cloud. SO<sub>2</sub> is identifiable as the sharp, acrid odor of a freshly struck match. H<sub>2</sub>S has the odor of rotten eggs.

(h) Any other weather phenomena reported which are considered by the specialist as being hazardous or potentially hazardous to flight operations.

2. ROUTINE: Classify as ROUTINE all PIREPs received except those listed above.

### 6-3-2. RECEIPT OF NOTAM DATA

ARTCC air traffic managers must coordinate with other air traffic facilities in their area to ensure that adequate procedures are established for the receipt and distribution of NOTAMs. NOTAM distribution may be accomplished via the Aeronautical Information System Replacement (AISR) or accessed at <https://notams.aim.faa.gov/notamSearch> as a source for NOTAM information.

### 6-3-3. REVIEW AIRSPACE STRUCTURE

Although magnetic radials are used in planning airways/routes, conversion to true radials is required for designation. The final magnetic radials are not determined until the airspace action is charted. As a result, differences from planned magnetic radials may occur in the conversion of true to magnetic radials. Differences may also occur later due to changes in the magnetic variation, which is recomputed every 5 years. These differences could

contribute to the misapplication of the VFR altitude hemispheric rule. Therefore, ARTCC air traffic managers must conduct a continuing review of the airway and jet route structures and proposed new airspace cases and bring any differences to the attention of the En Route and Oceanic Operations Service Area Office.

#### **6-3-4. FLIGHT DATA UNIT**

**a.** The Flight Data Unit (FDU) is responsible for processing and disseminating operational information necessary for NAS operations.

**b.** The FDU must provide system support during outage(s) of critical systems and/or software. These responsibilities include data recovery, manual processing, and disseminating information or data products as necessary for safe and efficient operations.

**c.** The Air Traffic Manager (ATM) must:

**1.** Ensure all FDU responsibilities and procedures listed below are established in local orders or directives.

**2.** Assign additional duties of a recurring nature based on unique facility requirements.

**3.** Provide FDU specialists a copy of, or access to, the following;

**(a)** FAA Order JO 7110.10, Flight Services.

**(b)** FAA Order JO 7110.65, Air Traffic Control.

**(c)** FAA Order JO 7900.5, Surface Weather Observing-METAR.

**(d)** FAA Order JO 7930.2, Notices to Airmen (NOTAM).

**(e)** Position binder, which includes:

**(1)** Procedures for accomplishing assigned position related duties and responsibilities.

**(2)** Examples and formats for seldom used procedures.

**(3)** Cross references to documents and lists contained in other publications which may be used where applicable.

**d.** Unless otherwise specified in a facility directive or a letter of agreement, the Flight Data

Communications Specialist (FDCS) performs the following:

##### **1. Flight Plan Data.**

**(a)** Process domestic flight plan(s) proposals, corrections, amendments, and remove strip requests.

**(b)** Process international flight plan(s) proposals, corrections, amendments, remove strip requests, and departure messages.

**(c)** Process military flight plans.

**(d)** Provide data search assistance for Search and Rescue (SAR) information requests.

##### **2. Weather Products:**

**(a)** Support the TMU weather coordinator with inter/intrafacility dissemination of the weather data products described in the Weather Management section of this order. This should include both Urgent PIREPs (UUA) and PIREPs (UA).

##### **REFERENCE-**

*FAA Order JO 7210.3, Para 17-26-4 b1, Weather Management.*

**(b)** Provide inter/ intrafacility dissemination of international weather products as needed.

**(c)** Perform altimeter and weather data checks and system updates as required.

**(d)** Provide backup services for terminal facility PIREP and METAR entries.

##### **REFERENCE-**

*FAA Order JO 7110.65, Para 2-6-3 c, Weather Information.*

##### **3. NOTAMs:**

**(a)** Process and disseminate FDC, Special Use Airspace (SUA), and Temporary Flight Restriction (TFR) NOTAMs.

**(b)** Provide assistance with formatting and inputting Special Activity Airspace (SAA) NOTAMs.

**(c)** Process and disseminate NOTAM D information as necessary, to include ERIDS backup services.

**4. System/Administrative Messages:** Process and disseminate the following messages:

**(a)** GENOTs,

**(b)** CIRNOTs,

**(c)** Oceanic track,

**(d)** ALTRV movement/change.

**5. Classified National Security Information (CNSI) and Communications Security (COMSEC):** Handle, safeguard, and protect CNSI and COMSEC material in accordance with national policies, FAA orders, and local SOPs.

Order JO 7930.2, Notices to Airmen (NOTAM), Paragraph 6-1-2, Special Activity Airspace (SAA), when MTR or MOA activity is scheduled to occur at other than published or charted times.

**6-3-5. CHANGES TO MTR AND MOA  
PUBLISHED ACTIVITY SCHEDULES**

ARTCCs must use the procedures as outlined in FAA



## Section 7. En Route Decision Support Tool (EDST)

### 6-7-1. GENERAL

EDST is used by the sector team in performing its strategic planning responsibilities. EDST uses flight plan data, forecast winds, aircraft performance characteristics, and track data to derive expected aircraft trajectories, and to predict conflicts between aircraft and between aircraft and special use or designated airspace. It also provides trial planning and enhanced flight data management capabilities.

### 6-7-2. OPERATIONS SUPERVISOR-IN-CHARGE RESPONSIBILITIES

a. Where authorized, perform EDST data entries to keep the activation status of designated Airspace Configuration Elements current.

b. Ensure that the EDST Airspace Status Display information accurately reflects current Special Activity Airspace (SAA) status.

c. Perform coordination and designated actions in the event of an EDST outage or degradation, in accordance with the requirements of this order and as designated by facility directive.

d. Assist in sector preparations needed to transition to and from EDST operations.

e. Ensure changes to restrictions based on the Restrictions Inventory and Evaluation are implemented in a timely manner.

### 6-7-3. OPERATIONS MANAGER-IN-CHARGE RESPONSIBILITIES

a. Ensure that the EDST Airspace Status Display information accurately reflects current SAA status.

b. Perform coordination and designated actions in the event of an EDST outage or degradation, in accordance with the requirements of this order and as designated by facility directive.

c. Ensure changes to restrictions based on the Restrictions Inventory and Evaluation are implemented in a timely manner.

### 6-7-4. FACILITY MANAGER RESPONSIBILITIES

a. Ensure LOAs, SOPs, and Sector Position Binders are current to support EDST.

1. Facility managers must consider EDST functions and limitations in reviewing all current LOAs and/or negotiating all future LOAs.

2. The following items should be considered when reviewing LOAs:

(a) Interfacility coordination procedures.

(b) Special Activity Airspace (SAA) use and status.

(c) Restriction relaxation/removal.

(d) Outage notification.

(e) Degradation of functions notification.

(f) Automated Information Transfer (AIT) procedures.

b. Ensure all facility directives are current to support EDST. Directives must include, but are not limited to:

1. Outages.

2. Airspace Configuration Elements Data Entry.

3. Standard Use of Automated Flight Data Management.

4. Sectors authorized to use Inappropriate Altitude for Direction of Flight (IAFDOF) Manual Mode..

5. Sectors authorized to use the Drop Track Delete function and the conditions under which it may be used.

6. Conditions under which a controller can deactivate an adapted EDST restriction.

7. Local requirements for posting flight progress strips that exceed national requirements.

8. Facility standard for annotating status of manual coordination at sectors where automated coordination with an external facility is not available (e.g., international facility, VFR tower). Facility directives may require either the use of the

Coordination Menu or flight progress strips, and must define a standard for each sector.

9. Facility standard for annotating hold instructions and reporting delay information at sectors. Facility directives may require either the use of the EDST Hold Data Menu/Hold view, the Hold Annotations Menu, flight progress strips, or a facility-approved worksheet, and must define a standard for each sector.

c. Ensure the Restrictions Inventory and Evaluation is conducted and maintained in accordance with this order.

d. Ensure changes to restrictions based on the Restrictions Inventory and Evaluation are implemented in a timely manner.

#### **6-7-5. EDST AIRSPACE CONFIGURATION ELEMENTS**

a. Airspace Configuration Elements are:

1. Special Activity Airspace (SAA).
2. Airport Stream Filters (ASF).
3. Adapted restrictions.

b. For each EDST adapted airspace configuration element, facility directives must designate at least one primary position and one secondary position to be responsible to update the status (e.g., active/inactive) and/or the activation schedule for that element.

##### **NOTE-**

1. *Accurate conflict probe results require timely updates to the current activation status and/or the projected activation schedule for airspace configuration elements.*

2. *Designating a position to have secondary responsibility for each EDST Airspace Configuration Element is essential to maintain the capability to perform updates in the event that equipment at the primary position is temporarily out of service.*

3. *Positions to be considered for primary or secondary designation include a specified sector, TMU, or operations supervisor.*

c. ATC positions and personnel authorized by facility directive must perform automation entries in a timely manner to update the status of SAAs, restrictions, and ASF.

d. For an EDST airspace configuration element that is associated with a particular sector or sectors and whose status is highly dynamic in nature:

1. The designated sector(s) should be assigned the primary responsibility to keep the EDST status current.

2. The TMU or the appropriate operations supervisor should be assigned the secondary responsibility to keep EDST status current.

#### **6-7-6. STANDARD USE OF AUTOMATED FLIGHT DATA MANAGEMENT**

Use of the checkbox flight data management feature of EDST must be standardized in accordance with individual facility directives.

#### **6-7-7. EDST OUTAGES**

a. In accordance with Chapter 8, NAS En Route Automation, and the requirements in this chapter, facilities must develop and maintain procedures for transition to and from EDST operations.

##### **NOTE-**

*The back-up for EDST is flight progress strips.*

b. Planned EDST Outages.

1. Schedule preventive or periodic maintenance of EDST to coincide with periods of low air traffic volume.

2. Notification of planned local EDST outages must be coordinated with the Operations Manager no less than 2 hours in advance.

3. The Operations Manager must notify the adjacent EDST facilities of a planned outage no less than 1 hour in advance.

4. The Operations Manager must notify Operations Supervisors of a planned EDST outage as soon as known.

5. Each Operations Supervisor must notify the sector teams in their area of a planned EDST outage as soon as known.

6. At least 20 minutes prior to a local EDST outage, Operations Supervisors must ensure that sectors resume posting and maintenance of flight progress strips, in accordance with FAA Order JO 7110.65, Air Traffic Control, requirements for a non-EDST environment, except as otherwise permitted by facility directive.

c. Unplanned EDST Outages.

1. A facility directive must include a checklist detailing actions to be taken and roles and responsibilities during an unplanned EDST outage.

## 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.

### **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. OPERATIONS SUPERVISOR-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 uses the flight plan indication of RVSM capability to determine the appropriate separation standard to apply.



# Chapter 8. NAS En Route Automation

## Section 1. General

### 8-1-1. TRANSITION PROCEDURES

a. Facilities must develop and maintain current detailed procedures for transition to and from the various automated and non-automated modes of operation.

b. The transition plans must include as a minimum:

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

2. Specific transition procedures.

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

(a) Transition decision authority.

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

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

#### **NOTE-**

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

c. The air traffic manager must not cause or permit the operational use of the Enhanced Backup Surveillance System (EBUS) solely for purposes of training when the primary operational system is available.

### 8-1-2. ALTRV FLIGHT DATA PROCESSING

a. Facilities must process ALTRV flight plans as follows:

1. Classified ALTRV data, stationary and/or flight plan information, must not be entered into the computer, processed, stored, or transmitted by the computer unless specific declassification data is provided; for example, “declassified for NOTAM/computer flight plan processing 24 hours in

advance.” In the absence of declassified data, process this information manually and pass to only those personnel with a need to know. All data must be marked with the appropriate level of security classification, collected when notification to all applicable parties is completed, and destroyed according to security guidelines.

#### **NOTE-**

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

2. The military operations specialist at the departure ARTCC or where the ALTRV begins must ensure that unclassified ALTRV missions are entered into the NAS computer to destination or to ALTRV end point.

#### **NOTE-**

*Base operations within Anchorage ARTCC’s jurisdiction may enter ALTRV flight plans into the NAS computer.*

3. All flight plans for military aircraft (including ALTRVs) to or through the Anchorage FIRs must be given normal addressing plus PAZAZQZX and PAZNZQZX.

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

5. Flight Plan Entries for MARSA and ALTRV

(a) For domestic flight plans (not leaving U.S. domestic airspace), include “MARSA” and/or “ALTRV” in Field 11.

(b) For international flight plans, include the word(s) “MARSA” and/or “ALTRV” in Reasons for Special Handling (STS/). Do not include additional/supplemental information in STS/. Include any additional/supplemental information in Remarks (RMK/).

**EXAMPLE–****STS/ALTRV****STS/MARSA RMK/AR20HFAKER1233****IR101E1802X1845 MARSA BAKER23**

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

**c.** Estimates and revisions of ALTRV flight plans not processed online must be forwarded via the Aeronautical Information System from facility to facility.

**8–1–3. COMPUTER DATA RETENTION**

**a.** Retain SAR/CDR computer and DLOG (if recorded) recordings and data communications/console typewriter printouts for 45 days unless they are related to an accident/incident as defined in FAA Order JO 8020.16, Air Traffic Organization Aircraft Accident and Incident Notification, Investigation, and Reporting. Retention of the latter must be in accordance with FAA Order JO 1350.14, Records Management.

**b.** If a request is received to retain computer data following an accident, the printout of the relative data will suffice, and the recording tape/disc may then be returned to service through the normal rotational cycle. The printout data are considered a permanent record and must be retained in accordance with aircraft accident/incident retention requirements.

Reduction of the SAR/CDR and DLOG (if recorded) tapes/discs to hard-copy format must be made at the earliest time convenient to the facility involved without derogating the ATC function and without prematurely taking the computer out of ATC service. Do not make these data and printouts a part of the accident/incident package.

**c.** If a request is received to retain a specific data recording and the data are available and contained on tape, the tape must be retained in its entirety. If the data are contained on disc, the facility may transfer all pertinent data to magnetic tape and label the tape a *Duplicate Original*. After successful transfer, the disc pack may be returned to service through the normal rotational cycle. However, if a specific request is received to retain the disc, the disc pack must be retained in its entirety.

