

**CHANGE**

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

**JO 7210.3Y  
CHG 1**

Air Traffic Organization Policy

**Effective Date:**  
July 24, 2014

**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 7210.3Y, Facility Operation and Administration, and the Briefing Guide.
- 2. Audience.** This change applies to all Air Traffic Organization (ATO) personnel and anyone using ATO directives.
- 3. Where Can I Find This Change?** This change is available on the FAA Web site at [http://faa.gov/air\\_traffic/publications](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 Disposition of Transmittal.** Retain this transmittal until superseded by a new basic order.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.



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Vice President, Mission Support Services  
Air Traffic Organization

Date: 6/2/14



# Explanation of Changes

## Change 1

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

#### a. 2-2-3. POSITION RESPONSIBILITIES

This change defines procedures that must be followed when an air traffic control specialist leaves an operational area, for any reason, to take a short relief break. These breaks should only be taken when no other ATCS is available to provide a short relief break and during periods when the controller is not responsible for any aircraft.

#### b. 2-6-12. CONSOLIDATING TOWER/TRACON FUNCTIONS

The procedures identified in this paragraph only addressed notification procedures while working during the midnight shift. These procedures are being deleted from this paragraph and added to Paragraph 2-2-3, Position Responsibilities, and will now apply during all scheduled shifts.

#### c. 2-6-13. SINGLE PERSON TRACON/ TOWER MIDNIGHT OPERATIONS

The Fatigue Safety Steering Committee (FSSC) established a workgroup to review operational and procedural options, then identified and formulated criteria to use for long-term planning. The workgroup effort collaborated across numerous Lines of Business and included the National Air Traffic Controllers Association.

#### d. 4-5-2. LETTERS TO AIRMEN

New language outlines the method that the facility Air Traffic Managers must utilize to disseminate Letters to Airmen.

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

This change will add a reference linking this Section 3. Operations Paragraph 6-3-1, Handling of Sigments, CWAs, and PIREPs to Section 25. Weather Management which provides detailed requirements for the weather coordinator.

#### f. 10-4-7. SIMULTANEOUS INDEPENDENT CLOSE PARALLEL APPROACHES - HIGH UPDATE RADAR NOT REQUIRED

This proposal incorporates the data from the AFS simulation/analysis and will now permit closely spaced parallel approaches at airports with runway centerlines separated by a minimum of 3,600' and the field elevation less than 2,000' MSL.

#### g. 10-6-10. RUNWAY STATUS LIGHTS (RWSL)

This DCP adds the requirements associated with N JO 7210.842, Guidance for the Use of Runway Status Lights (RWSL) Light System, into FAA Order JO 7210.3. The new paragraph provides guidance for the operation and periodic check of the RWSL system. This change cancels and incorporates N JO 7210.842, Guidance for the Use of Runway Status Lights (RWSL) Light System, effective March 29, 2013.

#### h. 17-2-4. FIELD FACILITIES

This change specifies responsibilities and procedures for the facility manager in reference to the weather coordinator position and a reference to the detailed information.

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

This change deletes the reference to FAAO 7210.38 Center Weather Unit (CWSU).

#### j. Section 11. Collaborative Trajectory Options Program (CTOP)

##### 17-11-1. GENERAL

##### 17-11-2. POLICY

##### 17-11-3. DEFINITIONS

##### 17-11-4. ATCSCC PROCEDURES

##### 17-11-5. ARTCC PROCEDURES

##### 17-11-6. TERMINAL PROCEDURES

##### 17-11-7. AMENDING EDCTs

##### 17-11-8. CANCELLATION

**PROCEDURES****17-11-9. DOCUMENTATION**

This change establishes a new section containing procedures and requirements for the Collaborative Trajectory Options Program (CTOP).

**k. Section 26. Weather Management****17-26-1. GENERAL****17-26-2. BACKGROUND****17-26-3. POLICY****17-26-4. RESPONSIBILITIES**

This change specifies air traffic control responsibilities and procedures for the weather coordinator position to collect and disseminate weather information in a new section.

**l. Entire Publication**

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

## PAGE CONTROL CHART Change 1

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# Part 1. BASIC

## Chapter 1. General

### Section 1. Introduction

#### 1-1-1. PURPOSE OF THIS ORDER

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

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

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

1. Air Route Traffic Control Centers (ARTCC).
2. Terminal Air Traffic Control Facilities.
3. Flight Service Stations.

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

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

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

#### 1-1-2. AUDIENCE

This order applies to all ATO personnel and anyone using ATO directives.

#### 1-1-3. WHERE TO FIND THIS ORDER

This order is available on the FAA Web site at [http://faa.gov/air\\_traffic/publications](http://faa.gov/air_traffic/publications) and [http://employees.faa.gov/tools\\_resources/orders\\_notices/](http://employees.faa.gov/tools_resources/orders_notices/).

#### 1-1-4. WHAT THIS ORDER CANCELS

FAA Order 7210.3X, Facility Operation and Administration, dated February 9, 2012, and all changes to it are canceled.

#### 1-1-5. EXPLANATION OF CHANGES

The significant changes to this order are identified in the Explanation of Changes page(s). It is advisable to retain the page(s) throughout the duration of the basic order.

#### 1-1-6. SUBMISSION CUTOFF AND EFFECTIVE DATES

This order and its changes are scheduled to be published to coincide with AIRAC dates.

Publication Schedule		
Basic or Change	Cutoff Date for Submission	Effective Date of Publication
JO 7210.3Y	8/22/13	4/3/14
Change 1	4/3/14	7/24/14
Change 2	7/24/14	1/8/15
Change 3	1/8/15	6/25/15
JO 7210.3Z	6/25/15	12/10/15

#### 1-1-7. DELIVERY DATES

If an FAA 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.

#### 1-1-8. RECOMMENDATIONS FOR PROCEDURAL CHANGES

Any recommended changes to this order must be submitted to the Vice President, Mission Support Services, Attn: ATC Procedures Office.

a. Personnel should submit recommended changes in procedures to facility management.

b. Recommendations from other sources should be submitted through appropriate FAA, military, or industry/user channels.

**1-1-9. CONSTRAINTS GOVERNING SUPPLEMENTS AND PROCEDURAL DEVIATIONS**

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

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

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

<i>Branch</i>	<i>Address</i>
U.S. Air Force	HQ AFFSA/A3A 7919 Mid-America Blvd Suite 300 Oklahoma City, OK 73135
U.S. Army	Director USAASA (MOAS-AS) 9325 Gunston Road Suite N-319 Ft. Belvoir, VA 22060-5582
U.S. Navy	Department of the Navy Chief of Naval Operations (N885F) 2000 Navy Pentagon Washington, DC 20350-2000

**1-1-10. SAFETY MANAGEMENT SYSTEM (SMS)**

Every employee is responsible to ensure the safety of equipment and procedures used in the provision of services within the National Airspace System (NAS). Risk assessment techniques and mitigations, as appropriate, are intended for implementation of any planned safety significant changes within the NAS, as directed by FAA Order 1100.161, Air Traffic Safety Oversight. Direction regarding the Safety Management System (SMS) and its application can be found in the FAA Safety Management System Manual and FAA Order 1100.161. The Safety Management System will be implemented through a period of transitional activities. (Additional information pertaining to these requirements and processes can be obtained by contacting the service area offices.)

**1-1-11. REFERENCES TO FAA NON-AIR TRAFFIC ORGANIZATION**

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

**1-1-12. DISTRIBUTION**

This order is distributed to selected offices in Washington headquarters, Service Area offices, regional offices, the William J. Hughes Technical Center, the Mike Monroney Aeronautical Center, all air traffic field facilities, international aviation field offices, and interested aviation public.

## 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. 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.

(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 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.

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

**d.** 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 FAAO JO 7110.65, Air Traffic Control, Appendix D, Standard Operating Practice (SOP) for the Transfer of Position Responsibility, or FAAO JO 7110.10, Flight Services, para 1–3–3, Duty Familiarization and Transfer of Position Responsibility.

**e.** 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/HOST/NTML/FSS operational system or other Agency or local programs. Facilities may use

Common ARTS/HOST/NTML/FSS operational system to sign on positions for position preference settings; however, these systems/programs must not be used for official time and attendance nor position times. Duplicate paper logs for sign in/out of the shift and on and off positions must not be utilized during normal daily operations.

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

1. The facility air traffic manager 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/FLM/STMC/NOM/NTMO/CIC assumes full responsibility of all check list items including those identified above.*

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

5. In the event of electronic system failure, scheduled system outage, or facility evacuation, the paper FAA Form 7230–10, "Position Log," 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 FAA Headquarters, Terminal Safety and Operations Support by the most expeditious means available.

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

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

**NOTE–**

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

## 2–2–8. GENOT HANDLING

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

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

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

**NOTE–**

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

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

**REFERENCE–**

*FAAO JO 7210.3, Para 2–2–8a2 Note.*

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

**REFERENCE–**

*FAAO JO 7210.3, Para 2–2–8a2 Note.*

d. Air traffic managers at all facilities must:

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

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

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

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

The Air Traffic Bulletin is a means of communication between headquarters and field facilities. It is routinely published and distributed quarterly. In addition, special issues are published and distributed as necessary. It is not a directive, nor is it to implement new procedures. Its intent is to transmit "reminders" concerning proper application of procedures and other instructions. To provide continuity of communication, facility air traffic managers must:

a. Ensure that the facility is on the distribution list for the Air Traffic Bulletin. Any corrections/additions/deletions should be directed thru the regional distribution officer.

b. Ensure that Air Traffic Bulletin items with operational/procedural impacts are verbally discussed/briefed with facility personnel. These briefings must take place within 30 days after receipt of the bulletin. Once the briefings are given, a notation must be inserted in each individual's FAA Form 3120-1, including the certification signature provided by the staff specialist/supervisor and the employee's initials.

1. The option/s for which a briefing is required will be indicated by an asterisk followed by one or more letter designators; i.e.:

(a) \*T – Tower, combined tower/approach control;

(b) \*R – TRACON;

(c) \*F – FSS;

(d) \*E – ARTCC (En Route);

(e) \*EF – ARTCC and FSS; etc.