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

**8–1–4. FLIGHT PLAN DROP INTERVAL**

Set a standard Flight Plan Drop Interval appropriate for daily operations. Coordinate increased drop interval times due to temporary conditions with underlying facilities and the Air Traffic Control System Command Center (ATCSCC). Record temporary adjustments on FAA Form 7230–4, Daily Record of Operations, and the National Traffic Management Log (NTML).

**NOTE—**

*Appropriate Flight Standards offices are: the ACDO for air carrier operations or the FSDO or both/either.*

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

**NOTE—**

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

**REFERENCE—**

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

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

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

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

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

**REFERENCE—**

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

**NOTE—**

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

### **10–3–8. LINE UP AND WAIT (LUAW) OPERATIONS**

a. The ATM must:

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

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

3. Prepare a facility directive. The directive must prescribe items (a) through (d). Items (e) through (i) must be included if applicable.

(a) Local procedures for conducting these operations.

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

**REFERENCE—**

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

(c) The consolidation and staffing of positions.

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

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

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

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

**REFERENCE—**

*FAAO JO 7110.65, Para 3–9–4, Line Up and Wait (LUAW), subpara c1  
FAAO JO 7110.65, Para 3–10–5, Landing Clearance, subpara b*

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

(f) Weather conditions, time of day, for example, prevailing light conditions.

**REFERENCE—**

*FAAO JO 7110.65, Para 3–9–4, Line Up and Wait (LUAW), subpara c1  
and g.*

(g) Fleet mix.

**REFERENCE—**

*FAAO JO 7110.65, Para 3–9–6, Same Runway Separation.  
FAAO JO 7110.65, Para 3–9–7, Wake Turbulence Separation for  
Intersection Departures.  
FAAO JO 7110.65, Para 3–9–8, Intersecting Runway Separation.*

(h) Traffic volume; complexity restrictions.

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

4. Local control position must not be consolidated/combined with any other non-local control position. For example, local control must not be consolidated/combined with the operations supervisor (OS)/controller-in-charge (CIC)

position, clearance delivery, flight data, ground control, cab coordinator, etc. Local control can be combined with other local control positions to include tower associate (local assist) or local monitor position. When a Class B/helicopter position with defined control tower airspace is established, this position can be combined with local control.

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

**6.** The OS/CIC position should not be combined with any other position.

**7.** Ensure OS/CICs review Paragraph 2–6–1a, Watch Supervision, with an emphasis on maintaining situational awareness and management of the operational environment with a goal toward eliminating distractions.

**8.** Do not authorize LUAW operations at an intersection between sunset and sunrise unless the following is implemented:

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

**(b)** Only one aircraft at a time is permitted to LUAW on the same runway.

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

**(d)** At least 90 days before planned implementation, ATMs must submit the local directive outlining this operation to the appropriate Service Area Director of Air Traffic Operations for approval. The appropriate Service Area Director of Air Traffic Operations must be notified of any proposed operational changes (for example, a change to the

runway or taxiway for conducting LUAW operations).

**b.** ATMs must submit operational need for LUAW and a facility directive to the appropriate Service Area Director of Air Traffic Operations for approval. ATMs must maintain a copy of the approval correspondence from the appropriate Service Area Director of Air Traffic Operations.

**c.** The appropriate Service Area Director of Air Traffic Operations must ensure an annual review of LUAW operations is conducted for those facilities employing LUAW. The results of this review must be sent to the Director of Operations–Headquarters.

### 10–3–9. TAKEOFF CLEARANCE

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

#### REFERENCE–

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

### 10–3–10. MULTIPLE RUNWAY CROSSINGS

**a.** Air traffic managers at airports where the taxi route between runway centerlines is 1,300 feet or less must submit a request to the appropriate Service Area Director of Air Traffic Operations for approval before authorizing multiple runway crossings.

#### REFERENCE–

FAAO JO 7110.65, Para 3–7–2, *Taxi and Ground Movement Operations*

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. Simultaneous independent approaches may be conducted when:

1. Dual parallel runway centerlines are at least 3,600 feet apart, or dual parallel runway centerlines are at least 3,000 feet apart with a 2.5° to 3.0° offset approach to either runway and the airport field elevation is 2,000 feet MSL or less.

##### **NOTE-**

*Airport field elevation requirement does not apply to dual parallel runways that are 4,300 feet or more apart.*

2. Triple parallel approaches may be conducted under one of the following conditions:

(a) Parallel runway centerlines are at least 3,900 feet apart and the airport field elevation is 2,000 feet MSL or less; or

(b) Parallel runway centerlines are at least 3,000 feet apart, a 2.5° to 3.0° offset approach to both outside runways, and the airport field elevation is 2,000 feet MSL or less; or

(c) Parallel runway centerlines are at least 3,000 feet apart, a single 2.5° to 3.0° offset approach to either outside runway while parallel approaches to the remaining two runways are separated by at least 3,900 feet, and the airport field elevation is 2,000 feet MSL or less.

b. Instrument approach procedures are annotated with "simultaneous approach authorized".

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. Submit glide slope outage contingency plans for approval to the Director, Operations-Headquarters for processing. 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, 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 granted a Letter of Authorization by AOV. (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 WIDELY-SPACED PARALLEL OPERATIONS**

a. Simultaneous independent approaches to widely-spaced parallel runways without final monitors may be conducted when:

1. Instrument approach procedures are annotated with “Simultaneous Approach Authorized.”

2. A separate approach system is required for each parallel runway. A minimum distance of more than 9,000 feet between centerlines is required when approaches are conducted at airports with 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.

3. Weather activity is closely monitored that could impact the final approach course. Weather conditions in the vicinity of either final approach course may dictate a change of the approach in use.

4. All turn-ons and final approaches are monitored by radar. Since the primary responsibility for navigation rests with the pilot, instructions from the controller are limited to those necessary to ensure separation between aircraft. Information and instructions are issued as necessary to contain the aircraft on the final approach course. Aircraft which are observed deviating from the assigned final approach course are instructed to alter course left or right, as appropriate, to return to the desired course. Unless altitude separation is assured between aircraft, immediate action must be taken by the controller monitoring the adjacent parallel approach course to require the aircraft in potential conflict to alter its flight path to avoid the deviating aircraft.

5. Missed approach procedures are established with climbs on diverging courses. To reduce the possibility of error, the missed approach procedure for a single runway operation should be revised, as necessary, to be identical with that of a simultaneous approach operation.

6. Separate radar and local control positions are established for each final approach course.

## Section 6. Airport Lighting

### 10-6-1. GENERAL

The airport manager/operator is responsible for operating airport lights during the hours the tower is closed.

### 10-6-2. OPERATION OF LIGHTS WHEN TOWER IS CLOSED

When the tower is closed, the airport lights must be operated:

**a.** By the on-site FSS when:

**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's quarters which will show the actual operating status.

**b.** If no FSS is located on the airport and the lighting controls are provided in the tower cab, tower personnel before closing the tower must ensure that the airport rotating beacon, obstruction lights, and boundary lights are turned on. All other lighting systems, including runway lights, must be set in accordance with a letter of agreement with the airport manager/operator. However, runway lights must not be lighted by tower personnel if a NOTAM closing that runway is in effect.

**c.** At locations where the setting of the runway edge lights control the associated medium approach light system/runway alignment indicator lights, include in a letter of agreement with the airport manager/operator that during the period the tower is closed, the runway edge lights must be operated at the following step settings:

**1.** High Intensity Runway Lights (HIRL)–Step 3.

**2.** Medium Intensity Runway Lights–Step 2.

**d.** If the airport manager/operator will not agree to the step settings, the provisions of subpara c above, must apply. In addition, notify the appropriate FSDO.

**e.** If the airport manager/operator will not enter into a letter of agreement, all runway lighting controls operating from the tower must be turned off. If appropriate, a runway lighting NOTAM will be issued.

**f.** Unless otherwise directed by the Terminal Operations Service Area Office, the air traffic facility responsible for controlling or monitoring lighting aids must originate NOTAMs concerning the aids.

### 10-6-3. INCOMPATIBLE LIGHT SYSTEM OPERATION

If the operation of a light system is not compatible with the instructions herein, or if the manager/operator of a civil airport or the commanding officer of a military airport prescribes an operating period different from those in this section or FAA Order JO 7110.65, Air Traffic Control, Chapter 3, Section 4, Airport Lighting, or FAA Order JO 7110.10, Flight Services, (except for the airport rotating beacon), the airport lighting system may be operated if a letter of agreement is executed. Each agreement must set forth the operating periods, the pertinent requirements, and a statement that the lights will be available upon pilot request. If an agreement covers the operation of runway lights while the tower or the FSS is closed, it must also contain the following clauses:

**a.** The airport owner/operator covenants and expressly agrees that with regard to any liability which may arise from the operation of the runway lights at the airport during any period when the airport traffic control tower (flight service station) at (name) airport is closed or nonoperational, that each party must be solely and exclusively liable for the negligence of its own agents, servants, and/or employees, in accordance with applicable law, and that neither party looks to the other to save or hold it harmless for the consequences of any negligence on the part of one of its own agents, servants, and/or employees.

**b.** Runway lights may not be lighted by tower (FSS) personnel if a NOTAM closing that runway is in effect.

#### 10-6-4. APPROACH LIGHT SYSTEMS

a. The procedures in this paragraph pertain to the following approach light systems (see FAA Order 6750.24E, Instrument Landing System and Ancillary Electronic Component Configuration and Performance Requirements), Appendix A:

1. ALSF-1: Approach Light System (ALS) with Sequenced Flasher Lights (SFL) in Category 1 configuration.

2. ALSF-2: Approach Light System with Sequenced Flasher Lights in Category 2 configuration.

3. MALS: Medium Intensity Approach Light System. When associated with Sequenced Flashers, MALSF.

4. MALSR: Medium Intensity Approach Lights with Runway Alignment Indicator Lights.

5. SSALS: Simplified Short Approach Light System. When complemented by Sequenced Flashers, SSALF.

6. SSALR: Simplified Short Approach Lights with Runway Alignment Indicator Lights.

7. ODALS: Omnidirectional Approach Lighting System.

b. Facility air traffic managers having responsibility for approach light systems must adhere to the following:

1. Where an approach light system monitoring device is provided, perform a monitor check at the beginning of each workday. Consult with the Technical Operations technician for monitor check procedures. Report any discrepancy noted in the monitor check or any report of malfunction, either observed or received from any source, to the Technical Operations technician as soon as possible regardless of the time (day/night).

**NOTE-**

*During periods of known commercial electrical power shortage within the areas where the approach lighting system is located, the monitor check should be delayed until off-peak hours. The interval between monitor checks must not exceed 24 hours during electrical power shortages.*

2. When the monitor alarms, advise aircraft on approach that the monitor panel indicates a system malfunction.

(a) The approach light system should not be reported as unusable or inoperative until receipt of the technician's report that the system is not operating or is malfunctioning unless it can be determined by visual reference from the tower or from a reliable source (for example, pilot, airport manager) that one of these two conditions exists.

(b) If the system is reported as unusable or inoperative, the air traffic manager must ensure that Technical Operations issue the appropriate NOTAM.

**REFERENCE-**

*FAA Order 6750.24E, Appendix A, Instrument Landing System and Ancillary Electronic Component Configuration and Performance Requirements*

*FAA Order JO 7110.65, Paragraph 3-3-3, Timely Information*

*FAA Order JO 7110.65, Paragraph 4-7-12, Airport Conditions*

*FAA Order JO 7930.2, Paragraph 5-2-1, Lighting Aids*

3. Monitors do not indicate light obscurement due to snow, sand, plant growth, etc. When such a condition is reported or suspected, request the Technical Operations technician to describe the visibility condition of the approach light system. If the technician reports at least four adjacent bars or four consecutive sequence flashers are obscured, the air traffic facility manager must send the appropriate NOTAM.

4. At locations which do not have duplicate lighting controls in the FSS on the airport, operation of the ALS during the hours of darkness when the tower is unmanned must be as follows:

(a) ALSF-1 and ALSF-2 must be turned on and set to intensity #3. The Sequence Flashing Lights (SFL) must not be turned on.

(b) SSALR not controlled by radio or other suitable means must be turned on and set to intensity #3. The Runway Alignment Indicator Lights (RAIL) must not be turned on unless the ALS has been modified to provide variable RAIL intensity.

(c) MALSR not controlled by runway edge lights, radio, or other suitable means must be turned on and set to intensity #2 for Three Step MALS/Three Step RAIL, and Low setting for Two Step MALS/One Step RAIL. The RAIL must not be turned on unless the ALS has been modified to provide variable RAIL intensity.

(d) When MALSR intensity is controlled by runway edge lights, apply the procedures in sub-para 10-6-2c.



(e) If the ALS system is equipped with ground-to-ground/air-to-ground links, tower personnel must switch the system to air-to-ground radio control before closing the tower.

(f) Issue a NOTAM containing information that the system is unattended and the appropriate FSFO having jurisdiction over the area must be notified of the operational status of the ALS.

(g) When required to meet local atmospheric, topographic, or twilight conditions, prepare a facility directive specifying the intensity settings for the ALS and forward a copy to the FSDO.

c. At airports with air traffic control towers equipped with airport lighting control panels that do not provide direct indication of airport lighting intensities, the ATM, with the airport operator, must annually review and compare the preset selection settings configured in the tower lighting control system to verify that they comply with FAA requirements.

#### **10-6-5. VISUAL APPROACH SLOPE INDICATOR (VASI) SYSTEMS**

a. There are three basic VASI configurations: VASI-2, VASI-4, and VASI-12. Two additional configurations were developed for use with long-bodied aircraft by adding a third bar to either the VASI-4 or the VASI-12. These configurations are referred to as VASI-6 and VASI-16.

b. The basic FAA standard for VASI systems permit independent operation by means of a photoelectric device. This system has no remote monitor and no on-off control feature. It is intended for continuous operation.

c. Other VASI systems in use include the following:

1. The basic VASI as described in subpara b, except at locations where the system was installed with an on-off remote switch in the control tower. If an on-off switch is provided, it is intended that the VASI be operated on a continuous basis when the runway it serves is in use. Airport operators at some locations may request the facility air traffic manager to operate this system only during certain hours and/or conditions. When this occurs, facility air traffic managers must contact the Terminal Operations Service Area Office for guidance.