2. The option/s for which briefings are recommended but not required will follow the option/s for which briefings are required, separated by a slash; i.e., /\*T/E, indicates that for the en route option the briefing is recommended.

c. Solicit suggested Air Traffic Bulletin items, having operational/procedural impact from facility personnel at regular personnel or crew briefings; evaluate and forward those considered appropriate for Service Area office review. Service area offices must evaluate and forward to System Safety Procedures 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 FAAO 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 ORDER CHANGES**

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

## 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 5. Other Correspondence

### 4-5-1. LETTERS OF PROCEDURES

a. Facility air traffic managers must prepare letters of procedure for stating specific terms regarding the release by the using agency of restricted areas as defined in 14 CFR Part 73.

b. Prepare and handle letters of procedure as follows:

1. Coordinate with the using agency procedures for the joint-use of a restricted area. (See 14 CFR Section 73.15.)

2. After coordination, send two copies of the proposed document to the Service Area office.

3. The Service Area office must review and approve or delegate the authority for approval to the facility air traffic manager. Forward to Service Area office for approval any joint-use letter that proposes procedures considered a substantial departure from the recommended format.

4. Upon receipt of approval from the Service Area office, the facility air traffic manager must prepare the final letter, incorporating Service Area office guidance, sign (along with the appropriate using agency authority), and establish an effective date allowing at least 30 days for any rulemaking actions necessitated by subpara 5 below, and the cartography and the distribution requirements.

5. An FAA facility must be designated in 14 CFR Part 73 as the controlling agency of any joint-use restricted area. When an ATC requirement exists in a joint-use restricted area, rulemaking action is also necessary to designate restricted areas as controlled airspace below 14,500 MSL.

6. The document must contain an effective date.

7. Send two copies to each of the participating facilities or agencies; one copy directly to the Service Area office.

### 4-5-2. LETTERS TO AIRMEN

a. Facility air traffic managers may issue letters to airmen to publicize new or revised services, anticipated interruptions of service, procedural changes, and other items of interest to users.

b. The Letter To Airmen must adhere to the following:

1. The Letter To Airmen must be originated in LTA Manager and disseminated via the AIM NOTAM website.

2. The Letter To Airmen is informational in nature and must not contain words which imply mandatory instructions. The words “must” and “shall” are not to be used in a Letter To Airmen.

3. Chart attachments must be used in lieu of narrative descriptions to the extent possible.

4. The signed original Letter To Airmen must be maintained by the originating facility.

5. Each Letter To Airmen must contain an effective date (UTC) and a cancellation date (UTC) and must not remain in effect beyond the date the information contained in the letter becomes obsolete or more than 24 months, whichever occurs first.

6. Issue a new Letter To Airmen for the same subject prior to the end of the 24-month period only if the information contained requires continued publication. (See FIG 4-5-1.)

**FIG 4-5-1**  
**Letter to Airmen**

DEPARTMENT OF TRANSPORTATION FEDERAL AVIATION ADMINISTRATION	
(Name of Facility)	
(Address of Facility)	
(City, State)	
Issued: (Date)	Effective: (Date:UTC)
(Name of Facility)	Letter to Airmen No. (LTA-KXXX-#)
Subject: (Subject of Letter)	
Cancellation: (Date:UTC Not to exceed 24 months)	
(Text of Letter)	
Name of Facility Manager	
Air Traffic Manager: (Name of Facility)	
Signed original on File.	

**4-5-3. DISPOSITION OF VOLCANIC  
ACTIVITY REPORTING (VAR) FORMS**

Should a controller receive a completed volcanic activity report (VAR) form during a pilot briefing, the controller is directed to forward the form to the supervisor/CIC on duty. The supervisor/CIC must mail or fax the completed form to the Smithsonian Institute as specified at the bottom of the form within 24 hours of receipt.

## 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-

FAAO JO 7210.3, Section 25. 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.

### 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. DATA COMMUNICATION**

ARTCC air traffic managers must furnish personnel assigned Flight Data duties a copy of FAAO JO 7110.10, Flight Service, and ensure they are familiar with it.

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

ARTCCs must use the procedures as outlined in FAA 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.

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 standard 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 standard separation is provided for VFR aircraft conducting practice instrument approaches. The letter should specify which facility will handle the aircraft practicing instrument approaches and include the appropriate frequencies.

##### **REFERENCE-**

*Para 4-5-2, Letters to Airmen.*

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

a. Independent approaches may be conducted when:

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

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

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

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

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

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

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

##### **REFERENCE-**

*FAAO JO 7210.3, Para 3-5-2, System Component Malfunctions*

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

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

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

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

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

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

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

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

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

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

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

##### *TERMINAL*

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

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

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

##### **NOTE–**

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

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

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

##### **REFERENCE–**

*FAAO JO 7110.65, Para 5-5-4, Minima*

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

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

##### **REFERENCE–**

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

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

#### **10-4-8. SIMULTANEOUS WIDELY-SPACED PARALLEL OPERATIONS**

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

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

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

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

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**

<i>Runway Edge Lights</i>		<i>Two Step MALS/One Step RAIL</i>		<i>Three Step MALS/Three Step RAIL</i>	
<i>Intensity</i>		<i>Intensity</i>		<i>Intensity</i>	
<i>HIRL</i>	<i>MIRL</i>	<i>MALS</i>	<i>RAIL</i>	<i>MALS</i>	<i>RAIL</i>
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 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 2. Organizational Responsibilities

### 17-2-1. AIR TRAFFIC TACTICAL OPERATIONS PROGRAM

System Operations must:

- a. Develop national TM programs.
- b. Staff/manage the ATCSCC.
- c. Provide guidance and direction to the TM system concerning national TM programs and policies.
- d. Coordinate Service Area office requests for special procedures with appropriate headquarters divisions/services.
- e. Coordinate directly with designated Service Area office/facility TM representatives on plans, procedures, and operations that affect interfacility traffic flows.
- f. Ensure that all appropriate coordination has been accomplished prior to implementation of any new national TM program.
- g. Provide briefings to appropriate levels within the FAA and industry on current system status, present/future TM programs, etc.
- h. Maintain a close liaison with appropriate Service Area office and other FAA service offices on all TM programs.

### 17-2-2. SERVICE CENTER OPERATIONS SUPPORT GROUP

The Operations Support Group (OSG) must:

- a. Designate a support group TM representative(s) who must act as the focal point for other FAA offices and users on matters that pertain to TM.
- b. Provide guidance and direction to field facilities in the development and implementation of support group office TM programs.
- c. Periodically review and evaluate TM programs to assess their effectiveness and to ensure their compliance with support group office/national directives.

d. Mediate support group office interfacility TM conflicts.

e. Determine which terminal facilities should be considered for establishing TMUs and forward the justification and the staffing requirements to Director, System Operations for final determination.

### 17-2-3. ATCSCC

The ATCSCC has been delegated the authority to direct the operation of the TM system. All TMUs must assist the ATCSCC, as directed, to ensure system efficiency and effectiveness without compromising safety. The ATCSCC must, in conjunction with local TMUs, users, weather information providers, and airway facilities, as appropriate:

- a. Implement national TM programs (i.e., NRP, MAR, etc.).
- b. Monitor and analyze system components and weather patterns for potential system impact.
- c. Be the focal point for regulating the daily TM functions.
- d. Determine when NAS capacity is or will likely be reduced to the extent that the implementation of a TM initiative is required.
- e. Implement national TM initiatives, when necessary, to ensure the orderly flow of traffic throughout the NAS.
- f. Recommend and approve TM alternatives when national initiatives are not appropriate.
- g. Monitor TM initiatives issued throughout the system for effectiveness; take action to cancel or modify where appropriate.
- h. Be the final approving authority regarding all interfacility TM initiatives.

#### **NOTE-**

*Traffic Management Units continue to retain the latitude to tactically adjust the flow of traffic within their own facilities. These local actions include sector to sector mile-in-trail restrictions, local airport fix balancing, and other such adjustments required to balance flows within their area of responsibility.*

i. Evaluate proposed TM initiatives to ensure appropriateness.

## 17-2-4. FIELD FACILITIES

All actions initiated by the TMU must be in accordance with standard operating procedures, applicable directives, and approved TM position descriptions. The TMU is delegated the authority to direct traffic flows and implement approved TM initiatives in conjunction with, or as directed by the ATCSCC.

**a.** Air traffic facilities must ensure that:

**1.** A TMU is established at ARTCCs and designated terminal facilities.

**2.** Delays are reported as specified in FAAO JO 7210.55, Operational Data Reporting Requirements.

**3.** The ATCSCC is provided with all formal agreements and directives that relate to interfacility TM programs, initiatives, and procedures.

**4.** National and local TM programs are maintained within the guidelines set forth by this order.

**5.** Requests for special procedures are coordinated with Service Area offices, assuring 90 days of lead time for evaluation and processing.

**6.** The ATCSCC is advised by telephone or hotline coordination of all known component changes that could have a significant system impact (for example, route/airway closures, NAVAID/radar shutdowns, runway closures, TELCO outages, computer malfunctions or outages, and procedural changes affecting key terminals and/or centers).

**NOTE-**

*This information must be provided to the ATCSCC as soon as the facility becomes aware of any event that may have a possible impact on NAS capacity. Example: LRR outage, runway closure, ILS outage, etc.*

**7.** Actively coordinate and communicate traffic management actions with adjacent TMUs through the ATCSCC to optimize traffic flows throughout the NAS.

**8.** In conjunction with ATCSs, OSs, weather service providers, and the ATCSCC, develop, implement, monitor, and analyze TM programs, procedures, and initiatives that are specific to the facility's area of responsibility.

**9.** A full description of all TM actions/initiatives (e.g., ground delay programs, miles-in-trail (MIT)) is entered in the TMU log, including, but not limited to, start and stop times, facilities/operations affected, and justification.

**10.** As a minimum, the unit is operated during the hours necessary to encompass peak traffic periods and the associated time to complete the logging and the reporting requirements.

**b.** In ARTCC facilities TMUs must:

**1.** In conjunction with terminal TMUs, develop arrival strategies and deliver arrival aircraft to achieve the Airport Arrival Rate (AAR).

**2.** Actively utilize the Traffic Situation Display (TSD) and the monitor and alert function of the TFMS to adjust traffic flows on a proactive basis.

**3.** Periodically analyze and review procedures to ensure effectiveness and adherence to programs/initiatives, and, when necessary, make adjustments. Cancel TM initiatives promptly when no longer needed.

**4.** The facility manager must make provisions to ensure a Weather Coordinator (WC) is assigned on each shift by designating a TM representative to serve as the WC. During midnight operations or when no TM personnel are available, the WC position may be combined at the OMIC position. The manager must additionally ensure that personnel assigned WC duties receive prior training in the associated duties and responsibilities of the position and establish procedures.

**REFERENCE-**

FAAO JO 7210.3, Section 25. Weather Management.