#### **NOTE-**

*When VASI systems are installed under the FAA's Airport Improvement Program, the sponsor may negotiate a letter of agreement with the regional Airports Division for a part-time VASI operation. Terminal Operations Service Area Offices should consult with the regional Airports Division on such matters.*

2. Systems that are operated remotely from the control tower may be either two-step or three-step. It is intended that these systems be operated on a continuous basis when the runway they serve is in use.

3. Systems with steep descent profiles intended for STOL operations may be operated on an individual aircraft basis or as determined by the facility air traffic manager dependent upon the frequency of use.

d. The basic FAA standard VASI is not provided with a remote status indicator. At locations where a VASI remote status indicator is installed, specialists must notify air traffic when a malfunction is indicated or reported. The VASI should not be turned off nor a NOTAM issued unless the Technical Operations technician advises it is inoperative or if it is obvious that it is inoperative. In the event the technician advises there is a one side operating condition at locations with a VASI on both sides of a runway, the system must remain in operation and NOTAM indicating partial operations issued.

#### **10-6-6. PRECISION APPROACH PATH INDICATOR (PAPI) SYSTEMS**

a. The basic FAA standard for PAPI systems permit independent operation by means of a photoelectric device. This system has no remote monitor and no on-off control feature. It is intended for continuous operation.

b. Other PAPI systems in use include the following:

1. The basic PAPI system as described in subpara a, except at locations where the system was installed with an on-off remote switch in the control tower. If an on-off switch is provided, it is intended that the PAPI be operated on a continuous basis when the runway it serves is in use. Airport operators at some locations may request the facility air traffic manager to operate this system only during certain hours and/or conditions. When this occurs, facility air traffic managers must contact the Terminal Operations Service Area office for guidance.

2. Systems that are operated remotely from the control tower may be five-step. It is intended that these systems be operated on a continuous basis when the runway they serve is in use.

**NOTE—**

*When PAPI systems are installed under the FAA's Airport Improvement Program, the sponsor may negotiate a letter of agreement with the regional Airports Division for a part-time PAPI operation. Terminal Operations Service Area offices should consult with the regional Airports Division on such matters.*

### 10-6-7. RUNWAY AND TAXIWAY LIGHTS

When required, prepare a facility directive specifying local procedures for the operation of Runway End Identifier Lights (REIL), High Speed Turnoff Lights, or Runway Centerline and Touchdown Zone Light Systems (RCLS TDZL), and forward a copy to the FSDO.

### 10-6-8. RUNWAY FLOODLIGHTS

Where runway floodlights are installed, local procedures must be established for their operation.

These must provide that they be turned off when an aircraft is required to taxi toward the lights and they may be blinding to the pilot. Also, that they must be operated as requested by a pilot for his/her operation.

### 10-6-9. RUNWAY EDGE LIGHTS ASSOCIATED WITH MEDIUM APPROACH LIGHT SYSTEM/RUNWAY ALIGNMENT INDICATOR LIGHTS

Two MALS/RAIL installations associated with runway edge lights are available. One is a two step brightness MALS and a one step brightness RAIL. The other is a three step brightness MALS and a three step brightness RAIL. The associations with runway edge step settings are shown in the following table. Facility air traffic managers must coordinate with the Technical Operations SMO sector to determine which of the two has been installed and issue a facility directive informing facility personnel. (For intensity settings see TBL 10-6-1.)

**TBL 10-6-1  
MALSR Step Intensity Settings**

Runway Edge Lights		Two Step MALS/One Step RAIL		Three Step MALS/Three Step RAIL	
Intensity		Intensity		Intensity	
HIRL	MIRL	MALS	RAIL	MALS	RAIL
Step 5	Step 3	100%	100%	100%	100%
Step 4			100%	100%	100%
Step 3	Step 2	10%	OFF	20%	26% outer 8% inner
Step 2			OFF	4%	1%
Step 1	Step 1	OFF	OFF	4%	1%

### 10-6-10. RUNWAY STATUS LIGHTS (RWSL)

#### TERMINAL

The RWSL is a system of runway and taxiway lighting which enhances pilot situational awareness by illuminating runway entrance lights (REL) when the runway is unsafe for entry or crossing, and take-off hold lights (THL) when the runway is unsafe for departure. The RWSL system uses a configuration

of in-pavement lights installed on taxiways and runways that indicate runway status only; they are not intended to indicate a clearance. The RWSL system works in conjunction with the ASDE-X/ASSC system along with the Field Lighting System (FLS).

a. ATMs must ensure that when available or operating normally, the RWSL systems are operated on a continuous basis.

b. As part of the facility checklist, operation of the system must be verified once each shift.

## Section 8. Safety Logic Systems Operations Supervisor/CIC Procedures

### 11-8-1. ASDE SYSTEM OPERATION

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

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

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

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

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

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

#### NOTE-

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

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

**f.** Construction projects in the vicinity of runways may cause nuisance or false alerts. It is the responsibility of air traffic facility management to mitigate alerts.

**1.** Air traffic facilities must use the ASDE-X/ASSC “Inhibit Area” map feature to manage construction related alerts when possible.

**2.** National Airway Systems Engineering (NAS Engineering) is able to assist facilities that do not have access to the ASDE-X/ASSC “Inhibit Area” map feature to manage construction related alerts. Facilities must contact NAS Engineering for assistance 30 to 45 days before construction via email at 9-AMC-ATOW-ASDES@faa.gov.

**g.** Changes to the airport movement areas which require updated ASDE-X/ASSC Maps can be provided by NAS Engineering. Facilities must contact NAS Engineering for assistance 30 to 45 days before construction via email at 9-AMC-ATOW-ASDES@faa.gov.

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

#### REFERENCE-

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

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

### 11-8-2. ENSURE STATUS

a. The OS/CIC is responsible for ensuring that the Safety Logic System is set for the correct runway configuration.

b. The OS/CIC must ensure that the operational status of the Safety Logic System is known to all operational personnel.

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

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

### 11-8-3. MONITOR ALERTS AND ENSURE CORRECTIVE ACTION

a. The OS/CIC must ensure that the Safety Logic System is monitored and all alerts are complied with.

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

#### REFERENCE-

*Pilot/Controller Glossary Term- Safety Logic System Alerts.*

### 11-8-4. RAIN CONFIGURATION

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

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

#### NOTE-

*When AMASS is in rain configuration all safety logic*

*alerts with the exception of arrivals to a closed runway are inhibited and AMASS is not in full core alert status.*

### 11-8-5. LIMITED CONFIGURATION

a. Under certain circumstances, there may be a need to operate the Safety Logic System in limited configuration. The limited configuration must only be used to temporarily inhibit persistent false alerts. The term “persistent false alert” refers to frequent false alerts caused by continuous or repetitive circumstances. False alerts caused by random events or circumstances of short duration are not considered “persistent false alerts.” The determination of “persistent false alerts” is at the discretion of each OS/CIC.

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

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

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

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

#### NOTE-

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

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

**11-8-6. WATCH CHECKLIST**

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

- a.** Operational status.
- b.** Runway configuration.
- c.** Presentation of the Safety Logic System data on all ASDE system displays.
- d.** When test button is activated, the aural alert is heard, and the speaker volume is adequate.



- 4. Other.
- c. Enable notification of proposed restrictions.

#### 17-5-10. NTML PROCEDURES

a. Facilities must enter, review, and respond to data in the NTML, as appropriate.

b. TMI data must be entered using the appropriate template and coordinated with the appropriate facility. Appropriate template means the one best suited for the type of event, such as a ground stop, delays, etc. The "Miscellaneous" templates must not be used if another template is appropriate. The Justification, Remarks, and Text fields must not contain any information that can be entered in other fields on the template.

**NOTE-**

*Causal information entered in the "Restriction" template is disseminated to many other software programs for monitoring the status of the NAS.*

c. Facilities must verbally contact other facilities when necessary to accomplish a task if electronic coordination has not been completed or is inappropriate to the situation, e.g., emergencies, classified information.

#### 17-5-11. PROCESSING REQUESTS FOR REROUTES AND RESTRICTIONS FOR FACILITIES WITH NTML

a. Restrictions/modifications that require ATCSCC review and approval:

1. Requesting facility must enter the restriction/modification in NTML.

2. Providing facilities should review and respond using NTML within 15 minutes.

**NOTE-**

*The restriction/modification, if not responded to, will be placed in conference status 15 minutes after it has been entered by the requesting facility.*

3. If all providing facilities accept the restriction/modification using the NTML software, the ATCSCC must approve or deny the restriction/modification as appropriate. The ATCSCC may deny/amend a restriction at anytime; however, it must call the requesting facility and explain the reason for the denial/amendment. For automation purposes, the ATCSCC should not approve a restriction until all

field providers have accepted it; however, if the ATCSCC elects to override the automation and approves a restriction/modification before all provider(s) accept, it must coordinate this action with the affected provider(s).

4. When a restriction is in conference status, the requestor must initiate a conference through the ATCSCC with providers. If an amendment is necessary, the ATCSCC amends and approves the restriction while on the conference.

**NOTE-**

*Any party may initiate a conference when deemed appropriate.*

b. Restrictions/modifications that do not require ATCSCC review and approval:

1. Requesting facility must enter the restriction/modification in NTML.

2. Providing facilities should review and respond using NTML within 15 minutes.

3. If all providing facilities accept the restriction/modification using the NTML software, it must be considered coordinated/approved.

4. If a providing facility does not respond using the NTML within 15 minutes, the requesting facility must contact the providing facility/facilities to verbally coordinate the restriction/modification.

**NOTE-**

*In the event that no one at the providing facility is available to accept a restriction in NTML, the requesting facility does have the ability to force the restriction into its log so it can be used internally. This must only be done after the verbal coordination mentioned in para 17-5-11b4 is complete.*

c. Restrictions/modifications associated with reroutes coordinated through the ATCSCC:

1. Restrictions/modifications that have been approved/coordinated will be discussed during the development of the reroute.

2. Any facility requiring a restriction in conjunction with a reroute that has been coordinated through the ATCSCC must enter the initiative into the RSTN template with the SVR WX RERTE button enabled. NTML processes these restrictions as approved and no further coordination is required.

### 17-5-12. DELAY REPORTING

a. Verbally notify the ATCSCC through the appropriate protocol, of any arrival, departure, or en route delay reaching or expected to reach 15 minutes except for Expect Departure Clearance Time (EDCT) delays created by Ground Delay Programs (GDP), Airspace Flow Programs (AFP), Collaborative Trajectory Option Programs (CTOP), or Ground Stops (GS) issued by the ATCSCC.

b. Facilities must update their delay status through the NTML. Facilities that do not have NTML must verbally report the delay increments in 15-minute increments to the overlying facility. The first facility with NTML must enter the delay information.

c. When notified that a facility is in a 15-minute delay situation, the ATCSCC and all impacted facilities, must subscribe to the delay report through the NTML until the facility verbally notifies the ATCSCC/impacted facilities that they are no longer in delays of 15 minutes or more.

d. Facilities must verbally notify the ATCSCC, through the appropriate protocol, when delays reach or are anticipated to reach 90 minutes, except for EDCT delays as a result of a GDP, AFP or CTOP. Facilities must document in their NTML, or daily log if the facility does not have NTML, that the verbal notification was completed. The ATCSCC must document in their NTML that the 90-minute verbal notification was received. The facility manager must be notified when delays reach 90 minutes, except for delays as a result of a GDP, AFP or CTOP.

### 17-5-13. ELECTRONIC SYSTEM IMPACT REPORTS

AT facilities must coordinate with their TMU or overlying TMU for developing an electronic system impact report (SIR) for all planned outages/projects/events that could cause a significant system impact, reduction in service, or reduction in capacity (for example, air shows, major sporting events, space launch/reentry operations, business conventions, runway closures, and procedural changes affecting

terminals and/or ARTCCs). Technical Operations is responsible for reporting all unplanned outages that pertain to FAA equipment.

#### **NOTE-**

*Planned events/outages are construed to mean that the event or outage is scheduled in advance of the occurrence.*

a. The TMU must coordinate the operational impact the outage/project/event will cause with the DDSO or designee, through their TMO. This includes, but is not limited to, reduction in AAR/ADR, anticipated TMIs, alternate missed approach procedures, and anticipated delays or any other significant impacts within the NAS.

b. To ensure the ATCSCC receives all planned events and outages that could have a significant impact on the NAS, the DDSO/designee or the OSG must enter the impact data on the Strategic Events Coordination website at <http://sec.faa.gov>.

c. The electronic SIR must contain the following information:

1. Airport/facility identifier.
2. Overlying ARTCC.
3. Scheduled dates/times.
4. Description of outage/project/event.
5. Operational impact.
6. Facility recall.
7. Flight check requirements.
8. Anticipated delays.
9. Anticipated TMIs.
10. Customer coordination.
11. General information.
12. Contact information.
13. Date/time of scheduled telecons.

#### **NOTE-**

*SIRs cannot be viewed on the OIS by facilities or our customers until the ATCSCC has approved the content. Instructions for entering items in detail are provided on the Web site at <http://sec.faa.gov>.*



## Section 7. Flow Evaluation Area (FEA), Flow Constrained Area (FCA), and Integrated Collaborative Rerouting (ICR)

### 17-7-1. GENERAL

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

### 17-7-2. DEFINITIONS

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

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

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

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

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

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

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

**h. ICR:** Strategic process for stakeholders to define and structure TMIs to mitigate constraints identified by an FEA or FCA.