**5.** Establish an analysis function referred to in Chapter 17, Section 4, as amended.

**6.** Address approved local TM messages on TFMS to:

**(a)** The ATCSCC and the adjacent facilities concerned.

**(b)** Other ARTCCs whose terminals are expected to generate a significant amount of traffic for the affected area during the effective time of the message.

**(c)** Appropriate flight service stations/international flight service stations/(FSS)/(IFSS).

**c.** In terminal facilities, TMUs must:

1. Balance the arrival flow and the tower en route flow by coordinating with the appropriate ARTCC TMUs and/or adjoining terminal facility(s) to ensure that demand does not exceed current capabilities.

2. Through coordination with the tower and TRACON, establish AAR and assist the ARTCC and adjacent terminal facility(s) in the development of strategies to achieve the AAR.

3. Oversee departure fix balancing to ensure sector efficiency into the next facility's airspace.

4. Implement gate hold procedures as required to reduce airport surface congestion.

5. Coordinate with airport officials to ensure closures of runways, taxiways, and other airport facilities minimize operational impact.

6. Ensure optimum airspace/runway configurations.

7. Periodically analyze and review TM procedures to ensure effectiveness and adherence to programs/initiatives and, when necessary, make adjustments. Cancel TM initiatives promptly when no longer needed.

8. Notify the appropriate facilities concerning local TM initiatives.

**NOTE–**

*The appropriate ARTCC TMU must be the focal point for any interface concerning TM related issues, as well as the mediator between terminal facilities. The ARTCC TMU will then coordinate with the ATCSCC on behalf of the TRACON or the tower. Because of the unique situation of the New York TRACON having three centers, the New York TRACON must coordinate directly with the ATCSCC and have the ATCSCC conference the appropriate ARTCCs. In those instances where the ARTCC TMU is unable to resolve disputes between multiple terminal facilities, the ATCSCC must have the final decision making authority.*



## Section 4. Supplemental Duties

### 17-4-1. TELEPHONE CONFERENCES

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

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

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

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

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

**2.** Hotlines are used to communicate:

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

**(f)** Customer preferences for initiatives and alternatives.

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

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

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

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

**NOTE-**

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

### 17-4-2. SPECIAL INTEREST FLIGHTS

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

### 17-4-3. ANALYSIS

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

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

**NOTE-**

*Alternatives must take into consideration other facility/sector capabilities.*

7. Total facility traffic count and potential user demand.

8. Sector staffing required to support potential user demand.

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

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

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

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

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

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

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

2. Bomb threats.

3. National Search and Rescue Manual.

4. FAAO 1270.1, Freedom of Information Act Program.

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

d. Hijack situations:

1. FAAO JO 7610.4, Special Operations.

2. FAAO JO 7110.65, Air Traffic Control.

e. Suspect aircraft:

1. FAAO 1600.29, Law Enforcement Alert Message System.

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

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

#### **NOTE-**

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

#### **17-4-5. DIVERSION RECOVERY**

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

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

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

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

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

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

c. The ATCSCC must:

1. Implement diversion recovery.

2. Transmit an advisory to inform both field facilities and users that a diversion recovery initiative has been implemented and the DRT has been activated.

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

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

d. The ARTCCs must:

1. Implement diversion recovery as directed by the ATCSCC.

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

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

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

**NOTE-**

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

e. Towers and TRACONS must:

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

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

**TBL 17-4-1**

**User Recovery Priority Request Format**

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

**17-4-6. VOLCANIC ASH**

a. Upon receipt of a validated report of volcanic activity and/or ash cloud movement, the ARTCC TMU whose geographic area of responsibility is impacted by such activity must:

1. Assess areas of potential or actual ash cloud location.

2. Notify the ATCSCC and the other facilities in their area of jurisdiction that may be affected. Provide as much information as possible, including PIREPS and other pertinent information that has been received.

b. Upon receipt of a Volcanic Ash Advisory (VAA), Volcanic Ash SIGMET, or ARTCC notification, the ATCSCC must:

1. Retransmit the VAA received from the Washington or Anchorage VAACs to air traffic control facilities and stakeholders via a numbered ATCSCC advisory. The VAA will also be displayed on the ATCSCC website in the advisories database.

2. Conduct, as needed, conference calls to assess constraints and TMIs associated with the volcanic ash.

**NOTE-**

*The FAA does not have the capability to predict or depict volcano eruptions or ash cloud density and movements. It is not the responsibility of the FAA to provide separation between aircraft and volcanic activity or ash clouds.*



## Section 11. Collaborative Trajectory Options Program (CTOP)

### 17-11-1. GENERAL

CTOP is a method of managing demand through constrained airspace leveraging the use of one or more FCAs while considering customer preference with regard to both route and delay as defined in a Trajectory Options Set (TOS). CTOP TMIs are managed through the Traffic Situation Display (TSD). The TOS will allow the customer to better manage flights by expressing route and delay preferences. Whereas a traditional flight plan contained a single request with a defined route, altitude, and speed, a TOS may contain multiple trajectory options with each one containing a different route, altitude, or speed. In addition to multiple options within a single TOS, each option may contain "start" and "end" times which they are willing to accept for that particular option. Each option will be ranked in the order of customer preference indicating their willingness to accept one option over another. This will be expressed in minutes of ground delay. Using algorithms comparing capacity and demand, the CTOP will look at each trajectory option and determine the amount of ground delay that would need to be associated with that option (which may be zero). CTOP will then assign the most preferred trajectory available. Customers must file flight plans in accordance with the TOS option assigned. Customers may manage their flights through the use of the TOS or through the substitution of flights.

### 17-11-2. POLICY

CTOP may be applied to all aircraft departing airports in the contiguous United States and from select international airports. Aircraft that have been assigned an EDCT in a CTOP should not be subject to additional delay. Exceptions to this policy are miles-in-trail and departure/en route spacing initiatives that have been approved by the ATCSCC.

### 17-11-3. DEFINITIONS

**a. CTOP - Collaborative Trajectory Options Program -** A type of traffic management initiative which leverages one or more FCAs to identify

demand. Then, based on customer preferred options (as specified in a TOS), it assigns either a route to avoid the FCA, or a route and EDCT to meet an allocated slot time within the FCA.

**b. TOS - Trajectory Options Set -** A message sent by the NAS user to TFMS defining a group of preferences for how they would like to see a specific flight managed. These preferences are defined through a combination of routes and/or altitudes and/or speeds with each trajectory being weighted through the use of flight operator submitted preferences.

### 17-11-4. ATCSCC PROCEDURES

The ATCSCC must:

- a.** In conjunction with the field facilities, identify the constraint through the use of FEA(s)/FCA(s).
- b.** Conference affected facilities and system users as appropriate.
- c.** Create the CTOP in the Traffic Situation Display.
- d.** When time permits, send the Proposed CTOP with the advisory.
- e.** Send the Actual CTOP with the advisory.
- f.** Coordinate with affected facilities to ensure the CTOP is adequately managing demand.
- g.** Revise CTOP parameters as necessary and send the Revised CTOP.
- h.** Cancel the CTOP as per Chapter 17-11-8.

### 17-11-5. ARTCC PROCEDURES

The ARTCC TMU must:

- a.** Issue a GI message advising of the CTOP. In some instances, verbal notification, in addition to a GI, may enhance the dissemination of information.
- b.** Monitor the effectiveness of the CTOP and notify the ATCSCC with requests for adjustments and/or revisions as necessary.
- c.** Issue assigned route and EDCT information to non FDEP/FDIO-equipped towers and other

customers in sufficient time for proper planning and control actions. This does not include non-FDEP towers that are satellites of TRACON facilities.

**d.** Relay information, received from Terminal facilities, to the ATCSCC about EDCT issues (i.e., flights requiring a revision due to mechanical or flight crew duty issues).

**e.** Ensure route compliance with assigned TOS option and issue route amendments as needed.

**f.** Provide EDCT information, when requested, for flights departing underlying non-towered airports. If a flight departing a non-towered airport is airborne and not in compliance with a CTOP EDCT, coordinate with the ATCSCC for the appropriate course of action.

#### **17-11-6. TERMINAL PROCEDURES**

The TRACON/ATCT must:

**a.** Use the TSD/TSD-C to verify EDCT when missing or pilots advise they have something different.

**b.** Ensure the EDCT is included in the flight clearance when a CTOP is in effect.

**c.** Issue EDCT information to non-FDEP/FDIO-equipped towers.

**d.** Provide EDCT information, when requested, for flights departing underlying non-towered airports.

**e.** Forward EDCT issues to their overlying facility.

**f.** Facilities with TMUs, assist the ARTCC to ensure route compliance.

#### **17-11-7. AMENDING EDCTs**

**a.** Field facilities with TSD may use the UPDATE EDCT feature to assign an EDCT.

#### **NOTE-**

*Field facilities will only have the “unlimited” option available for use.*

**b.** Field facilities requesting a time other than the time assigned through the “unlimited” option must coordinate through the ATCSCC.

**c.** Field facilities without the CTOP “UPDATE EDCT” feature must contact their overlying facility to request a new EDCT.

**d.** The ATCSCC may amend EDCTs via the CTOP “UPDATE EDCT” feature by first attempting to utilize the “Unlimited” option, followed by the “Limited” option, followed by the “Manual” option.

#### **17-11-8. CANCELLATION PROCEDURES**

When conditions no longer warrant a CTOP,

**a.** The ATCSCC must:

**1.** Conference facilities and customers as appropriate to develop an operational plan for exiting the CTOP.

**2.** Cancel the CTOP and transmit an advisory stating the CTOP has been canceled.

**b.** The ARTCC TMU and the terminal TMU must:

**1.** Issue cancellation information to underlying facilities.

**2.** Notify facility personnel, as appropriate, of the cancellation.

#### **17-11-9. DOCUMENTATION**

Facilities must use the NTML, where applicable, to document all pertinent information related to the CTOP. Facilities that do not have NTML will log information as required by local procedure.

## Section 12. Ground Stop(s)

### 17-12-1. POLICY

Ground stop(s) (GS) override all other traffic management initiatives. Aircraft must not be released from a GS without the approval of the originator of the GS.

### 17-12-2. GENERAL

The GS is a process that requires aircraft that meet a specific criteria to remain on the ground. The criteria may be airport specific, airspace specific, or equipment specific; for example, all departures to San Francisco, or all departures entering Yorktown sector, or all Category I and II aircraft going to Charlotte. GSs normally occur with little or no warning. Since GSs are one of the most restrictive methods of traffic management, alternative initiatives must be explored and implemented if appropriate. GSs should be used:

- a. In severely reduced capacity situations (below most user arrival minimums, airport/runway closed for snow removal, or aircraft accidents/incidents);
- b. To preclude extended periods of airborne holding;
- c. To preclude sector/center reaching near saturation levels or airport grid lock;
- d. In the event a facility is unable or partially unable to perform ATC services due to unforeseen circumstances;
- e. When routings are unavailable due to severe weather; and
- f. When routings are unavailable due to catastrophic events.