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

### 17-7-3. FEA/FCA RESPONSIBILITIES

Customers are expected to:

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

**b.** Review advisories and examine their affected flights.

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

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

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

**f.** Evaluate and select routes that meet their objectives.

#### **NOTE-**

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

### 17-7-4. FEA/FCA PROCEDURES

**a.** The FAA TMU must:

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

**2.** When naming FEAs that will be shared, ensure the name is descriptive to the constraint or airspace captured. Ensure FEAs do not contain FCA

in the name and do not begin with a number or special character.

**3.** Share FEAs with the ATCSCC that may require implementation of TMIs (i.e., reroutes, miles-in-trail, ground stops, etc.) If requesting a reroute in conjunction with a shared FEA, notify the ATCSCC via the NTML of the FEA and the proposed reroute.

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

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

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

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

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

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

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

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

**(a)** Coordinate with the ATCSCC.

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

**(c)** Monitor impacts of customer preferences.

**(d)** Take tactical action as necessary.

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

**b.** The ATCSCC must:

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

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

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

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

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

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

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

## **17-7-5. ARTCC TO ARTCC FEA/FCA COORDINATION**

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

## **17-7-6. RESPONSIBILITIES**

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

**a.** For Airport MIT:

[Requester]\_[Provider]\_[Airport]

**EXAMPLE-**

**1.** ZDC\_ZJX\_EWR

**2.** ZTL\_ZID\_ATL

**b.** For Airway/Route:

[Requester]\_[Provider]\_[Airway]

**EXAMPLE-**

**1.** ZDC\_ZJX\_J55

**2.** ZNY\_N90\_PARKE

## **17-7-7. PROCEDURES**

The ARTCC TMU must:

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



b. Draw the FEA per route.

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

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

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

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

**EXAMPLE–**

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

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

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

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

## **17-7-8. INTEGRATED COLLABORATIVE REROUTING (ICR)**

a. Customers are expected to:

1. Examine their affected flights and, when practical, enter early intent (EI) and/or file a flight plan that will route the aircraft away from the affected

area. When acceptable options are not available, contact the ATCSCC Tactical Customer Advocate.

2. Enter “NRP” in the remarks section of the flight plan.

b. The FAA traffic management unit (TMU) must:

1. Coordinate with the Air Traffic Control System Command Center (ATCSCC).

2. Provide assistance in developing flow constrained areas (FCA), reroute options, and associated restrictions for the impacted area.

c. The ATCSCC must:

1. Issue an ICR FCA that defines the geographical area of concern with appropriate altitude and time limits, plus any other relevant filters to select affected traffic.

2. Conference the affected stakeholders and communicate the objectives for the flights captured in the FCA.

3. Send a numbered advisory that provides route guidance, if deemed necessary.

4. Issue an advisory in the Create Reroute tool. Preferential routes, recommended routes, and constraint avoidance may be suggested.

**NOTE–**

*Required reroutes may not be necessary if the response taken by customers alleviates the need for this initiative or the reason for initiating the ICR process changes (weather does not materialize, significant volume reductions, etc.).*

5. The FCA expires at the end of the published valid time unless it is coordinated and an advisory is issued that extends or cancels the initiative.



## Section 25. Time-Based Flow Management (TBFM)

### 17-25-1. GENERAL

a. TBFM is the hardware, software, methods, processes, and initiatives to manage air traffic flows based on time to balance air traffic demand with system capacity, and support the management of Performance Based Navigation (PBN).

b. TBFM provides a dynamic timed based environment, which increases efficiency and minimizes delays, compared to the use of static miles-in-trail. TBFM is a comprehensive, automated method of departure scheduling, en route adjustments, and arrival management. TBFM increases situational awareness through its graphical displays, timelines, and load graphs. TBFM trajectories are optimized for each aircraft to permit an accurate estimated time of arrival at an airport and provide scheduled times of arrival (meter times) that optimize the flow of traffic into a terminal area by adding more predictability to the ATC system. TBFM enables the routine use of Performance Based Operations (PBO).

### 17-25-2. PURPOSE

- a. This section establishes the purpose of TBFM.
- b. TBFM is the expanded use of time based metering to enable gate-to-gate improvements in both fuel and throughput efficiencies by:
  1. Applying spacing only where needed.
  2. Allowing for the routine use of PBO.
  3. Capitalizing on advanced aircraft Flight Management System (FMS) capabilities.
  4. Adding more predictability to the ATC system.

### 17-25-3. POLICY

When departure and or arrival flows are subject to TMIs, or when supporting PBN procedures, TBFM must be used to the maximum extent feasible in preference to miles-in-trail initiatives. Procedures for use of the capabilities within TBFM, in support of PBN operations and TMIs, must be documented in facility directives.

### NOTE-

*The benefits of TBFM are best realized through the coordinated effort of all facilities supporting PBN procedures or TMIs.*

### 17-25-4. DEFINITIONS

a. Adjacent Center Metering (ACM). An extension of Single Center Metering (SCM) that provides time-based metering capability to neighboring facilities. There are three categories of ACM processing and control at a facility:

1. Managing Facility (Full Control Graphic User Interface (GUI)) – That facility which exercises control over SCM and/or ACM settings and the relevant metering operation.

2. Limited Control (Partial Control GUI) - The ability to manage specific ACM settings and activities for relevant metering operations.

3. Non-Controlling (Non-Control GUI) - A facility that only has monitoring capability.

b. Constraint Satisfaction Point (CSP) – A meter arc, meter fix, meter point or other meter reference elements.

c. *Coupled Scheduling*. Adds additional CSPs for an aircraft to meet the scheduled time of arrival along their route. This results in more optimal balancing and distribution of delays over a greater distance from the airport or CSP.

d. *En Route Departure Capability (EDC)*. Scheduling capability that assists personnel providing traffic management services in formulating release times to a CSP to manage a mile-in-trail restrictions.

e. Extended Metering. Adds additional CSPs for an aircraft to meet the scheduled time of arrival along their route. This results in more optimal balancing and distribution of delays over a greater distance from the airport or CSP.

f. Ground-Interval Management-Spacing (GIM-S). Capability that provides automated speed advisories prior to descent to enable en route controllers to meet the Scheduled Time of Arrival (STA).

**g. Integrated Departure/Arrival Capability (IDAC).** Capability that automates the Call for Release process for departure scheduling and EDC.

**h. Reschedule/Global Reschedule –** The recalculation of generated frozen scheduled times of arrival (STA) resulting from an action taken at the TBFM GUI. Reschedule/Global Reschedule also commonly referred to as “rescheduling” or “rippling,” can be executed as an independent function but is also accomplished when changes to TBFM configurations or settings occur.

**i. Single Center Metering (SCM).** Capability that provides personnel providing traffic management services with the ability to view and manage arrival flows to an ARTCC’s internal airports.

**j. Supporting Facility.** A facility, which maintains an ancillary relationship to the managing facility in supporting TBFM-related functions.

**k. Time Based Flow Management (TBFM)** is the hardware, software, methods, processes, and initiatives to manage air traffic flows based on time to balance air traffic demand with system capacity, and support the management of PBN. This includes, but not limited to, TBM, ACM, SCM, EDC, TBS, IDAC, GIM-S, and Extended/Coupled Metering.

**l. Time-Based Metering (TBM).** The action of personnel providing air traffic services to meet a scheduled time at which airborne aircraft should cross a CSP.

**m. Time-Based Scheduling (TBS)/Departure Scheduling.** The action of personnel providing traffic management services to formulate time parameters for release of aircraft into an arrival flow.

## **17-25-5. RESPONSIBILITIES**

**a. The ATCSCC must:**

**1.** Be the final decision authority for TBFM-related operations and initiatives.

**2.** Manage the equity of overall system delays throughout the NAS.

**3.** Maintain awareness of all TBFM-related operational activities within the NAS.

**4.** Include the status of pertinent TBFM related information on the planning telecons and on the National Airspace System Status display.

**5.** Prioritize day-to-day TBFM activity based on NAS and/or facility constraints.

**6.** Establish and maintain multi-facility communications when necessary for TBFM operations.

**7.** Log TBFM related activities.

**b. The Managing Facility must:**

**1.** Determine appropriate TBFM settings and parameters.

**2.** Ensure TBFM settings are entered via TBFM TGUI, kept current, and coordination is accomplished.

**3.** Determine TBFM activity timeframes and coordinate start/stop times with the ATCSCC and affected facilities.

**4.** Communicate TBFM activity start/stop information to operational areas, operating positions, and supporting facilities, and log.

**5.** Enable/Disable sector meter list as coordinated, where applicable.

**6.** Monitor internal internal and upstream compliance and take appropriate action.

**7.** Monitor TBFM airborne delays and initiate actions, as appropriate, when values exceed or are projected to exceed delays that can be absorbed by control sectors. Notify the OS or affected areas/sectors of actions taken and expected outcomes.

**8.** Notify ATCSCC when unable to use TBFM capabilities, provide supporting justification, and log.

**9.** Coordinate internally with affected areas and with supporting facilities before taking action when changes to the metering strategy or updates to the TBFM schedule are necessary.

### **NOTE–**

*To the extent possible, avoid making any changes in TBFM that cause a reschedule/global reschedule during metering operations. Coordinate with affected facilities and sectors before a reschedule/global reschedule.*

**10.** Ensure TBFM coordination procedures are placed into local SOP or LOAs between facilities.

### **REFERENCE–**

FAAO 7210.3, 4-3-1, LETTERS OF AGREEMENT

**11.** Use TBFM to determine release times for facility controlled departures to a metered airport.

**12.** Ensure TBFM adaptations are maintained to reflect current operations.

**13.** Ensure trouble reports are submitted and reconciled.

**14.** Ensure TBFM training is completed.

**15.** Provide support to other local facilities with TBFM equipment.

**c.** Supporting facilities (ARTCC/TRACON/Tower) must:

**1.** Determine appropriate local TBFM settings.

**2.** Ensure TBFM settings are entered via TBFM TGUI, kept current, and coordination is accomplished.

**3.** Determine TBFM activity timeframes and coordinate start/stop times with the ATCSCC and affected facilities.

**4.** Communicate TBFM activity start/stop information to operational areas, operating positions, and supporting facilities, and log.

**5.** Enable/Disable sector meter list as coordinated, where applicable.

**6.** Use TBFM to determine release times for facility controlled departures to a metered airport.

**7.** Monitor arrival and departure flows for potential metering actions/changes.

**8.** Notify managing facility when unable to use TBFM capabilities, provide supporting justification, and log.

**9.** Monitor internal and upstream compliance and take appropriate action.

**10.** Ensure TBFM training is completed.

**11.** Through the appropriate managing facility, supporting facilities must:

**(a)** Ensure adaptations are maintained to reflect current operations

**(b)** Ensure trouble reports are submitted and reconciled

**(c)** Provide support to other local facilities with TBFM equipment





## Part 6. REGULATORY INFORMATION

### Chapter 18. Waivers, Authorizations, and Exemptions

#### Section 1. Waivers and Authorizations

##### 18-1-1. PURPOSE

This section prescribes policy and guidelines for the grant or denial of a Certificate of Waiver or Authorization from Title 14, Code of Federal Regulations (14 CFR).

##### 18-1-2. POLICY

a. FAAO 1100.5, FAA Organization – Field, delegates to the Service Operations Service Area Directors and Flight Standards Division Managers the Administrator’s authority to grant or deny a Certificate of Waiver or Authorization (FAA Form 7711-1), and permits the re-delegation of this authority. Further, re-delegation of the authority to grant or deny waivers or authorizations must be consistent with the functional areas of responsibility as described in FAA’s Rulemaking Manual, and may be limited if deemed appropriate.

b. Applications for a Certificate of Waiver or Authorization acted upon by a En Route and Oceanic Operations Service Area or Terminal Operations Service Area office will normally be processed in accordance with guidelines and standards contained herein, unless found to be in the best interest of the agency to deviate from them.

c. Applications for waiver or authorization that require both Air Traffic Organization and Flight Standards technical considerations must be handled jointly.

d. The grant of a Certificate of Waiver or Authorization constitutes relief from the specific regulations stated, to the degree and for the period of time specified in the certificate, and does not waive any state law or local ordinance. Should the proposed operations conflict with any state law or local ordinance, or require permission of local authorities or property owners, it is the applicant’s responsibility to resolve the matter.

##### 18-1-3. RESPONSIBILITIES

a. Air traffic, as designated by the Service Area Director, is responsible for the grant or denial of Certificate of Waiver or Authorization, except for those sections assigned to Flight Standards (detailed in subpara b).

b. Flight Standards, as designated by the Administrator, and described in FAA’s Rulemaking Manual, is responsible for providing advice with respect to the qualification of civil pilots, airworthiness of civil aircraft, and the safety of persons and property on the ground. Additionally, Flight Standards has the responsibility for the grant or denial of Certificate of Waiver or Authorization from the following sections of 14 CFR:

1. Section 91.119, Minimum safe altitudes: General;
2. Section 91.175, Takeoff and landing under IFR;
3. Section 91.209, Aircraft lights;
4. Section 91.303, Aerobatic flight;
5. Any section listed in 91.905 as appropriate for aerobatic demonstrations and other aviation events.
6. Section 105.21, Parachute operations over or into congested areas or open air assembly of persons, as appropriate for aerobatic demonstrations and other aviation events.

c. Certificate Holder, compliance with the provisions of a waiver is the responsibility of the holder who must be thoroughly informed regarding the waiver and those actions required of them by any special provisions. The holder must be advised that it is their responsibility to ensure that all persons participating in the operation are briefed on the waiver.

#### **18-1-4. PROCESSING CERTIFICATE OF WAIVER OR AUTHORIZATION (FAA FORM 7711-2) REQUESTS**

a. Requests for a Certificate of Waiver or Authorization (FAA Form 7711-2) may be accepted by any FAA facility and forwarded, if necessary, to the appropriate office having waiver authority. Those offices making the determination of whether an application should be processed by higher authority may forward the request to the appropriate Service Area Director for action. Those requests that are forwarded to FAA Washington Headquarters for processing must include all pertinent facts, background information, recommendation(s), as well as the basis and reasons for requesting Headquarters action.

b. Requests must be coordinated with all concerned FAA elements, prior to approval, by the office that is most convenient to the applicant and having waiver authority, even though the proposed operation will be conducted within or extended into other jurisdictional areas. This procedure is intended to establish one office as the agency contact for an applicant and will preclude the need for the petitioner to deal with the FAA at various locations.

#### **18-1-5. PROCESSING CERTIFICATE OF WAIVER OR AUTHORIZATION RENEWAL OR AMENDMENT REQUESTS**

a. A renewal request should be made by means of a new application. However, a request by another method is acceptable if its substance is essentially the same as the previous application or when, in the judgment of the waiver or authorization office, the request is sufficiently similar that new considerations are not required.

b. An existing waiver or authorization may be amended either by re-issuance or by letter.

#### **18-1-6. ISSUANCE OF CERTIFICATE OF WAIVER OR AUTHORIZATION (FAA FORM 7711-1)**

Waivers and authorizations must be completed in accordance with the following instructions and must be signed only by the appropriate authority (see FIG 18-1-1 and Example). The FAA Form 7711-1 should be:

a. Issued to an organization, whenever possible, in preference to an individual but indicate name and title of the individual acting for the organization.

b. Specify the operations that are permitted by the waiver or authorization.

c. Define the area and specify altitudes at which they may be conducted.

d. Specify the regulation, or portion thereof waived by numerical and letter reference as well as title. This section is left blank for authorizations (e.g., unmanned air vehicle operations, etc.).

e. Specify the effective and expiration dates, including hours of operation. The specific dates and hours of operation must allow sufficient time for the accomplishment of the operation and, if appropriate, an alternate date to cover cancellations that might be necessary due to adverse weather conditions.

1. ATO issued waivers or authorizations may be made effective for a period of up to 24 calendar months in accordance with Flight Standards and ATO policies.

2. Flight Standards may issue waivers for aerobatic practice areas (APAs) for a period of up to 36 calendar months.

f. Restrict the waiver or authorization to the extent required by the operation. Further, any special provisions that are required to provide for an adequate level of flight safety and the protection of persons and property on the surface; for example: limitations, location, time periods, and type aircraft must, be specified and included as part of the waiver or authorization.

#### **NOTE-**

*If a longer duration is requested, or the operation is of national importance, advise the proponent to petition for an exemption utilizing 14 CFR Section 11.63, How and to whom do I submit my petition for rulemaking or petition for exemption.*

#### **18-1-7. RETENTION OF CERTIFICATES OF WAIVER OR AUTHORIZATION**

The issuing office must retain one copy of each waiver, authorization or denial, along with supporting data, for at least one year after the date of denial or expiration, as appropriate. Significant or unusual waivers or authorizations may be retained for longer periods.

## Section 9. Security Notice (SECNOT)

### 19-9-1. POLICY

This section contains policy, responsibilities, and procedures for issuing a SECNOT. A SECNOT is only issued when the aircraft identification is known and either a security violation has occurred or an aircraft is considered a security risk.

### 19-9-2. PURPOSE

a. A SECNOT enables the FAA to locate aircraft that violate national security measures or are considered a security risk. National security measures include the DC SFRA and TFRs. Security risks include stolen aircraft and other law enforcement activities involving aircraft.

b. A SECNOT is a request originated by the Air Traffic Security Coordinator (ATSC) for an extensive communications search for aircraft involved or suspected of being involved in a security violation or are considered a security risk.

### 19-9-3. RESPONSIBILITIES

a. A SECNOT will include the aircraft identification, search area, and expiration time. The search area, as defined by the ATSC, could be a single airport, multiple airports, a radius of an airport or fix, or a route of flight. Once the expiration time has been reached, a SECNOT is considered to be cancelled.

b. SECNOT aircraft lookouts must be initiated by the ATSC via telephone to FSS and broadcast on the DEN.

c. SECNOT aircraft alerts must be given wide distribution, including all FAA air traffic facilities 50

miles on either side of the route of flight from the last reported position or departure point of the aircraft. SECNOT alerts must be distributed outside the FAA to fixed base operators and law enforcement agencies. When contacting airports or offices outside of official government agencies, provide no further information other than that which is contained in the SECNOT. A SECNOT expiration time will be provided by the ATSC at the time of issue. The DEN may expand the search area to cover the maximum range of the aircraft.

d. Upon receiving notification of a SECNOT, the controller must forward all information of the subject aircraft to the OS/CIC. If information is not known, broadcast call sign on all frequencies and advise the OS/CIC of the response. The OS/CIC must check the position records to determine if the aircraft has contacted your facility. Immediately notify the parent ARTCC OM or DEN of subsequent contact and keep the alert in an active status until cancellation is received or the SECNOT expiration time is reached.

e. When information becomes known about an aircraft for which a SECNOT message has been issued, do the following:

1. Forward any information on the aircraft to the parent ARTCC OM or DEN.

2. Do not take any action related to the SECNOT aircraft other than normal ATC procedures.

f. The SECNOT alert remains in effect until canceled by the DEN or the expiration time is reached.



## Section 2. Responsibilities

### 20-2-1. DESCRIPTION

This section identifies the primary Air Traffic Management (ATM) security responsibilities of System Operations Security, as well as air traffic facilities, pertinent to the implementation of ATM security measures. System Operations Security is responsible for collaboration and coordination with air traffic facilities on the planning and operational execution of ATM security measures and related efforts to protect the nation while mitigating safety and efficiency impacts on the National Airspace System (NAS).

### 20-2-2. TACTICAL OPERATIONS SECURITY GROUP RESPONSIBILITIES

Tactical Operations Security Group responsibilities are undertaken primarily through four Air Traffic Security Coordinator (ATSC) teams and the System Operations Support Center (SOSC) team. Tactical Operations Security Group, as appropriate and in collaboration with air traffic facilities, must:

- a. Cooperate with the North American Aerospace Defense Command (NORAD), the Transportation Security Administration (TSA), Customs and Border Protection (CBP), and other interagency security partners to monitor the NAS and other relevant airspace to detect and tactically respond to potential threats, including suspicious flights.
- b. Cooperate with the United States Secret Service (USSS), Federal Bureau of Investigation (FBI), and other interagency partners to operationally implement ATM security measures used to protect security-sensitive locations (e.g., the DC Special Flight Rules Area and Flight Restricted Zone [DC SFRA and FRZ]); events (e.g., National Special Security Events [NSSE]); and activities, including Very Important Persons (VIP) travel.
- c. Conduct operational efforts to mitigate the impact of threats and security measures on the safety and efficiency of the NAS.
- d. Develop and coordinate the publication of flight advisories, Security Notices (SECNOT), and Notices to Airmen (NOTAM) enabling ATM security and/or other emergency operations efforts. This function includes the publication of Temporary

Flight Restrictions (TFR) pursuant to Title 14 Code of Federal Regulations (CFR) Parts 99.7, Special security instructions; 91.141, Flight restrictions in the proximity of Presidential and other parties; and 91.137, Temporary flight restrictions in the vicinity of disaster/hazard areas.

- e. Serve as the final approving authority for all real-time ATM security determinations regarding aviation operations within the NAS.
- f. Coordinate and authorize routings for U.S. Department of State (DOS) designated Special Interest Flights (SIF).
- g. Lead execution of ATM aspects of classified and other sensitive security-related air missions.
- h. Manage the Special Governmental Interest (SGI) Program for Unmanned Aircraft System (UAS) waivers and authorizations, including emergency addendums to UAS Certificates of Authorization or Waiver (ECOA).
- i. Staff ATSC and SOSC positions.

### 20-2-3. SPECIAL OPERATIONS SECURITY GROUP RESPONSIBILITIES

Special Operations Security Group responsibilities are undertaken primarily through senior FAA representatives, who represent the agency in coordinating ATM security issues with national defense, homeland security, and law enforcement interagency partners. Special Operations Security Group, as appropriate and in collaboration with air traffic facilities must:

- a. Cooperate with the USSS, FBI, and other interagency partners to develop and coordinate ATM security measures used to protect security-sensitive locations (e.g., the DC SFRA and FRZ); events (e.g., NSSEs); and activities, including VIP travel (e.g., Presidential travel).
- b. Develop and coordinate plans and procedures to mitigate the impact of threats and security measures on the safety and efficiency of the NAS, including coordination with NORAD and other interagency partners to facilitate fighter intercept operations.
- c. Develop plans for and coordinate the execution of ATM elements of select national defense,

homeland security, and law enforcement exercises. This work includes support of classified and other sensitive security-related exercises.

**d.** Plan and coordinate ATM related support to classified and other sensitive aviation operations, including UAS flights, and mitigate impact of that activity on the NAS.

**e.** Coordinate and authorize call signs for special aircraft missions operated by law enforcement agencies (federal, state, and local), national defense entities, and for other special activities.

**f.** Staff senior FAA representative and liaison officer positions at FAA Headquarters and embedded at key national defense, homeland security, and law enforcement locations.

#### **20-2-4. STRATEGIC OPERATIONS SECURITY GROUP RESPONSIBILITIES**

Strategic Operations Security Group responsibilities are undertaken primarily through a staff at FAA Headquarters. Strategic Operations Security Group, as appropriate and in collaboration with air traffic facilities, must:

**a.** Cooperate with the Defense Threat Reduction Agency (DTRA) and other interagency partners to plan and coordinate the conduct of Open Skies Treaty missions in the NAS.

**b.** Cooperate with the Federal Emergency Management Agency (FEMA), State Emergency Management Agencies (SEMA), U.S. Northern Command (USNORTHCOM), State National Guard (NG) commands, and other federal, state, and local partners to develop and implement air traffic management aspects of disaster response and other emergency operations plans.

**c.** Manage the development and sustainment of ATM security related FAA ATO procedures, including: FAA Order JO 7610.4, Special Operations; FAA Order JO 7110.67, Air Traffic Management Security Services for Special Activities; FAA Order JO 7110.65, Air Traffic Control; and FAA Order JO 7210.3, Facility Operation and Administration.

**d.** Coordinate with U.S. Strategic Command (STRATCOM), FAA Spectrum Engineering, and other key stakeholders to support Global Positioning System (GPS) interference and Electronic Attack (EA) testing, and Identification Friend or Foe (IFF) exercises within the NAS. Plan and, as needed, coordinate actions to mitigate impact of this specialized activity on the safety and efficiency of the NAS.

**e.** Lead the planning and coordination of ATM security related procedures for foreign aircraft overflight, including DOS SIF activity and Part 99.7 NOTAMs that describe instructions for entry/exit, transit, and flight operations within U.S. controlled airspace.

**f.** Lead ATO engagement on ATM security matters with foreign counterparts, including the International Civil Aviation Organization (ICAO) and foreign Air Navigation Service Providers (ANSP).

**g.** Track, collect, and analyze aviation security data related to ATM security events in the NAS, such as unauthorized laser illuminations, unauthorized UAS, TFR violators, Tracks of Interest (TOI), No Radio (NORDO).

**h.** Provide the means for identification and protection of all real-time flight data information associated with sensitive flights in the NAS.

**i.** Develop and implement call sign procedures for the NAS.

**j.** Coordinate requests from governmental agencies, including law enforcement, for use of ICAO 3-letter designators/telephonies; and coordinate all requests for use of U.S. special call sign designators/telephonies.

**k.** Serve as ATO lead for the National Hurricane Operations Plan (NHOP).

**l.** Develop and coordinate ATM security related procedures for specialized NAS threats, including lasers, Man Portable Air Defense Systems (MANPADS), UAS, and diseases of global public health concern.

**m.** Develop ATM security procedures related to NEXTGEN systems, the use of emerging technologies, and new entrants in the NAS, such as UAS and commercial space activities.

**20-2-5. AIR TRAFFIC FACILITY RESPONSIBILITIES**

In collaboration with System Operations Security as described in Paragraph 20-2-1, Description, the ATM must ensure:

- a.** ATM security measures are coordinated with System Operations Security, and implemented by the facility.
- b.** ATM security measures are briefed to all operational personnel.
- c.** The air traffic facility follows DEN reporting requirements published in FAA orders. This is to

include maintaining a listening watch of the DEN when it is known that a facility is needed on the network.

- d.** All violators of ATM security measures are tracked, identified when possible, and reported via the DEN.
- e.** Support of and compliance with DEN Air Traffic Security Coordinator (ATSC) tactical decisions.
- f.** The safety of air traffic while implementing ATSC tactical decisions.





## Appendix 4. Glide Slope Outage Waiver Request

<b>Request for Authorization to Conduct Simultaneous Independent Approaches with Glide Slope Out After 29 Days</b>	
<b>AJV-8</b>	Submit via Email to: 9-AJV-8-HQ-Correspondence@faa.gov
<b>Section 1</b>	
<b>Facility Identification: (KXYZ)</b>	
<b>Runway (###) Glide Slope OTS:</b>	
<b>Dates of Expected Outage:</b> (xx/xx/xx to xx/xx/xx)	
<b>Reason Glideslope is OTS:</b>	
<b>Section 2</b>	
<b>(Simultaneous) Approaches Impacted:</b>	
<b>Runway Usage Percentage:</b>	
<b>IFR Limits/Weather Minimum:</b>	
<b>RNAV Capability/Equipage:</b>	
<b>Peak IFR Airport Arrival Rate:</b>	
<b>Section 3</b>	
<b>Impact if Authorization is Not Granted:</b>	
Facility Manager must include a narrative of the operational impact if continuation of this procedure is not approved.	
<b>Section 4</b>	
Attach a copy of the facility Contingency Plan for Glide Slope Out Procedures.	



## Appendix 5. Checklist for Reported Headset Tone Incidents

This form will be completed by the operations supervisor (OS)/controller-in-charge (CIC) and will be retained by the employee's OS for a period of 1 year.