**NOTE-**

*Helicopters are exempt from ground stops based on weather unless specifically included by the ARTCC facility when requesting the ground stop.*

### 17-12-3. LOCAL GROUND STOP(S)

A facility may initiate a local GS when the facilities impacted are wholly contained within the facility's area of responsibility and conditions are not expected

to last more than 30 minutes. Local GSs must not be extended without prior approval of the ATCSCC.

a. The TMU must:

1. Explore and, if warranted, implement alternative initiatives before implementing a local GS.

2. Notify the ATCSCC before implementing a local GS.

**NOTE-**

*If conditions prohibit notifying the ATCSCC before the GS is implemented, the TMU must inform the ATCSCC as soon as practical.*

3. Issue GS information to underlying facilities, using normal communication methods, in sufficient time for proper planning.

b. The Terminal facility must notify the appropriate TMU before implementing a local GS.

**NOTE-**

*If conditions prohibit notifying the TMU before the GS is implemented, the facility must inform the TMU as soon as practical.*

c. The ATCSCC must:

1. When available, use the FSM to implement the GS.

2. Issue an advisory.

### 17-12-4. NATIONAL GROUND STOP(S)

Prior to implementing a national GS, less restrictive traffic management initiatives must be evaluated. Upon receipt of information that an immediate constraint is needed to manage a condition:

a. The ATCSCC must:

1. Time permitting, conference affected facilities and system users, as appropriate, to implement a national GS.

2. When appropriate, utilize Flight Schedule Monitor (FSM) to implement a national GS, except when deemed impractical.

**NOTE-**

*FSM does not allow for the implementation of category specific GSs, for example, GS for single airline flights or GS for all Cat I and II flights. In these cases the use of the FSM GS is not practical.*

3. Transmit an ATCSCC advisory providing information to air traffic facilities and user groups about the implementation or modification of a national GS. The ATCSCC advisory must include the following items:

- (a) Airport.
- (b) Facilities Included.
- (c) Expect Update Time.
- (d) Reason.
- (e) Probability of Extension.
- (f) Remarks. (Optional)

4. Continually monitor, adjust, and cancel national GSs, as appropriate, and transmit an ATCSCC advisory as necessary.

5. Coordinate with the affected facilities to ensure the GS is managing the condition.

b. The ARTCC TMU must:

1. Explore and implement alternative initiatives prior to requesting a national GS, if feasible.

2. Issue GS information to underlying facilities, using normal communication methods, in sufficient time for proper planning.

3. Coordinate closely with the ATCSCC on conditions affecting capacity.

c. The Terminal facilities must:

1. Issue GS information to underlying facilities, using normal communication methods, in sufficient time for proper planning.

2. Coordinate closely with the appropriate TMU on conditions affecting the national GS.

3. Request release of aircraft through the appropriate protocol.

## 17-12-5. CANCELLATION PROCEDURES

a. The ATCSCC must:

1. Time permitting, conference affected facilities and system users, as appropriate, to develop an operational plan to release nationally ground stopped traffic.

2. Transmit an ATCSCC advisory when a national GS has been cancelled.

3. Transmit an ATCSCC advisory to cancel an ATCSCC issued local GS advisory.

4. The advisory must include the following items:

(a) Airport.

(b) Facilities Released.

b. The ARTCC TMU and the Terminal facilities must:

1. Issue cancellation information to underlying facilities, using normal communication methods, in sufficient time for proper planning and control actions.

2. Notify facility personnel, as appropriate, of the cancellation.

3. Notify the ATCSCC if a local GS was coordinated with the ATCSCC.

## 17-12-6. DOCUMENTATION

a. The ATCSCC must document all pertinent information related to the GS in their position logs, including, but not limited to, the start and stop times, the affected facilities, and the reason for the GS.

b. The ARTCC TMU and the Terminal facilities must document all pertinent information related to the GS in their position logs.

## Section 13. Special Traffic Management Programs

### 17-13-1. SPECIAL EVENT PROGRAMS

Special procedures may be established for a location to accommodate abnormally large traffic demands (Indianapolis 500 Race, Kentucky Derby, fly-ins) or a significant reduction in airport capacity for an extended period (airport runway/taxiway closures for airport construction). These special procedures may remain in effect until the event is over or local TM procedures can handle the situation.

### 17-13-2. COORDINATION

Documentation to justify special procedures must be submitted by the facilities to the En Route and Oceanic Operations Service Area Office and Terminal Operations Area Office 90 days in advance, with a copy to the appropriate Manager, Tactical Operations. The service area office must review and forward the request to the ATCSCC for coordination and approval 60 days in advance.

a. Documentation must include the following as a minimum:

1. The reason for implementing special procedures and a statement of system impact. Include the total number of additional flights expected.
2. Airport(s)/sector(s) to be controlled.
3. Capacity restraints by user category (five air carrier, three air taxi, seven general aviation, three military) per hour per airport.
4. Hours capacity must be controlled specified in both local time and in UTC (e.g., 0900–1859 EST, 1400–2359Z or, 0900–1859 EDT, 1300–2259Z).
5. Type of flight to be controlled (e.g., unscheduled, arrivals, departures, IFR, VFR).
6. Days of the week and dates (e.g., Thursday, May 7 through Monday, May 11 or Friday, May 22 and Sunday, May 24).
7. A draft copy of the associated NOTAM and temporary flight restrictions. (Electronic mailing preferred).
8. IFR/VFR capacity at each airport/sector.
9. Resource cost estimate including staffing and telephone requirements.

10. The number of slots to be allocated per airport, or group of airports, per time increment (e.g., ten arrivals every fifteen minutes or forty aircraft every sixty minutes).

11. Coordination accomplished with impacted facilities and any unresolved issues.

b. The service area office must forward the NOTAM to System Operations Airspace Aeronautical Information Management/Publications, for publication no later than 28 days prior to the publication date. Cutoff submittal dates and publication dates are printed inside the front cover of the monthly NOTAM Flight Information Publication.

#### NOTE—

The toll-free number/web address to obtain a STMP slot are:

1. Touch-tone interface: 1-800-875-9755.
2. Web interface: [www.fly.faa.gov](http://www.fly.faa.gov).
3. Trouble number: (540) 422-4246.

### 17-13-3. IMPLEMENTATION

a. Special TM programs must be managed by the ATCSCC or the affected ARTCC. The ATCSCC must transmit an advisory containing the reason for the program, airport(s)/sector(s) involved, dates and times the program will be in effect, telephone numbers to be used, and any special instructions, as appropriate. The affected ARTCC must monitor special TM programs to ensure that the demand to the center/terminal facilities is equal to the capacity.

b. The ATCSCC will disseminate a password and instructions for facility STMP reports. Detailed instructions can be found on the web site for the web interface, or in the Aeronautical Information Manual for the touch-tone interface.

### 17-13-4. AIRPORT RESERVATION OFFICE

a. The Airport Reservations Office (ARO) has been established to monitor the operation and allocation of reservations for unscheduled operations at airports designated by the Administrator under FAA adopted rules. These airports are generally known as slot controlled airports. The ARO allocates reservations on a first come, first served basis determined by the time the request is received at the ARO. Standby lists are not maintained. Reservations

are allocated through the ARO by the Enhanced Computer Voice Reservation System (e-CVRS) and not by the local air traffic control facility.

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

**c.** Flights with declared emergencies do not require reservations.

**d.** Refer to the Web site or touch-tone phone interface below for the current listing of the slot controlled airports, limitations, and reservation procedures.

**NOTE-**

*The Web interface/telephone numbers to obtain a reservation for unscheduled operations at a slot controlled airport are:*

- 1.** *http://www.fly.faa.gov/ecvrs.*
- 2.** *Touch-tone: 1-800-875-9694 (e-CVRS interface).*
- 3.** *Trouble number: (540) 422-4246.*

## Section 14. Severe Weather Management

### 17-14-1. GENERAL

a. On a national basis, the AT system is most susceptible to thunderstorm activity between April and October. Thunderstorms create a major disruption to the normal and organized movement of air traffic and significantly increase the workload in an impacted facility. To meet this challenge, System Operations has charged the ATCSCC to deal directly and independently with severe weather problem areas.

b. When the potential exists for severe weather which will cause a disruption to normal traffic movements, the ATCSCC will implement procedures designed to optimize the use of the available airspace. Strategic planning is an integral part of severe weather management and the responsibility of all involved.

c. Facilities will be called upon to favor and accept traffic that is not normally routed through their area. In the interest of a balanced flow and to minimize delays, we expect air traffic facilities to accept this alternate flow. All facilities are expected to participate and cooperate when called upon. A properly developed, coordinated, and implemented plan will result in the better use of available airspace.

### 17-14-2. DUTIES AND RESPONSIBILITIES

The ATCSCC must be the final approving authority

for alternate routes and initiatives that transcend center or terminal boundaries.

a. The ATCSCC must:

1. Be responsible for severe weather management operations.

2. Ensure coordination is completed to implement TM initiatives in support of severe weather management.

3. Conduct a daily operations critique with affected facilities and system customers, as appropriate.

4. Receive and evaluate facility requests for alternate routes and initiatives to avoid severe weather.

5. Coordinate with appropriate facilities and customers to determine the need for developing alternate routes and initiatives to avoid severe weather.

6. Coordinate alternate routes with all affected facilities.

7. Transmit advisories defining severe weather areas and alternate routes.

8. Conference all affected facilities and system users to apprise them of weather conditions that will impact the NAS.

b. Facility TMUs must coordinate with the ATCSCC for matters pertaining to severe weather.



## Section 15. Severe Weather Avoidance Plan (SWAP)

### 17-15-1. GENERAL

SWAPs are formalized programs that are of considerable value in areas that are particularly susceptible to severe weather. SWAP statements are prepared by ARTCC TMUs and provide specific details surrounding a particular weather event. The ARTCC TMUs consider applicable alternatives that may be used to mitigate expected airspace impacts. These include CDRs, playbook routes, FEA/FCAs, capping/tunneling, AFPs, and any other TMIs that are being considered. The SWAP statement is then delivered to the ATCSCC for discussion and coordination and may be sent as a SWAP advisory. SWAP advisories are sent by the ATCSCC and developed from SWAP statements and provide direction to customers and facilities on what TMIs are expected to be used to manage airspace constraints.