Checklist Requirement for Headset Tone Incidents	OS/CIC Initials
Ensure that Technical Operations is notified to evaluate the affected operational position and associated NAS equipment for normal operations as soon as possible.	
Secure the affected headset for testing by the facility Air Traffic Management. <i>Note: The affected employee and their union representative will be given the opportunity to observe the headset testing.</i>	
Secure the recording of the tone incident. <i>Note: FAA Tech Ops may use the recording to conduct a root-cause analysis.</i>	
Record the incident on FAA Form 7230.4, Facility Log, using the "E" entry. <i>Note: Carry the item on the facility log until headset testing is completed.</i>	
When headset testing is complete, annotate the facility log using an "E" entry with the statement, "Tests complete. (Record test results)." Report any abnormal test results (headset or other communications equipment), as appropriate, on the facility log. <i>Note: The ATM will ensure headsets which fail the headset testing are secured and, within 30 days, contact the 2<sup>nd</sup> level Engineering Office, AJW-173, at (405)954-0066 for instructions to return the headset to the manufacturer.</i>	
Update the Safety Management Information System (SMIS) to reflect the headset tone incident.	
Determine if the employee intends to file a DOL Form CA-1, <i>Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation</i> . The facility supervisor will assist the employee in filing DOL Form CA-1, if requested. <i>Note: DOL Form CA-1 (with instruction sheets) can be obtained from the DOL web site <a href="https://www.dol.gov/owcp/dfec/regs/compliance/forms/htm">https://www.dol.gov/owcp/dfec/regs/compliance/forms/htm</a>.</i>	
If any employee wishes to be medically evaluated due to a headset incident, complete DOL Form CA-16, <i>Authorization for Medical Treatment</i> , in accordance with the Federal Employee Compensation Act (FECA).	



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# BRIEFING GUIDE



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

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

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**1. PARAGRAPH NUMBER AND TITLE:**

1–2–4. ABBREVIATIONS

3–3–11. HEADSET TONE INCIDENTS

Appendix 5. Checklist for Reported Headset Tone Incidents

**2. BACKGROUND:** The FAA recognizes that headset tones are, in most cases, an unavoidable occupational occurrence. In June 2007, Technical Operations (AJW) issued a memorandum that provided guidance for handling and processing tone incidents. Technological improvements, such as sound-limiting devices to headsets and communication voice switches, have mitigated the risk for long and short-term injury due to unexpected tones. Consequently, AJW, in collaboration with Air Traffic Services (AJT) and the National Air Traffic Controllers Association (NATCA), rescinded the 2007 memorandum in favor of incorporating procedures into FAA Order JO 7210.3, Facility Operation and Administration. In the interim, guidance has been issued in the form of a joint memorandum from AJT and AJW, which includes a checklist for reported headset tone incidents.

**3. CHANGE:****OLD****1–2–4. ABBREVIATIONS**

As used in this order, the following abbreviations have the meanings indicated: (See TBL 1–2–1.)

Add

Add

Add

**OLD**

Add

Add

Add

Add

Add

Add

**NEW****1–2–4. ABBREVIATIONS**

No Change

**EOSH...Environmental and Occupational Safety and Health****SECM...Safety and Environmental Compliance Manager****SMIS...Safety Management Information System****NEW****3–3–11. HEADSET TONE INCIDENTS****FAA Contract Towers (FCT) NOT APPLICABLE.**

**a. Facility air traffic managers will ensure that reported headset tones are documented, the Safety Management Information System (SMIS) is updated, and affected equipment tested. Headset tone incidents must be handled in accordance with Appendix 5, Checklist for Reported Headset Tone Incidents.**

**b. If an employee wishes to file a claim due to a headset tone, the OS/CIC will ensure reporting is done in accordance with FAA Order 3900.19 Paragraph 702, Reporting Mishaps.**

**NOTE–**

**Headset tone incidents are automatically reported to the Environmental and Occupational Safety and Health (EOSH) Safety and Environmental Compliance Manager (SECM) through the SMIS.**

**REFERENCE–**

**FAA Order 3900.19, FAA Occupational Safety and Health Program.**

### Appendix 5. Checklist for Reported Headset Tone Incidents

This form will be completed by the operations supervisor (OS)/controller-in-charge (CIC) and will be retained by the employee's OS for a period of 1 year.

Checklist Requirement for Headset Tone Incidents	OS/CIC Initials
Ensure that Technical Operations is notified to evaluate the affected operational position and associated NAS equipment for normal operations as soon as possible.	
Secure the affected headset for testing by the facility Air Traffic Management.  <i>Note: The affected employee and their union representative will be given the opportunity to observe the headset testing.</i>	
Secure the recording of the tone incident.  <i>Note: FAA Tech Ops may use the recording to conduct a root-cause analysis.</i>	
Record the incident on FAA Form 7230.4, Facility Log, using the "E" entry.  <i>Note: Carry the item on the facility log until headset testing is completed.</i>	
When headset testing is complete, annotate the facility log using an "E" entry with the statement, "Tests complete. (Record test results)." Report any abnormal test results (headset or other communications equipment), as appropriate, on the facility log.  <i>Note: The ATM will ensure headsets which fail the headset testing are secured and, within 30 days, contact the 2<sup>nd</sup> level Engineering Office, AJW-173, at (405)954-0066 for instructions to return the headset to the manufacturer.</i>	
Update the Safety Management Information System (SMIS) to reflect the headset tone incident.	
Determine if the employee intends to file a DOL Form CA-1, <i>Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation</i> . The facility supervisor will assist the employee in filing DOL Form CA-1, if requested.  <i>Note: DOL Form CA-1 (with instruction sheets) can be obtained from the DOL web site <a href="https://www.dol.gov/owcp/dfec/regs/compliance/forms/htm">https://www.dol.gov/owcp/dfec/regs/compliance/forms/htm</a>.</i>	
If any employee wishes to be medically evaluated due to a headset incident, complete DOL Form CA-16, <i>Authorization for Medical Treatment</i> , in accordance with the Federal Employee Compensation Act (FECA).	

**1. PARAGRAPH NUMBER AND TITLE:** 2–1–21. OBSTACLE IDENTIFICATION SURFACES, OBSTACLE FREE ZONES, RUNWAY SAFETY AREAS, AND CLEARWAYS

**2. BACKGROUND:** There is conflicting information contained in handouts for pilots, FAA Order JO 7110.65, and the Aeronautical Information Manual (AIM) regarding the procedures to be used with Runway Approach Hold Areas. Current signage for these hold areas read “Runway (runway number) APCH”. Pavement markings for these hold areas are a hold bar (the same as a runway hold short bar). This has led to confusion when these hold bars were placed on a taxiway that does not lead to a runway. A workgroup consisting of representatives from AJT–2, ARP, and AFS was formed to address Runway Approach Hold Areas. A test was conducted at ORD, BNA, and CLE using enhanced Runway Approach Hold Areas. This test involved a signage change to read “(Rwy #) APCH–(Rwy #) DEP” and pavement markings changed from the hold bar to a ladder on taxiways. ARP completed a Runway Approach Hold Area Signage and Marking Study, through the William J. Hughes Technical Center. An SRMD was completed documenting the changes. Based on the test, study and SRMD, ARP developed a new Advisory Circular and changed the signage to read “(Rwy #) APCH”–“(Rwy #) DEP”. The pavement markings on a taxiway are being changed to a ladder.

**3. CHANGE:**

<u>OLD</u>	<u>NEW</u>
<b>2–1–21. OBSTACLE IDENTIFICATION SURFACES, OBSTACLE FREE ZONES, RUNWAY SAFETY AREAS, AND CLEARWAYS</b>	<b>2–1–21. OBSTACLE IDENTIFICATION SURFACES, OBSTACLE FREE ZONES, RUNWAY SAFETY AREAS, <u>APPROACH/DEPARTURE HOLD AREAS</u>, AND CLEARWAYS</b>
<b>a</b>	No Change
<b>b.</b> Ensure that aircraft on the ground do not penetrate marked Obstacle Identification Surfaces, Obstacle Free Zones, Runway Safety Areas, <u>or</u> Clearways, or other airspace designed to provide protection for departures and arrivals.	<b>b.</b> Ensure that aircraft on the ground do not penetrate marked Obstacle Identification Surfaces, Obstacle Free Zones, Runway Safety Areas, <u>Approach/Departure Hold Areas</u> , Clearways, or other airspace designed to provide protection for departures and arrivals.
<b>c.</b> 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 <u>approach and departure areas</u> 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, <u>Taxi and Ground Movement</u> .	<b>c.</b> 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 <u>Approach/Departure Hold Areas</u> 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, <u>Taxi and Ground Movement Operations</u> .
<b>d</b>	No Change
<b>REFERENCE–</b> <i>P/CG Term – Approach Hold</i>	<b>REFERENCE–</b> <i>P/CG Term – Approach/<u>Departure</u> Hold</i>

**1. PARAGRAPH NUMBER AND TITLE:**

2–2–4. DUTY FAMILIARIZATION AND THE TRANSFER OF POSITION RESPONSIBILITY

2–2–11. PERSONNEL BRIEFINGS REGARDING ORDERS, PUBLISHED AERONAUTICAL DATA, AND FLIGHT PROCEDURES

3–1–1. BASIC EQUIPMENT

6–3–2. RECEIPT OF NOTAM DATA

**2. BACKGROUND:** The Aeronautical Information System Replacement (AISR) Enhancement Work Group consisting of Air Traffic Services (AJT), National Air Traffic Controllers Association (NATCA), National Association of Government Employees (NAGE), the Notice to Airmen (NOTAM) Office, Flight Service Directorate and Program Management Office held several meetings and reached a consensus for the need to specifically reference AISR as a source for NOTAM information in Terminal facilities. It was the recommendation of the Top 5 Work Group to incorporate the use of AISR as a NOTAM source in an FAA Order. Air Traffic Services accepted the recommendation from the AISR work group and Top 5 Group.

**3. CHANGE:****OLD****2–2–4. DUTY FAMILIARIZATION AND THE TRANSFER OF POSITION RESPONSIBILITY**

Title through c1(a)(12)

(13) PERTINENT OPERATIONAL NOTAMs, UNLESS PREVIOUSLY COVERED.

**NOTE–**

*Air traffic managers at facilities equipped with automated NOTAM systems must designate those systems as the primary source of NOTAM information.*

**OLD****2–2–11. PERSONNEL BRIEFINGS REGARDING ORDERS, PUBLISHED AERONAUTICAL DATA, AND FLIGHT PROCEDURES**

Title through b Reference

Add

**NEW****2–2–4. DUTY FAMILIARIZATION AND THE TRANSFER OF POSITION RESPONSIBILITY**

No Change

No Change

**NOTE–**

*Air traffic managers at facilities equipped with automated NOTAM systems, such as the Aeronautical Information System Replacement (AISR), must designate those systems as the primary source of NOTAM information.*

**NEW****2–2–11. PERSONNEL BRIEFINGS REGARDING ORDERS, PUBLISHED AERONAUTICAL DATA, AND FLIGHT PROCEDURES**

No Change

**c. The Aeronautical Information System Replacement (AISR) is an authorized source for NOTAMs. To the extent available, Air Traffic Managers must permit review of AISR for NOTAMs impacting the facility's area of jurisdiction, or an alternative authorized source; for example, the National Airspace System Aeronautical Information Management Enterprise System (FAA NAIMES) website at: <https://notams.aim.faa.gov/notamSearch>.**

**OLD****3-1-1. BASIC EQUIPMENT****Title through b3 Note**

4. Air traffic facilities that use electronic IDS must ensure that all displayed information is current. Facilities must ensure that any information with a scheduled expiration is removed from the controller display at the time of expiration. If the system is capable of automatically removing expired information, it must be configured to do so.

Add

**NEW****3-1-1. BASIC EQUIPMENT**

No Change

No Change

**NOTE-**

**This includes Notice to Airmen (NOTAM) information which may be viewed on the Aeronautical Information System Replacement (AISR) or at: <https://notams.aim.faa.gov/notamSearch>.**

**OLD****6-3-2. RECEIPT OF NOTAM DATA**

ARTCC air traffic managers must coordinate with other air traffic facilities in their area to ensure that adequate procedures are established for the receipt and distribution of NOTAMs.

**NEW****6-3-2. RECEIPT OF NOTAM DATA**

ARTCC air traffic managers must coordinate with other air traffic facilities in their area to ensure that adequate procedures are established for the receipt and distribution of NOTAMs. **NOTAM distribution may be accomplished via the Aeronautical Information System Replacement (AISR) or accessed at <https://notams.aim.faa.gov/notamSearch> as a source for NOTAM information.**

**1. PARAGRAPH NUMBER AND TITLE:**

2-9-1. BACKUP/AUGMENTATION OF WEATHER OBSERVATIONS

2-9-2. RECEIPT AND DISSEMINATION OF WEATHER OBSERVATIONS

2-9-3. LIMITED AVIATION WEATHER REPORTING STATION (LAWRS) HOURS OF OPERATION

**2. BACKGROUND:** In 2013, the National Weather Service (NWS) transferred certification authority to the Federal Aviation Administration (FAA) for all FAA sponsored weather observers and observation sites. Then, in August 2015, Air Traffic Services (AJT) issued a memorandum, establishing facility requirements when long-line communications malfunction. AJT's guidance also required facilities to add opening/closing procedures to the facility watch checklist.

**3. CHANGE:****OLD****2-9-1. BACKUP/AUGMENTATION OF WEATHER OBSERVATIONS**

a through b

**NEW****2-9-1. BACKUP/AUGMENTATION OF WEATHER OBSERVATIONS**

No Change

c. Specialists responsible for providing backup/augmentation of automated weather observations, or manual observations, must be certified by the National Weather Service (NWS).

**REFERENCE–**

*FAAO JO 7210.3, Para 14–1–2, Certificates of Authority*

**OLD**

**2–9–2. RECEIPT AND DISSEMINATION OF WEATHER OBSERVATIONS**

a through c1

2. The observers are/have been certified by the NWS.

c3 through c5

d. AWOS towers with LAWRS certified controllers should use the AWOS operator interface device (OID) to generate a manual hourly METAR/SPECI observation. If AWOS is able to provide METAR/SPECI observations (for example, FAA AWOS–C) and allows augmentation and backup entries, the AWOS may be used the same as ASOS/Automated Weather Sensor System (AWSS).