Plans that are properly developed, coordinated, and implemented can reduce coordination and TM restrictions associated with rerouting aircraft around areas of severe weather, resulting in better utilization of available airspace.

### 17-15-2. RESPONSIBILITIES

#### a. Air traffic facilities must:

1. Favor and accept traffic flows that are not normally routed through their area.

2. Monitor, evaluate, and adjust programs to ensure maximum effectiveness.

3. Use the following procedures when considering a route unusable:

(a) Notify the ATCSCC anytime airspace, established flows of traffic, routes or any other factor affecting airborne capacity becomes or is expected to become unusable. The ATCSCC must be notified when normal traffic can be accepted.

(b) Enter into the NTML, using the "SWAP" tab, any information regarding unusable routes and/or routes that become available.

(c) Solicit flights to file and/or fly routes that are impacted by weather, when appropriate.

(d) Issue minute-in-trail/mile-in-trail restrictions that allow airspace to remain available

when defined as "severely constrained." A severely constrained area is identified as an airway, fix, or sector impacted by any circumstance that significantly reduces, but does not eliminate the ability to handle aircraft.

#### NOTE-

*This minimum flow of traffic will ensure that demand does not exceed current capacity, yet will assist in determining the suitability for increased traffic for the impacted route or area.*

(e) Increase and reduce TMIs as necessary to accommodate airspace impacts.

(f) Record in NTML two or more aircraft identifications:

(1) When flights deviate significantly, and/or elect not to file or fly on a route impacted by weather.

(2) When flights elect not to depart and/or land due to the current weather conditions.

(3) Forward flight information to the ATCSCC.

4. Facilities may consider issuing a SWAP statement indicating all expected impacts to available routes and airspace in their area of concern. The SWAP statement should contain mitigation strategies for expected impacts. This includes alternate routes, use of CDRs, use of TMIs, altitude capping/tunneling, possible FEAs/FCAs, AFPs, etc.

#### b. The ATCSCC must:

1. Obtain a severe weather analysis from weather information providers and discuss the findings with the appropriate TMU.

2. Conference affected facilities and customers to apprise them of forecast severe weather conditions and the routes or areas that will be impacted.

3. Formulate a dynamic severe weather operational plan. Coordinate TMIs and alternate routes with all affected facilities.

4. Use, to the extent possible, the following options in the order listed when developing an operational plan:

(a) Expanded miles-in-trail initiatives.

(b) SWAP advisories.

**NOTE–**

*When developing the SWAP advisory, the ATCSCC should consider all possible mandatory and recommended route options; applicable CDRs and playbooks; and the use of User Preferred Trajectory (UPT) and Integrated Collaborative Routing (ICR) strategies.*

- (c) Reroutes.
  - (d) Ground delay programs.
  - (e) AFPs.
  - (f) Ground Stops.
5. Transmit advisories describing the existing or forecast weather conditions, the operational plan, alternate routes, or cancellation thereof.
  6. Be the final approving authority for traffic flows and reroutes.
    - c. The ARTCC TMU must:
      1. Coordinate with the ATCSCC when implementing SWAP procedures that affect other

ARTCCs. If possible, this coordination should be completed at least 2 hours prior to expected implementation.

2. When suitable, facilities should consider developing a SWAP statement that specifies expected airspace impacts; developed shared FEAs representing airspace impacts; possible route closures; effective times of constraints; and expected routing alternatives including applicable CDRs and play-book routes.

3. Notify affected facilities within their area of responsibility when SWAP is expected to be implemented, including initiatives, reroutes, and affected times.

4. Furnish the sector or facility issuing the revised clearance a route of flight to a point where the new route connects with the filed route.

5. Notify the ATCSCC and affected facilities within their area of responsibility when normal routings can be resumed.

## Section 16. Preferred IFR Routes Program

### 17-16-1. GENERAL

a. This section identifies responsibilities and establishes procedures for the development, revision, and cancellation of preferred IFR routes in the NAS. The objective of preferred routes is the expeditious movement of traffic during heavy demand periods and the reduction of TM initiatives and coordination. User acceptance will be greatly enhanced by the prompt cancellation of unnecessary routes and the prompt and thorough coordination of new or revised routes.

b. Preferred IFR routes should be established only when traffic density and safety makes such routes necessary for the expeditious movement of air traffic. Except for the short climb or descent segments between the terminal and the en route structure, preferred routes must be developed using designated airways/routes as depicted on en route charts. Preferred routes are normally established between two terminal areas, but routes may also be established between a terminal and an en route fix, an en route fix and a terminal, or two en route fixes.

c. The impact of airspace actions on preferred IFR routes must be considered. Retention of the most user desirable route(s), consistent with TM requirements, must also be considered.

d. Comments concerning problems or recommendations to improve the preferred IFR route program are encouraged and should be forwarded to the ATCSCC.

### 17-16-2. RESPONSIBILITIES

a. ARTCCs must be responsible for:

1. Identifying, developing, coordinating, and establishing preferred routes, as needed, in accordance with the provisions of this section. The originating ARTCC is responsible for ensuring the accuracy of the submitted route (e.g., checking for typographical errors) and for route connectivity and compatibility with NAS processing.

2. Maintaining and verifying route validity and accuracy by establishing, revising, and canceling preferred routes as operational needs dictate.

3. Identifying a single office of responsibility for their preferred IFR routes program. This office must act as the office of primary responsibility (OPR) for the facility and must be the focal point for coordination with the appropriate En Route and Oceanic Operations Service Area Office.

b. En Route and Oceanic Operations Service Area offices must be responsible for:

1. Reviewing proposed routes to ensure that NAVAID identifications, airway designations, route connectivity and fix names are correct.

2. Reviewing all preferred routes at least annually and revise or cancel routes as necessary.

3. Serving as the focal point for coordination with the ATCSCC and System Operations Airspace and Aeronautical Information Management.

c. The ATCSCC must be responsible for:

1. Managing the national preferred IFR routes program.

2. Operating as the OPR at the national level.

3. Providing operational review of submitted preferred routes to examine the routes for operational impact.

4. Acting as the approving authority for preferred IFR routes.

d. The NFDC must be responsible for:

1. Entering the route in the national database.

2. Forwarding errors noted during the validation to the ATCSCC for resolution.

3. Publishing the route as an add-on page to the National Flight Data Digest (NFDD).

### 17-16-3. DEVELOPMENT PROCEDURES

Routes and route segments must be defined by any combination of the following:

a. Type and number of the airway, jet route, or RNAV route (e.g., V43, J54).

b. NAVAID identifier, intersection name, or fix name codes (e.g., ARD, BELLE).

c. NAVAID radial/distance (e.g., ARD201113).

d. NAVAID radial (e.g., ARD201).

e. Portion of routes not necessary to comply with the preferred route objective should be contained within brackets [ ]. Any routing between the fixes inside the brackets is normally at the pilot's discretion. The first fix after the right-hand bracket is where the preferred portion of the route actually begins.

**EXAMPLE—**

[DFW GVE] GVE J37 J55 PVD V139 HTM BOS

f. When developing or reviewing preferred routes, considerations should include:

1. Terminal/en route traffic flow patterns and traffic density.

2. Radar coverage.

3. Beginning and termination fixes of SIDs/STARs and correlation with the SID/STAR program.

4. North American Route (NAR) System.

5. Special use airspace.

6. Computer-adapted preferential arrival routes, preferential departure routes, and preferential departure/arrival routes.

7. Lead time requirements for publication in the AFD, DOD flip, en route high/low altitude charts, area charts, SID/STAR charts, instrument approach procedure charts, and other flight planning publications.

8. NAVAID identifiers and name codes must be used in preferred route descriptions, except that intersection/fix names must be spelled out in the AFD, pending assignment of five letter name codes.

9. NAVAID radials or radial distance fixes must not be used to avoid airway/jet route rule making actions. NAVAID radials are used only where necessary. Radial/distance fixes must be used only for expediency pending assignment of intersection or fix name code by the NFDC. Route descriptions in the AFD should be compatible with the computer description, except as previously specified. When it is necessary to use NAVAID radials or radial/distance fixes to describe direct route segments, use one of the following:

**NOTE—**

*The originator is responsible for verifying computer*

*adaptation and NAS compatibility before using the above techniques.*

10. All preferred IFR routes must have specified effective times of operation based on need. Effective times must be published in the AFD and, in the case of single direction routes, on en route charts as appropriate.

11. Low altitude preferred IFR routes must have inclusive altitudes. Minimum obstruction clearance altitude, minimum en route altitude, and minimum reception altitude must be considered when establishing inclusive altitudes.

12. Define points of transition from one airway/route structure to another by using NAVAIDs/fixes which are common to both structures and depicted on en route charts for both structures. When describing high altitude preferred routes, victor airways may be used to define climbing/descending segments provided that such usage does not exceed the service limitations of the NAVAID.

13. Low frequency nondirectional beacons must not be used except when absolutely necessary or when international routes enter/depart the NAS (e.g., routes in Alaska or oceanic control areas).

14. Single-direction routes may be established in the high altitude stratum to enhance safety and expedite air traffic. The routes may begin or end at any fix within the en route structure and need not serve a specific terminal area. Single-direction routes serving terminal/en route needs must be depicted on en route charts and those routes serving a terminal area must be listed in the AFD and may also be depicted on en route charts.

## 17-16-4. COORDINATION PROCEDURES

a. General: The coordination process accomplishes two things. First, it informs users/facilities/Service Area offices that a preferred route is being established or revised and solicits input. Second, it provides users, facilities, service area offices, and publishers with timely information so that the necessary actions can be initiated and accomplished within established schedules. Except for editorial corrections, proposed preferred routes must be fully coordinated well in advance of planned publication dates.

b. User coordination: Users must be allowed at least 30 days to review and comment on proposed preferred routes. Coordination should be through:

1. Designated user representatives.
2. Designated organization or association representatives when users are members.
3. FAA/user meetings.
4. The ATCSCC for user organizations at the national level.

**c. Interfacility coordination:**

1. The originating ARTCC must be defined as follows:

(a) New routes: The ARTCC identifying the need to establish a new preferred IFR route.

(b) Existing routes: The ARTCC identifying the need to change or delete a preferred IFR route.

(c) When establishment, change, or deletion of a preferred route is proposed by a facility other than an ARTCC, the requesting facility must coordinate with the parent ARTCC. The parent ARTCC must assume responsibility as the originator.

2. The originating ARTCC must:

(a) Coordinate with all affected ATC facilities and users at the local level.

(b) Forward the completed data to the En Route and Oceanic Operations Service Area office and Terminal Operations Service Area office.

3. Each Service Area office must:

(a) Resolve differences between its ATC facilities.

(b) Coordinate with the users at the Service Area office level.

(c) Forward the completed data to the ATCSCC.

**d.** The originating Service Area office must forward unresolvable controversial proposals, with all comments and objections, to ATCSCC for resolution. Proposals which are approved will be sent for processing. Disapprovals will be returned to the Service Area office originating the proposal.

1. The ATCSCC must:

(a) Complete coordination with the users at the national level.

(b) After the 30 day coordination forward completed preferred IFR routes to System Operations Airspace and Aeronautical Information Management for publication.

## 17-16-5. PROCESSING AND PUBLICATION

**a.** The airspace information cutoff dates listed in the AFD are the last date that preferred routes may be received by the NFDC to assure publication on the planned effective date. The following procedures must apply:

1. Plan “effective” dates to coincide with the issue date of the AFD.

2. Send approved preferred routes to the ATCSCC at least 15 weeks prior to the desired effective date. Include the desired effective date. Effective dates must coincide with the 56-day charting cycle due to airway changes affecting preferred routes.

3. ATCSCC must forward approved preferred routes to arrive at the NFDC at least 9 weeks prior to the desired effective date.

**NOTE-**

*The importance of adequate lead time cannot be overemphasized. Experience has shown that early submission for publication reduces errors, workload, and printing costs. In the case of major or lengthy changes, additional lead time may be necessary. Facilities should coordinate with the ATCSCC to determine if the requested effective date can be met.*

**b.** Preferred routes must be submitted to the NFDC on standard 8.5 by 11 (inches) white bond paper, camera ready, to be included in the NFDD. To facilitate editing and processing, it is recommended that the preferred route text be submitted as an electronic mail attachment. The specific format for preferred routes is noted in examples 1, 2, and 3 below. For those submissions not covered by example, the originator should contact NFDC for guidance.

**c.** The following three examples show the formats for the submission of preferred IFR route data. The first shows the addition of new routes, the second shows the modification of existing routes, and the third shows the deletion of existing routes. Compliance is mandatory to eliminate the possibility of error in publication.

**EXAMPLE-**

**1. Adding new routes, use this format:**

<b>SPECIAL USE AIRSPACE</b>	
LOW ALTITUDE PREFERRED ROUTES (or other applicable section)	
NORTHEAST U.S.	EFFECTIVE HOURS
(applicable A/FD)	UTC
Effective April 28, 1994, the following routes are added:	
BALTIMORE TO NORFOLK	
NEW: (70-170 INCL., NON-JET)	1100-0300
V93 PXT V16 V33 V286 STEIN	
OR	
(70-170), JETS) DAILY	1100-0300
V33 V286 STEIN	
BALTIMORE TO ROCHESTER	
NEW: V31 ROC154 CHESY	1100-0300

**2. Deleting existing routes, use this format:**

<b>SPECIAL USE AIRSPACE</b>	
LOW ALTITUDE PREFERRED ROUTES (or other applicable section)	
NORTHEAST U.S.	EFFECTIVE HOURS
(applicable A/FD)	UTC
Effective April 28, 1994, the following routes are deleted:	
BALTIMORE TO NORFOLK	
BALTIMORE TO ROCHESTER	

**NOTE-**

Multiple routes are considered a set and the entire set must be deleted to be shown as in this example. If only one route of the set is deleted, use the modified format in example 3.

**3. Modifying existing routes, use this format:**

<b>SPECIAL USE AIRSPACE</b>	
LOW ALTITUDE PREFERRED ROUTES (or other applicable section)	
NORTHEAST U.S.	EFFECTIVE HOURS
(applicable A/FD)	UTC
Effective April 28, 1994, the following routes are modified:	
BALTIMORE TO NORFOLK	
OLD: (70-170 INCL., NON-JET)	1100-0300
V87 PXT V6 V73 V286 STEIN	
OR	
(70-170), JETS) DAILY	1100-0300
V33 V286 STEIN	
BALTIMORE TO ROCHESTER	
V81 ROC154 CHESY	1100-0300
Note – Notice that in the routes from Baltimore to Norfolk, there are two available routes and that only the first route changed. The two routes are considered a set and the entire set must be submitted, even if only one route is being changed.	



## Section 17. North American Route Program

### 17-17-1. PURPOSE

The NRP provides the users of the NAS greater flexibility in flight plan filing at or above 29,000 feet (FL290).

### 17-17-2. RESPONSIBILITIES

#### a. The ATCSCC must:

1. Have the authority to suspend and/or modify NRP operations for specific geographical areas or airports. Suspensions may be implemented for severe weather reroutes, special events, or as traffic/equipment conditions warrant.

2. Conduct special user teleconferences and transmit ATCSCC advisories whenever a provision of the NRP will not be available to the user community for more than one hour.

#### b. ARTCC TMUs must:

1. Avoid issuing route and/or altitude changes for aircraft which display the remarks "NRP" except when due to strategic, meteorological or other dynamic conditions.

2. Coordinate with ATCSCC before implementing any reroute to NRP flights beyond 200 NM from point of departure or destination.

3. Monitor activity to identify potential sector/airport constraint that may impact DP/STAR operations and coordinate with the ATCSCC for problem resolution.

c. DP/STAR procedures for the ARTCCs are authorized the following exemptions:

1. NRP flights will be allowed to file and fly any published transitions of the DPs and/or STARS. Not all of the published transitions may be available, due to facility procedural constraints.

2. In the case of radar vector DPs the ARTCC will clear the NRP flight to the first en-route NAVAID/fix/waypoint of the flight plan as soon as practical.

3. When problems are identified involving the use of the DP/STAR transitions, immediately notify the ATCSCC for resolution.

d. Customer flight plan filing requirements are authorized the following exemptions:

1. Customers may file and fly any published transition of the DPs and/or STARS, regardless of the mileage from the airport to transition end point.

2. Customers should not file DP/STAR transitions in offshore transition areas (12 NM or more off the United States shoreline)

### 17-17-3. PROCEDURES

a. "NRP" must be retained in the remarks section of the flight plan if the aircraft is moved due to weather, traffic, or other tactical reasons. In these situations, every effort will be made to ensure the aircraft is returned to the original filed flight plan/altitude as soon as conditions warrant.

b. Traffic management specialists must not enter "NRP" in the remarks section of a flight plan unless prior coordination concerning this particular flight is accomplished with the ATCSCC or as prescribed by international NRP flight operations procedures.

c. The en route facility within which an international flight entering the conterminous United States requests to participate in the NRP must enter "NRP" in the remarks section of the flight plan.

### 17-17-4. REPORTING REQUIREMENTS

Reports of unusual or unsatisfactory events attributable to NRP traffic should be forwarded to the System Operations ATCSCC TCA via facsimile at (540) 422-4196 or telephone at (540) 359-3146. Reports must include, at a minimum: aircraft call sign, type, altitude, route of flight, affected sectors, brief description of event, description of impact, and any actions taken.

### 17-17-5. USER REQUIREMENTS

a. International operators filing through the Canadian airspace to destinations within the conterminous United States must file an inland navigational fix within 30 NM north of the common Canada/United States airspace geographical boundary to be eligible to participate in the NRP.

**b.** Flights must be filed and flown via any published DP or STAR for the departure/arrival airport respectively, or published preferred IFR routes, for at least that portion of flight which is within 200 NM from the point of departure or destination. If the procedures above do not extend to 200 NM, published airways may be used for the remainder of the 200 NM. If the procedures above do not exist, published airways may be used for the entire 200 NM.

**c.** Operators that file a flight plan which conforms to a published preferred IFR route must not enter “NRP” in the remarks section of that flight plan.

**d.** Operators must ensure that the route of flight contains no less than one waypoint, in the FRD

format, or NAVAID, per each ARTCC that a direct route segment traverses and these waypoints or NAVAIDs must be located within 200 NM of the preceding ARTCC’s boundary. Additional route description fixes for each turning point in the route must be defined.

**e.** Operators must ensure that the route of flight avoids active restricted areas and prohibited areas by at least 3 NM unless permission has been obtained from the using agency to operate in that airspace and the appropriate air traffic control facility is advised.

**f.** Operators must ensure that “NRP” is entered in the remarks section of the flight plan for each flight participating in the NRP program.

## Section 18. Coded Departure Routes

### 17-18-1. PURPOSE

This section prescribes policies and guidelines for Coded Departure Route(s) (CDR).

### 17-18-2. DEFINITION

The CDR program is a combination of coded air traffic routings and refined coordination procedures designed to mitigate the potential adverse impact to the FAA and users during periods of severe weather or other events that impact the NAS.

### 17-18-3. POLICY

Abbreviated clearances must only be used with CDRs at locations covered by a Memorandum of Agreement (MOA) between the customers and the FAA that specifies detailed procedures, or with general aviation customers who include in the remarks section of their flight plan, "CDR Capable".

**NOTE-**

*Air Traffic Control Facilities will determine which city pairs will be included in the database.*

### 17-18-4. RESPONSIBILITIES

**a.** The ATCSCC must:

1. Manage the national CDR program.
2. Operate as Office of Primary Interest (OPI) at the national level.
3. Conduct a review of the submitted CDRs and facilitate necessary corrections.
4. Notify activation/deactivation of CDR usage through the ATCSCC Advisory System.

**b.** The National Flight Data Center must:

1. Forward to the ATCSCC Point of Contact (POC) any changes to published navigational database, (i.e., SIDs/STARs, NAVAIDs, preferred routes, etc.) contained in the National Flight Data Digest(s) (NFDD) that are effective for the subsequent chart date. This data must be provided at least 45 days before the chart date.

2. Error check all submitted route elements and forward errors noted during the validation to the ATCSCC for resolution.

**c.** ARTCCs must:

1. Identify, develop, coordinate, and establish CDRs, as needed, in accordance with this section.
2. Supply a POC for the ATCSCC to contact regarding CDRs.
3. Ensure that all affected facilities have approved newly created CDRs, or CDR route amendments, prior to inclusion in the operational database.

4. Ensure CDRs in the national database are limited to 20 per city pair.

5. Notify the originating Center when a CDR must be modified to accommodate changes within your airspace, e.g., traffic flow changes, airway realignments, and navigational aid designator changes. Exceptions – revisions to Standard Terminal Arrival (STAR) Procedure and Standard Instrument Departure (SID) Procedure numbers will be entered at the ATCSCC.