Add

**OLD**

**2–9–3. LIMITED AVIATION WEATHER REPORTING STATION (LAWRS) HOURS OF OPERATION**

Facility air traffic managers must submit to System Operations Airspace and Aeronautical Information Management office the hours of operation with the date that the facility commences participation in the LAWRS program and any changes thereafter in the hours of participation.

Add

Add

Add

c. Specialists responsible for providing backup/augmentation of automated weather observations, or manual observations, must be certified by the FAA.

**REFERENCE–**

*FAA Order JO 7900.5, Appendix J, Aviation Weather Observer Certification Process.*

**NEW**

**2–9–2. RECEIPT AND DISSEMINATION OF WEATHER OBSERVATIONS**

No Change

2. The observers are/have been certified by the FAA.

No Change

d. AWOS towers with LAWRS certified controllers should disable the AWOS long–line communications capability during facility operating hours and use the AWOS data when representative of airport conditions to generate a manual METAR/SPECI observation. If AWOS is able to provide METAR/SPECI observations (for example, FAA AWOS–C) and allows augmentation and backup entries, the AWOS may be used the same as ASOS.

**NOTE–**

*Ensure AWOS long–line communication is enabled when the facility closes.*

**NEW**

**2–9–3. LIMITED AVIATION WEATHER REPORTING STATION (LAWRS) HOURS OF OPERATION**

a. Facility air traffic managers must submit to System Operations Airspace and Aeronautical Information Management office the hours of operation with the date that the facility commences participation in the LAWRS program and any changes thereafter in the hours of participation.

**b. All part–time terminal facilities must include sign ON/OFF procedures for the automated weather observation system in the facility opening/closing procedures.**

**NOTE–**

*This includes LAWRS and tower visibility facilities.*

**c. All LAWRS facilities must ensure the automated weather observation system equipment is added to the facility watch checklist.**

**1. PARAGRAPH NUMBER AND TITLE: 3-3-5. BATTERY-POWERED TRANSCEIVERS**

**2. BACKGROUND:** In 2015, during an ATC Zero event at an Airport Traffic Control Tower, controllers evacuated with the PET-2000 portable radio to provide radio service from an alternate location. It was discovered at that alternate location that the shorting plug for the PET-2000 was missing, rendering it useless. The shorting plug is critical for PET-2000 use on battery power. On December 11, 2015, the FAA issued a memorandum restating the requirement in FAA Order JO 7210.3, Paragraph 3-3-5, Battery-Powered Transceivers, to ensure that facilities (including Federal Contract Towers) equipped with battery-powered transceivers are maintained in a state of readiness. In addition, battery-powered transceivers used during a Contingency Plan Event must be checked at least once a week under both battery and commercial power. Battery-powered transceivers not identified for use during a Contingency Plan Event (e.g., some portable radios may be mounted permanently, semi-permanently, or not easily accessible because they are not used in a Contingency Plan Event) will be checked by Technical Operations in accordance with FAA Order JO 6600.21C, Maintenance of Communication Transceivers.

**3. CHANGE:****OLD****3-3-5. BATTERY-POWERED TRANSCEIVERS**

Facilities equipped with battery-powered transceivers must ensure that they are maintained in a state of readiness. Transceivers must be checked at least once a week.

Add

**NEW****3-3-5. BATTERY-POWERED TRANSCEIVERS**

Facilities equipped with battery-powered transceivers must ensure that they are maintained in a state of readiness. Transceivers **identified for use during a Contingency Plan Event** must be checked **weekly on both battery and commercial power**.

**NOTE-**

**In accordance with FAA Order JO 6600.21, Maintenance of Communication Transceivers, transceivers not identified for use during a Contingency Plan Event will be checked by Technical Operations.**

**1. PARAGRAPH NUMBER AND TITLE: 3-4-1. USE OF RECORDERS**

**2. BACKGROUND:** The National Transportation Safety Board (NTSB) has investigated accidents in which the emergency communications (transmitted via a crash phone or telephone lines) between ATC and ARFF personnel were recorded and others in which the emergency communications were not recorded. These recordings can provide valuable information during an accident or incident investigation to help determine exact response times or actual notification instructions that controllers provide to ARFF personnel. Emergency communications recordings can also provide important information for airport emergency response critiques previously recommended by the NTSB.

**3. CHANGE:****OLD****3-4-1. USE OF RECORDERS**

Title through a

**NEW****3-4-1. USE OF RECORDERS**

No Change

Add

**b. Air traffic facilities must record emergency response notifications by telephone or communication lines to the maximum extent practicable.**

b through kRe-letter as c through l.

**1. PARAGRAPH NUMBER AND TITLE:** 10-4-6. SIMULTANEOUS INDEPENDENT APPROACHES

**2. BACKGROUND:** FAA Order JO 7210.3, paragraph 10-4-6 prohibits the use of Fused Display Mode (FUSION) in conjunction with Final Monitor Aid (FMA) displays when conducting final monitoring activities. The results of a recent safety case were assessed by a safety risk management panel (SRMP) which found no new hazards with this operation and concluded that the use of FUSION on FMA displays while conducting final monitoring activities does not introduce any additional risk into the NAS.

**3. CHANGE:**

**OLD**

**10-4-6. SIMULTANEOUS INDEPENDENT APPROACHES**

Title through f

**g. Facility directives must state that final monitor air displays not be configured in FUSION, when conducting final monitor activities.**

**NEW**

**10-4-6. SIMULTANEOUS INDEPENDENT APPROACHES**

No Change

Delete

**1. PARAGRAPH NUMBER AND TITLE:** 10-6-4. APPROACH LIGHT SYSTEMS

**2. BACKGROUND:** In 2014, and again in 2017, an airport experienced the unexpected loss of the Sequenced Flashing Lights (SFL), a component of the Approach Lighting System (ALS), affecting multiple runways. In response to each of these outages, the facility requested a waiver to FAA Order JO 7210.3, Paragraph 10-6-4b2, Approach Light Systems. Both requests were approved by Air Traffic Procedures. After research and coordination with Flight Standards, it was determined that the loss of SFLs has no effect on the operation other than pilots having to raise landing minimums. Facility managers are still required to notify Technical Operations, and controllers are still required to inform aircraft of this outage either verbally or through the use of the Automatic Terminal Information Service.

**3. CHANGE:**

**OLD**

**10-6-4. APPROACH LIGHT SYSTEMS**

**a.** The procedures in this paragraph pertain to the following approach light systems (see FAAO 6850.2, Visual Guidance Lighting Systems):

**a1 through b1 NOTE**

**NEW**

**10-6-4. APPROACH LIGHT SYSTEMS**

**a.** The procedures in this paragraph pertain to the following approach light systems (see FAA **Order 6750.24E, Instrument Landing System and Ancillary Electronic Component Configuration and Performance Requirements**), **Appendix A:**

No Change



2. When the monitor alarms, advise aircraft on approach that the monitor panel indicates a system malfunction. The monitor is designed to indicate that at least the predetermined number of light units (lamps), plus or minus one, are inoperative. The approach light system should not be reported as unusable or inoperative until receipt of the technician's report that the system is not operating or is malfunctioning unless it can be determined by visual reference from the tower or from a reliable source (e.g., pilot, airport manager) that one of these two conditions exists. When a report indicates that at least four adjacent bars are out (three or more lamps out on a bar determine bar outage) or four consecutive sequence flashers are out, landing minima criteria are changed. If this condition exists, the air traffic facility manager must send the appropriate NOTAM.

Add

Add

Add

2. When the monitor alarms, advise aircraft on approach that the monitor panel indicates a system malfunction.

(a) The approach light system should not be reported as unusable or inoperative until receipt of the technician's report that the system is not operating or is malfunctioning unless it can be determined by visual reference from the tower or from a reliable source (for example, pilot, airport manager) that one of these two conditions exists.

(b) If the system is reported as unusable or inoperative, the air traffic manager must ensure that Technical Operations issue the appropriate NOTAM.

**REFERENCE—**

*FAA Order 6750.24E, Appendix A, Instrument Landing System and Ancillary Electronic Component Configuration and Performance Requirements*

*FAA Order JO 7110.65, Paragraph 3-3-3, Timely Information*

*FAA Order JO 7110.65, Paragraph 4-7-12, Airport Conditions*

*FAA Order JO 7930.2, Paragraph 5-2-1, Lighting Aids*

# **1. PARAGRAPH NUMBER AND TITLE: 17-5-12. DELAY REPORTING**

**2. BACKGROUND:** The exception to exclude Expect Departure Clearance Times (EDCT) from delay reporting does not specifically name EDCTs resulting from an Airspace Flow Program (AFP) or Collaborative Trajectory Option Program (CTOP). This was an oversight when the AFP and CTOP sections were added to the Order.

## **3. CHANGE:**

### **OLD**

**17-5-12. DELAY REPORTING**

### **NEW**

**17-5-12. DELAY REPORTING**

a. Verbally notify the ATCSCC through the appropriate protocol, of any arrival, departure, or en route delay reaching or expected to reach 15 minutes except for Expect Departure Clearance Time (EDCT) delays created by ground delay programs or ground stops issued by the ATCSCC.

**b through c**

d. Facilities must verbally notify the ATCSCC, through the appropriate protocol, when delays reach or are anticipated to reach 90 minutes, except for EDCT delays as a result of a GDP. Facilities must document in their NTML, or daily log if the facility does not have NTML, that the verbal notification was completed. The ATCSCC must document in their NTML that the 90-minute verbal notification was received. The facility manager must be notified when delays reach 90 minutes, except for delays as a result of a GDP.

a. Verbally notify the ATCSCC through the appropriate protocol, of any arrival, departure, or en route delay reaching or expected to reach 15 minutes except for Expect Departure Clearance Time (EDCT) delays created by Ground Delay Programs (GDP), Airspace Flow Programs (AFP), Collaborative Trajectory Option Programs (CTOP), or Ground Stops (GS) issued by the ATCSCC.

**No Change**

d. Facilities must verbally notify the ATCSCC, through the appropriate protocol, when delays reach or are anticipated to reach 90 minutes, except for EDCT delays as a result of a GDP, AFP or CTOP. Facilities must document in their NTML, or daily log if the facility does not have NTML, that the verbal notification was completed. The ATCSCC must document in their NTML that the 90-minute verbal notification was received. The facility manager must be notified when delays reach 90 minutes, except for delays as a result of a GDP, AFP or CTOP.

**1. PARAGRAPH NUMBER AND TITLE:** 17-7-8. INTEGRATED COLLABORATIVE REROUTING (ICR)

**2. BACKGROUND:** The ICR process was first published by FAA Notice 7210.698 in 2008. ICR procedures are now contained in JO 7210.3, Chapter 17, Section 7. Collaboration with facility Traffic Management Units and NAS stakeholders have refined the ICR process.

**3. CHANGE:**

**OLD**

**Section 7. Flow Evaluation Area (FEA) and Flow Constrained Area (FCA), and Integrated Collaborative Rerouting (ICR)**

**17-7-8. INTEGRATED COLLABORATIVE REROUTING (ICR)**

**Title through a2**

b. The FAA traffic management unit (TMU) must:

1. Coordinate with the Air Traffic Control System Command Center (ATCSCC) to initiate the ICR process.

2. Provide assistance in developing flow constrained areas (FCA), reroute options, and associated restrictions for the impacted area.

c. The ATCSCC must:

**NEW**

**Section 7. Flow Evaluation Area (FEA), Flow Constrained Area (FCA), and Integrated Collaborative Rerouting (ICR)**

**17-7-8. INTEGRATED COLLABORATIVE REROUTING (ICR)**

No Change

No Change

1. Coordinate with the Air Traffic Control System Command Center (ATCSCC).

No Change

No Change

**1. Share the FCA with all affected stakeholders, and** issue an ICR FCA that defines the geographical area of concern with appropriate altitude and time limits, plus any other relevant filters to select affected traffic.

**NOTE–**

*An EI window should be effected no less than 45 minutes prior to implementation of the ICR Process.*

**2.** Conference the affected stakeholders and communicate the objectives for the flights captured in the FCA.

**3.** Send an ICR advisory that provides an early intent window and route guidance if deemed necessary.

**4.** Issue route guidance using an advisory in the Create Reroute tool. Preferential routes, recommended routes, and constraint avoidance may all be suggested.

**NOTE–**

*Required reroutes may not be necessary if the response taken by customers alleviates the need for this initiative or the reason for initiating the ICR process changes (weather does not materialize, significant volume reductions, etc.).*

**5. At the end of the EI window, either:**

**(a) Issue required reroutes;**

**(b) Issue an AFP;**

**(c) Extend the EI window; or**

**(d) Cancel ICR.**

**d.** The FCA expires at the end of the published valid time unless it is coordinated and an advisory is issued that cancels the initiative.

**1. Issue** an ICR FCA that defines the geographical area of concern with appropriate altitude and time limits, plus any other relevant filters to select affected traffic.

Delete

No Change

**3.** Send **a numbered** advisory that provides route guidance, if deemed necessary.

**4.** Issue an advisory in the Create Reroute tool. Preferential routes, recommended routes, and constraint avoidance may be suggested.

No Change

Delete

Delete

Delete

Delete

Delete

**5.** The FCA expires at the end of the published valid time unless it is coordinated and an advisory is issued that **extends or** cancels the initiative.

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**1. PARAGRAPH NUMBER AND TITLE:** 18–1–6. ISSUANCE OF CERTIFICATION OF WAIVER OR AUTHORIZATION (FAA FORM 7711–1)

**2. BACKGROUND:** The Air Traffic Organization (ATO) and Flight Standards Service (AFS) each follow their own policy guidelines regarding the issuance of waivers or authorizations. AFS follows the policy and guidance for completing waivers contained in FAA Order 8900.1, Flight Standards Information Management System (FSIMS); therefore, AFS personnel do not use ATO directives where they are not applicable. There are cases where ATO and AFS policy differs. AFS policy allows for the writing of waivers or authorizations beyond the time limits that the ATO issues.