6. Ensure EAS Stereo Flight Plans utilized for CDRs and CDRs published in the operational database are identical.

7. Report unusable, inaccurate, or unsatisfactory CDRs to the ATCSCC POC or via Planning Team (PT) feedback form available on the ATCSCC web page. Reports must include the CDR designator, affected sectors, and specific description of the impact, and, if appropriate, suggestion for modification.

8. Facilitate the coordination necessary for the usage of abbreviated clearances, when requested.

**d.** The terminal facilities must coordinate with their host ARTCC for all matters pertaining to CDRs.

### 17-18-5. CDR DATA FORMAT

All Centers must develop and update CDRs in accordance with the following:

- a.** Eight-Character Designator. All facilities must use the eight character naming convention. The eight character name must comply as follows:

1. Characters one through three are the three-letter ID of the origination airport.

2. Characters four through six are the three-letter ID for the destination airport.

3. Characters seven and eight are reserved for local adaptation and may be any two alphanumeric characters other than O or I.

**NOTE—**

*O and I must not be used to preclude confusion with numbers zero and one. (Examples of the naming convention are: ATLLAX9N, BOSLAX01, and EWRSFOGR).*

b. CDRs may be developed for aircraft with basic navigational capabilities or with advanced RNAV capabilities. When developing or amending CDRs, the RNAV STAR is preferred. Facilities may include both conventional and RNAV CDRs in their CDR database.

c. All CDRs must have current procedure numbers (SID/STAR) included as a part of the route string.

**NOTE—**

*Examples of acceptable procedure numbers are: LGC8, OTT5, and SWEED5. Examples of unacceptable procedure numbers are: MINKS#, MINKS STAR, MINKS%.*

d. All CDR route strings must tie into normal arrival routings into the destination airport.

e. Approved database format:

1. Route string data must include only uppercase characters (A–Z) or numbers with spaces separating each element (J48 ODF MACEY2 ATL).

2. No dots, dashes, asterisks, plus signs, or placeholders are to be included, because most flight planning systems will not accept them.

3. No leading zeroes are permitted in victor or jet airways (J12 is permitted, J012 is not).

f. CDRs for each location must be published via the national CDR database. Updates to the CDR database will coincide with the normal 56-day chart updates. There are two segments of the CDR database. The operational database is a read-only

record of all the current CDRs. The staging database is read-only to users but amendable by FAA facilities. The staging database replaces the operational database on each chart date.

g. CDRs must be processed in accordance with the following timelines:

1. All changes must be entered into the staging database at least 36 days prior to each chart date. The staging database is closed to changes 35 days prior to each chart date.

**NOTE—**

*The timeline for the staging database is available under the Options drop-down menu. In addition to the drop-down menu, the status of the staging database is given at each login to the CDR database.*

2. 30–35 Days Prior to the Chart Date. During this period, the staging database is checked for errors. Any errors are forwarded to the POC designated at each facility for correction. If the error cannot be corrected immediately, the route involved will be deleted from the database for that cycle. Once the error is corrected, the route may be reentered for a future date.

**NOTE—**

*30 days prior to the Chart Date the staging database is available to FAA and users for downloading or updating of their files.*

3. On each chart date, the staging database replaces the operational database and a mirror copy becomes the new staging database. The staging database is available for changes until it is locked 35 days prior to the next chart date, and the cycle starts over.

## 17–18–6. PROCEDURES

a. Facilities must notify ATCSCC when implementing and terminating CDRs.

b. The ATCSCC must issue an advisory when facilities are implementing or terminating CDRs.

c. Facilities must make real-time reports of unusable or inaccurate CDRs through the ATCSCC for follow-up by the ATCSCC POC.

## Section 19. Route Advisories

### 17-19-1. PURPOSE

This section prescribes policies and guidelines for issuing Route Advisories.

### 17-19-2. POLICY

In accordance with Federal Air Regulations, all operators have the right of refusal of a specific route and may elect an alternative. Alternatives include, but are not limited to, ground delay, diversion to another airport, or request to stay on the filed route.

### 17-19-3. EXPLANATION OF TERMS

**a. Required (RQD):** System stakeholders must take action to comply with the advisory.

**b. Recommended (RMD):** System stakeholders should consider Traffic Management Initiatives (TMI) specified in the advisory.

**c. Planned (PLN):** Traffic management initiatives that may be implemented.

**d. For Your Information (FYI):** Advisories requiring no action.

**e. User Preferred Trajectory (UPT):** The route that the user requests based on existing conditions.

**f. System stakeholders:** A group of interdependent NAS users and FAA air traffic facilities.

**g. Protected Segment:** The protected segment is a segment on the amended TFM route that is to be inhibited from automatic adapted route alteration by ERAM.

**h. Protected Segment Indicator:** The protected area will be coded on the display and strips using the examples in TBL 17-19-1.

**i. TMI Indicator:** This denotes protected coding exists for a flight's route even though the coding within the route may be scrolled off the view surface.

**j. TMI Identifier:** Identifies the name of the initiative and is inserted into the beginning of Interfacility Remarks after the clear weather symbol.

*TBL 17-19-1*

**Example of Protected Segment Indicators**

Presentation	Character Used	Example
Display	Bracketing chevrons ><	ILM..FAK..J109.>LEONI.J110.IHD.J518.DJB<..DTW
Enroute Flight Strip	Reverse bracketing parentheses )(	ILM FAK J109 )LEONI J110 IHD J518 DJB( DTW

### 17-19-4. ROUTE ADVISORY MESSAGES

**a.** All route advisories must specify whether an action is RQD, RMD, PLN, FYI.

**b.** The following information will be included in a route advisory:

**1. Header:** Includes the DCC advisory number, category of route, and action. A "/FL" indicates that a flight list is attached to the advisory.

**2. Name:** Descriptive of the situation to the extent possible.

**3. Constrained Area:** Impacted area referenced by the advisory.

**4. Reason:** Causal factors for the advisory.

**5. Include Traffic:** Factors identifying specific flows of traffic in the route.

**6. Facilities Included:** May indicate the specific facilities or use the phrase "multiple facilities;" a minus sign (-) indicates to omit that facility's traffic from the route.

**7. Flight Status:** Will indicate all, airborne, or nonairborne.

**8. Valid:** Time frame for the route will be specified.

**9. Probability of Extension:** High, medium, low, or none will be stated.

**10. Remarks:** Further clarifying information.

**11. Associated Restrictions:** Traffic management restrictions to be implemented in conjunction

with the route, e.g., miles in trail. ALT RSTN indicates that there is an altitude restriction associated with the advisory.

**12. Modifications:** Amendments to the standard Playbook routing.

**13. Route:** A specific route, route options, or user preferred trajectory around the area may be

indicated. When UPT is indicated, an additional route(s) must be listed. This route becomes the “default” route.

**14. Footer:** Date/time group for Flight Service Station information.

c. Categories of route advisories and possible actions are listed in TBL 17–19–2 .

*TBL 17–19–2*  
**Categories of Route Advisories and Possible Actions**

<b>ROUTE CATEGORY</b>	<b>REQUIRED RQD</b>	<b>RECOMMENDED RMD</b>	<b>PLANNED PLN</b>	<b>INFORMATION FYI</b>
1. Route	✓	✓	✓	✓
2. Playbook	✓	✓	✓	
3. CDR	✓	✓	✓	
4. Special Operations	✓			
5. NRP Suspensions	✓			
6. VACAPES (VS)		✓	✓	
7. NAT	✓			
8. Shuttle Activity	✓	✓	✓	
9. FCA	✓			
10. FEA		✓	✓	✓
11. Informational		✓	✓	✓
12. Miscellaneous		✓	✓	✓

**17–19–5. RESPONSIBILITIES**

a. The ATCSCC must:

**1.** Be the final approval authority for all routes that traverse multiple center or terminal boundaries.

**2.** Coordinate routes with impacted facilities prior to implementing the route.

**3.** Verbally notify all impacted en route facilities of the implementation, modification, or cancellation of routes as the situation dictates.

**4.** Document and disseminate coordinated routes through an advisory with a flight list, if appropriate.

**5.** Implement, modify, and/or cancel routes.

b. Field facilities must:

**1.** Remain cognizant of operational areas of interest in the National Airspace System (NAS)

including local adaptations that affect route changes; e.g., Preferential Arrival Routes and Preferential Arrival Departure Routes, and forward any issues that may require modification to normal traffic flows within their area of jurisdiction when national support may be required.

**2.** Coordinate routes with facilities within their area of jurisdiction.

*NOTE– Normally the ATCSCC coordinates with en route facilities, en route facilities coordinate with terminals.*

**3.** Participate in the PT TELCON as appropriate.

**4.** Implement the required routes for flights less than 45 minutes from departure or airborne. The departure Center is responsible for ensuring that proposed flights are on the proper route, and airborne traffic is the responsibility of the Center with track

control and communications when the advisory is received.

**5.** Forward user requests to deviate from required routes to the ATCSCC, if they traverse more than one Center.

**6.** Not amend flight plans for flights outside their area of jurisdiction without prior approval.

**c.** NAS users should:

**1.** Amend flight plans to the published route when aircraft are 45 minutes or more from departure;

**2.** Forward requests to the ATCSCC Tactical Customer Advocate (TCA) when an aircraft is on the ground and is requesting to deviate from a published route.

## ■ 17-19-6. PROCEDURES

**a.** System stakeholders must forward information to be considered in route planning and route implementation when capable.

**b.** Time permitting, the ATCSCC consolidates the information for inclusion into the PT TELCON, or initiates tactical action, as required.

**c.** The ATCSCC coordinates routes with impacted facilities and issues advisories.

**d.** The ATCSCC verbally advises all impacted Centers that a route advisory has been issued, modified, or cancelled.

**e.** Field facilities and users review advisories and dynamic lists, and take appropriate action.

**f.** Field facilities issue routes to users if flight plans do not reflect the required routes as stated in the advisory.

**g.** If a route is cancelled, field facilities leave the aircraft on the existing route at the time of the cancellation of the route, unless a new route pertinent to the aircraft is issued.

**h.** NAS users forward requests to the ATCSCC TCA for flights that request to be exempted from required routes. The TCA completes the coordination and provides a determination on the request to the appropriate party(ies).

**i.** Routes are implemented, modified, and cancelled as needed.



## Section 20. Operations Plan

### 17-20-1. PURPOSE

Establishes the process, structure and responsibilities for developing, managing and implementing a daily strategic plan for air traffic operations in the National Airspace System (NAS).