**3. CHANGE:**

**OLD**

**18–1–6. ISSUANCE OF CERTIFICATION OF WAIVER OR AUTHORIZATION (FAA FORM 7711–1)**

**NEW**

**18–1–6. ISSUANCE OF CERTIFICATION OF WAIVER OR AUTHORIZATION (FAA FORM 7711–1)**

**Title through d**

e. Specify the effective and expiration dates, including hours of operation. The specific dates and hours of operation must allow sufficient time for the accomplishment of the operation and, if appropriate, an alternate date to cover cancellations that might be necessary due to adverse weather conditions. Except for waivers or authorizations issued by ATO for unmanned aircraft flight or Flight Standards, waivers or authorizations must not be made effective for more than 12 calendar months. Waivers or authorizations issued by Flight Standards and ATO may be made effective for 24 calendar months in accordance with Flight Standards and ATO policies. Flight Standards may issue waivers for aerobatic practice areas (APAs) to remain in effect for 36 calendar months. If a longer duration is requested, or the operation is of national importance, advise the proponent to petition for an exemption utilizing 14 CFR Section 11.63, How and to whom do I submit my petition for rulemaking or petition for exemption.

Add

Add

f. Restrict the waiver or authorization to the extent required by the operation. Further, any special provisions that are required to provide for an adequate level of flight safety and the protection of persons and property on the surface (e.g., limitations, location, time periods, type aircraft) must be specified and included as part of the waiver or authorization.

Add

**No Change**

e. Specify the effective and expiration dates, including hours of operation. The specific dates and hours of operation must allow sufficient time for the accomplishment of the operation and, if appropriate, an alternate date to cover cancellations that might be necessary due to adverse weather conditions.

**1. ATO issued waivers or authorizations may be made effective for a period of up to 24 calendar months in accordance with Flight Standards and ATO policies.**

**2. Flight Standards may issue waivers for aerobatic practice areas (APAs) for a period of up to 36 calendar months.**

f. Restrict the waiver or authorization to the extent required by the operation. Further, any special provisions that are required to provide for an adequate level of flight safety and the protection of persons and property on the surface; **for example:** limitations, location, time periods, **and** type aircraft, must be specified and included as part of the waiver or authorization.

**NOTE–**

**If a longer duration is requested, or the operation is of national importance, advise the proponent to petition for an exemption utilizing 14 CFR Section 11.63, How and to whom do I submit my petition for rulemaking or petition for exemption.**

**1. PARAGRAPH NUMBER AND TITLE:**

Chapter 20, Section 2. Organizational Responsibilities

20-2-1. STRATEGIC OPERATIONS SECURITY

20-2-2. TACTICAL OPERATIONS SECURITY

20-2-3. FIELD FACILITIES

20-2-4. STRATEGIC OPERATIONS SECURITY GROUP RESPONSIBILITIES

20-2-5. AIR TRAFFIC FACILITY RESPONSIBILITIES

**2. BACKGROUND:** FAA Order JO 7210.3, Facility Operation and Administration, Chapter 20, Operations Security, Strategic and Tactical, describes the organizational duties and responsibilities of the Air Traffic Organization (ATO) System Operations Security. Since originally published, System Operations Security has expanded from two to three groups (Tactical, Special, and Strategic) and organizational responsibilities have evolved to include ATO's alignment with International Civil Aviation Organization (ICAO) efforts in Air Traffic Management (ATM) Security. This set of DCPs update and revise the responsibilities of the three System Operations Security Groups relevant to the collaboration and coordination of ATM security measures with air traffic facilities. Of note for air traffic control (ATC) is the updated language (no procedural changes) for air traffic facility responsibilities from old Paragraph 20-2-3 (Field Facilities) into new Paragraph 20-2-5 (Air Traffic Facility Responsibilities).

**3. CHANGE:**

<u>OLD</u>	<u>NEW</u>
<b>Section 2. Organizational Responsibilities</b>	<b>Section 2. Responsibilities</b>
<b><u>20-2-1. STRATEGIC OPERATIONS SECURITY</u></b>	Delete
<u>Strategic Operations Security must:</u>	Delete
<u>a. Develop national NAS security programs.</u>	Delete
<u>b. Develop security related Temporary Flight Restriction (TFR) procedures.</u>	Delete
<u>c. Develop and coordinate Presidential airspace protection initiatives.</u>	Delete
<u>d. Coordinate security measures impacting the NAS directly with designated Service Area and facility representatives.</u>	Delete
<u>e. Ensure that all appropriate coordination has been accomplished prior to the implementation of a known security measure or program.</u>	Delete
<u>f. Provide guidance and direction to the maintainers and users of the NAS regarding security programs and procedures.</u>	Delete
<u>g. Provide briefings to appropriate levels within the FAA and industry on current and projected security measures and associated impacts.</u>	Delete
<u>h. Maintain close liaison with appropriate Service Areas and other FAA services on all security programs.</u>	Delete
<u>i. Maintain close liaison with external agencies and departments regarding security measures that impact the NAS.</u>	Delete

**20-2-2. TACTICAL OPERATIONS SECURITY**

Delete

Tactical Operations Security must:

Delete

a. Staff and manage the Domestic Events Network (DEN).

Delete

b. Maintain a close liaison with homeland security/national defense at operational decision making levels.

Delete

c. Implement national security measures on a tactical dynamic basis, taking action to cancel or modify when appropriate.

Delete

d. Monitor and analyze active security measures, optimizing timely coordination to ensure minimal impact to the NAS.

Delete

e. Be the focal point for regulating daily security measures.

Delete

f. Recommend and approve alternative security measures when national initiatives are not appropriate or sufficient.

Delete

g. Be the final approving authority regarding all real-time security determinations regarding operations within the NAS.

Delete

h. Review operational security deficiencies (pilot deviations and external/internal complaints) and provide recommendations to the Director, System Operations Security.

Delete

i. Be responsible for the daily management of Presidential airspace security initiatives.

Delete

**20-2-3. FIELD FACILITIES**

Delete

Air Traffic facilities must ensure that:

Delete

a. NAS security measures are implemented and briefed to all operational personnel.

Delete

b. They are prepared to implement and coordinate known security measures. This is to include maintaining a listening watch of the Domestic Events Network when it is known that a facility is needed on the network.

Delete

c. Coordination and communication of operational impacts and considerations during security events is accomplished in a dynamic fashion.

Delete

d. All violators of NAS security programs are tracked and identified when possible.

Delete

e. Appropriate action is taken regarding identified violators.

Delete

Add

**20-2-1. DESCRIPTION**

Add	<u><b>This section identifies the primary Air Traffic Management (ATM) security responsibilities of System Operations Security, as well as air traffic facilities, pertinent to the implementation of ATM security measures. System Operations Security is responsible for collaboration and coordination with air traffic facilities on the planning and operational execution of ATM security measures and related efforts to protect the nation while mitigating safety and efficiency impacts on the National Airspace System (NAS).</b></u>
Add	<u><b>20-2-2. TACTICAL OPERATIONS SECURITY GROUP RESPONSIBILITIES</b></u>
Add	<u><b>Tactical Operations Security Group responsibilities are undertaken primarily through four Air Traffic Security Coordinator (ATSC) teams and the System Operations Support Center (SOSC) team. Tactical Operations Security Group, as appropriate and in collaboration with air traffic facilities, must:</b></u>
Add	<u><b>a. Cooperate with the North American Aerospace Defense Command (NORAD), the Transportation Security Administration (TSA), Customs and Border Protection (CBP), and other interagency security partners to monitor the NAS and other relevant airspace to detect and tactically respond to potential threats, including suspicious flights.</b></u>
Add	<u><b>b. Cooperate with the United States Secret Service (USSS), Federal Bureau of Investigation (FBI), and other interagency partners to operationally implement ATM security measures used to protect security-sensitive locations (e.g., the DC Special Flight Rules Area and Flight Restricted Zone [DC SFRA and FRZ]); events (e.g., National Special Security Events [NSSE]); and activities, including Very Important Persons (VIP) travel.</b></u>
Add	<u><b>c. Conduct operational efforts to mitigate the impact of threats and security measures on the safety and efficiency of the NAS.</b></u>

- Add **d. Develop and coordinate the publication of flight advisories, Security Notices (SECNOT), and Notices to Airmen (NOTAM) enabling ATM security and/or other emergency operations efforts. This function includes the publication of Temporary Flight Restrictions (TFR) pursuant to Title 14 Code of Federal Regulations (CFR) Parts 99.7, Special security instructions; 91.141, Flight restrictions in the proximity of Presidential and other parties; and 91.137, Temporary flight restrictions in the vicinity of disaster/hazard areas.**
- Add **e. Serve as the final approving authority for all real-time ATM security determinations regarding aviation operations within the NAS.**
- Add **f. Coordinate and authorize routings for U.S. Department of State (DOS) designated Special Interest Flights (SIF).**
- Add **g. Lead execution of ATM aspects of classified and other sensitive security-related air missions.**
- Add **h. Manage the Special Governmental Interest (SGI) Program for Unmanned Aircraft System (UAS) waivers and authorizations, including emergency addendums to UAS Certificates of Authorization or Waiver (ECOA).**
- Add **i. Staff ATSC and SOSC positions.**
- Add **20-2-3. SPECIAL OPERATIONS SECURITY GROUP RESPONSIBILITIES**
- Add **Special Operations Security Group responsibilities are undertaken primarily through senior FAA representatives, who represent the agency in coordinating ATM security issues with national defense, homeland security, and law enforcement interagency partners. Special Operations Security Group, as appropriate and in collaboration with air traffic facilities must:**
- Add **a. Cooperate with the USSS, FBI, and other interagency partners to develop and coordinate ATM security measures used to protect security-sensitive locations (e.g., the DC SFRA and FRZ); events (e.g., NSSEs); and activities, including VIP travel (e.g., Presidential travel).**



- Add **b. Develop and coordinate plans and procedures to mitigate the impact of threats and security measures on the safety and efficiency of the NAS, including coordination with NORAD and other interagency partners to facilitate fighter intercept operations.**
- Add **c. Develop plans for and coordinate the execution of ATM elements of select national defense, homeland security, and law enforcement exercises. This work includes support of classified and other sensitive security-related exercises.**
- Add **d. Plan and coordinate ATM related support to classified and other sensitive aviation operations, including UAS flights, and mitigate impact of that activity on the NAS.**
- Add **e. Coordinate and authorize call signs for special aircraft missions operated by law enforcement agencies (federal, state, and local), national defense entities, and for other special activities.**
- Add **f. Staff senior FAA representative and liaison officer positions at FAA Headquarters and embedded at key national defense, homeland security, and law enforcement locations.**
- Add **20-2-4. STRATEGIC OPERATIONS SECURITY GROUP RESPONSIBILITIES**
- Add **Strategic Operations Security Group responsibilities are undertaken primarily through a staff at FAA Headquarters. Strategic Operations Security Group, as appropriate and in collaboration with air traffic facilities, must:**
- Add **a. Cooperate with the Defense Threat Reduction Agency (DTRA) and other interagency partners to plan and coordinate the conduct of Open Skies Treaty missions in the NAS.**
- Add **b. Cooperate with the Federal Emergency Management Agency (FEMA), State Emergency Management Agencies (SEMA), U.S. Northern Command (USNORTHCOM), State National Guard (NG) commands, and other federal, state, and local partners to develop and implement air traffic management aspects of disaster response and other emergency operations plans.**

- Add **c. Manage the development and sustainment of ATM security related FAA ATO procedures, including: FAA Order JO 7610.4, Special Operations; FAA Order JO 7110.67, Air Traffic Management Security Services for Special Activities; FAA Order JO 7110.65, Air Traffic Control; and FAA Order JO 7210.3, Facility Operation and Administration.**
- Add **d. Coordinate with U.S. Strategic Command (STRATCOM), FAA Spectrum Engineering, and other key stakeholders to support Global Positioning System (GPS) interference and Electronic Attack (EA) testing, and Identification Friend or Foe (IFF) exercises within the NAS. Plan and, as needed, coordinate actions to mitigate impact of this specialized activity on the safety and efficiency of the NAS.**
- Add **e. Lead the planning and coordination of ATM security related procedures for foreign aircraft overflight, including DOS SIF activity and Part 99.7 NOTAMs that describe instructions for entry/exit, transit, and flight operations within U.S. controlled airspace.**
- Add **f. Lead ATO engagement on ATM security matters with foreign counterparts, including the International Civil Aviation Organization (ICAO) and foreign Air Navigation Service Providers (ANSP).**
- Add **g. Track, collect, and analyze aviation security data related to ATM security events in the NAS, such as unauthorized laser illuminations, unauthorized UAS, TFR violators, Tracks of Interest (TOI), No Radio (NORDO).**
- Add **h. Provide the means for identification and protection of all real-time flight data information associated with sensitive flights in the NAS.**
- Add **i. Develop and implement call sign procedures for the NAS.**
- Add **j. Coordinate requests from governmental agencies, including law enforcement, for use of ICAO 3-letter designators/telephonies; and coordinate all requests for use of U.S. special call sign designators/telephonies.**
- Add **k. Serve as ATO lead for the National Hurricane Operations Plan (NHOP).**

- Add **l. Develop and coordinate ATM security related procedures for specialized NAS threats, including lasers, Man Portable Air Defense Systems (MANPADS), UAS, and diseases of global public health concern.**
- Add **m. Develop ATM security procedures related to NEXTGEN systems, the use of emerging technologies, and new entrants in the NAS, such as UAS and commercial space activities.**
- Add **20-2-5. AIR TRAFFIC FACILITY RESPONSIBILITIES**
- Add **In collaboration with System Operations Security as described in Paragraph 20-2-1, the Air Traffic Manager must ensure:**
- Add **a. ATM security measures are coordinated with System Operations Security, and implemented by the facility.**
- Add **b. ATM security measures are briefed to all operational personnel.**
- Add **c. The air traffic facility follows DEN reporting requirements published in FAA orders. This is to include maintaining a listening watch of the DEN when it is known that a facility is needed on the network.**
- Add **d. All violators of ATM security measures are tracked, identified when possible, and reported via the DEN.**
- Add **e. Support of and compliance with DEN Air Traffic Security Coordinator (ATSC) tactical decisions.**
- Add **f. The safety of air traffic while implementing ATSC tactical decisions.**
-