### 17-20-2. DEFINITION

**a.** The Operations Plan (OP): The OP is a plan for management of the NAS. The OP is a collaboratively developed plan. The OP is derived by the Planning Team (PT) after collaboration with the FAA and customer's weather forecasters, FAA Air Route Traffic Control Center (ARTCC) Traffic Management Officer (TMO) or designee, other FAA field facility management personnel, airline planners, Air Traffic Control System Command Center (ATCSCC) personnel, international facilities, military, and general aviation system customers.

**b.** Trigger: A specific event that causes a specific traffic management initiative (TMI) to be implemented.

**1.** A trigger is for planning purposes and is intended to reduce coordination when implementing the specified TMI.

**2.** All en route facilities impacted by the TMI must be contacted prior to implementing the TMI in response to the trigger.

**3.** En route facilities must relay TMIs to affected terminal facilities within their area of jurisdiction.

**4.** All triggers will be identified by "IF, THEN" clauses in the OP.

#### **EXAMPLE-**

*IF thunderstorms develop as forecast on J96, THEN ZKC will initiate the ORD BDF1 Playbook route.*

**c.** The OP will specify:

**1.** Terminal constraints: facilities where delays are expected to be 15 minutes or greater.

**2.** En route constraints: facilities where expanded miles-in-trail, deviations, and tactical reroutes may be required.

### 17-20-3. RESPONSIBILITIES

**a.** The ARTCC TMO or their designee must:

**1.** Participate via the PT Telephone Conference (TELCON) in the formulation and development of the OP when stated on the previous OP, or requested later by the ATCSCC, or issues within the facility arise that may require inclusion in the OP.

**2.** Provide input on:

**(a)** Equipment outages having an operational impact;

**(b)** Internal initiatives;

**(c)** Terminal constraints;

**(d)** Route closure/recovery information;

**(e)** Anticipated Traffic Management Initiatives (TMI) necessary to manage the system; or

**(f)** Other issues which may impact operations (i.e., staffing, special events, etc.). See FIG 17-17-1, Operational Planning TELCON Checklist.

**3.** Brief and direct facility Operational Supervisors, Traffic Management Supervisors, Traffic Management Units, and operational personnel on the implementation of the OP and gather additional information for the next TELCON.

**4.** Coordinate with and provide direction to underlying facilities on the implementation of the OP.

**5.** Monitor and assess the OP, notifying the ATCSCC of problems that may impact the OP.

**6.** Provide operational feedback for use in post-operational evaluation of the OP.

**b.** The ATCSCC must:

**1.** Maintain the Planning Team (PT) TELCON Bridge.

**2.** Maintain a web page for publicizing the OP to aviation systems users.

**c.** The ATCSCC National Operations Manager (NOM) must:

**1.** Direct the facility National Traffic Management Officer (NTMO), ATCSCC operational units, and personnel on implementation of the OP.

2. Coordinate with and provide direction to FAA facilities on implementation of the OP.

d. The ATCSCC PT must:

1. Lead the PT in development of the OP.

2. Record participation of FAA and non-FAA entities in PT TELCONs.

3. Formulate the OP through coordination with PT members using the OP Timeline.

4. Brief the NOM, NTMO, and other ATCSCC operational elements on the OP.

5. Post the OP on the ATCSCC web site and issue as a numbered advisory.

6. Document agreed upon triggers in the OP.

e. The Terminal Facility Management must:

1. When notified by the ARTCC TMO or designee or ATCSCC PT, participate in the PT TELCONs.

2. Brief and direct facility operational personnel on actions required by the OP.

3. Monitor and assess the OP, notifying the ATCSCC of problems that may impact the OP.

#### ■ 17-20-4. PROCEDURES

a. The PT is composed of FAA and customer weather forecasters, FAA ARTCC's TMO, or designee, other FAA field facility management personnel, airline strategic planners, ATCSCC personnel, international facilities, and military and general aviation system customers.

b. The ATCSCC has been delegated the authority to direct the operation of the PT TELCONs for the FAA.

1. The ATCSCC will notify those FAA facilities required to participate as part of the PT TELCON.

2. Military, international, and general aviation entities will be included as necessary.

c. The PT collaborates on the formation of the OP. The OP is normally developed for the hour beginning after the TELCON commences and the subsequent six (6) hours. The OP is updated, amended, and evaluated on a recurring basis through a dedicated TELCON Phone Bridge at the ATCSCC.

d. Collaborative Convective Forecast Product (CCFP): The CCFP is the consolidated input of ARTCC Weather Service Unit (CWSU), Aviation Weather Center (AWC) personnel, ATCSCC Weather Unit (DCCWU) personnel, and airline meteorologists. The CCFP is the primary weather product used by the PT in developing the OP.

e. OP Timeline (all times local/eastern): The OP Timeline provides a method for group decision-making and collaboration in dealing with system constraints. Modification of the timeline, participation, and scheduling is done at the discretion of the PT and as directed by the ATCSCC.

1. 5:00 a.m. – National Weather TELCON: ATCSCC PT monitors the weather TELCON, receives midnight operational briefing, and collaborates with select FAA facilities and users for the next amendment.

2. 6:00 a.m. – Amendment to the OP is published on the ATCSCC web page and through an ATCSCC numbered advisory.

3. 6:00–7:00 a.m. – Individual team entities conduct an assessment of operation in preparation for the OP TELCON. The ATCSCC identifies and notifies FAA facilities required to participate in the PT TELCON.

4. 7:15 a.m. – Planning TELCON conducted: The OP is developed by the PT.

5. 8:00 a.m. – The OP is published on the ATCSCC web site and via numbered advisory.

6. 8:00–9:00 a.m. – Individual team entities conduct an assessment of operation in preparation for the OP TELCON.

7. 9:15 a.m. – Planning TELCON conducted: The OP is developed by the PT.

**NOTE–**

*TELCON/planning cycle repeats every 2 hours or as conditions warrant. The time intervals may be varied; however, each OP and associated advisory will state the time for the next TELCON.*

FIG 17–20–1

**Operational Planning TELCON Checklist**

Review the Current OP

Review the CCFP

Input from the Areas

- ◆ Staffing
- ◆ Combined Sectors
- ◆ Anticipated Initiatives
- ◆ Equipment
- ◆ Anticipated Traffic Volume
- ◆ Constraints/Other

Input from Approaches and Towers

- ◆ Current Configuration and AAR
- ◆ Anticipated Configuration and AAR
- ◆ Other

Miscellaneous

- ◆ VIP Movement
- ◆ Special Events
- ◆ Military Activities
- ◆ Diversions

Flow Constrained Areas

- ◆ Current
- ◆ Anticipated
- ◆ Pathfinders
- ◆ Recovery

Anticipated Traffic Management Initiatives

- ◆ Alternatives
- ◆ Triggers Needed
- ◆ Exit Strategy Needed



## Section 21. National Playbook

### 17-21-1. PURPOSE

The National Playbook is a collection of Severe Weather Avoidance Plan (SWAP) routes that have been pre-validated and coordinated with impacted ARTCCs. The National Playbook is designed to mitigate the potential adverse impact to the FAA and customers during periods of severe weather or other events that affect coordination of routes. These events include, but are not limited to, convective weather, military operations, communications, and other situations.

### 17-21-2. POLICY

National Playbook routes must only be used after collaboration and coordination between the ATCSCC and the TMU(s) of affected air traffic facilities.

### 17-21-3. DEFINITION

The National Playbook is a traffic management tool developed to give the ATCSCC, other FAA facilities, and customers a common product for various route scenarios. The purpose of the National Playbook is to aid in expediting route coordination during those periods of constraint on the NAS. The National Playbook contains common scenarios that occur during each severe weather season, and each includes the resource or flow impacted, facilities included, and specific routes for each facility involved. These routes may include any combination of the following NAS elements: Navigation Reference System (NRS) waypoints, RNAV waypoints, RNAV fixes, NAVAIDS, DPs, and STARs. The playbooks are validated by the individual facilities involved in that scenario. The National Playbook is available on the ATCSCC Web site at <http://www.atcsc.faa.gov/Operations/operations.html>.

### 17-21-4. RESPONSIBILITIES

a. The ATCSCC must:

1. Manage the National Playbook program.
2. Operate as OPI at the national level.

3. As a minimum, conduct a yearly review of the National Playbook routes and procedures.

4. Facilitate the validation process for additions, modifications, updates, and corrections.

5. Coordinate the activation/deactivation of National Playbooks.

6. Maintain a listing of all National Playbook routes on the ATCSCC web page.

b. The NFDC must forward to the ATCSCC point of contact (POC) any changes to published navigational database, (i.e., SIDs/STARs, NAVAIDS, preferred routes, etc.) contained in the National Flight Data Digests (NFDD) that are effective for the subsequent chart date. This data must be provided at least 45 days before the chart date.

c. The En Route and Oceanic Operations Service Area and Terminal Operations Service Area offices must:

1. Ensure facilities submit data as required.
  2. Resolve discrepancies and issues identified.
  3. Submit suggestions for improving the process, when applicable.
- d. The ARTCCs must:
1. Identify, develop, and coordinate National Playbook routes as needed, in accordance with this section.
  2. Supply a POC for the ATCSCC to contact regarding National Playbook routes.
  3. Participate in the validation process of National Playbook routes impacting their facility. The validation of a National Playbook route is considered complete when all facilities affected by that route have confirmed the route as acceptable. Validation may also be accomplished by responding through the Route Management Tool (RMT), where it is available.

4. Report unusable, inaccurate, or unsatisfactory route data contained in the National Playbook to the ATCSCC Strategic Operations office. Reports must include the National Playbook designation and specific description of the data error and, if appropriate, suggestion for modification.

5. Recommend improvements in the process, if applicable.

e. Terminal Facilities must coordinate with their parent ARTCC for all matters pertaining to the National Playbook.

### 17-21-5. NATIONAL PLAYBOOK DATA FORMAT

a. All ARTCCs must develop and update the National Playbook in accordance with the following:

1. All National Playbook routes that specify the use of an arrival and departure procedure must have that procedure number (SID/STAR) included as part of the route string.

**NOTE–**

*Examples of acceptable procedure numbers are: LGC8, OTT5, and SWEED5. Examples of unacceptable procedure numbers are: MINKS#, MINKS STAR, and MINKS %.*

2. Approved database format:

(a) Route string data must include only uppercase characters (A–Z) or numbers with spaces separating each element (i.e., J48 ODF MACEY2 ATL.)

(b) No dots, dashes, asterisks, plus signs, or placeholders are to be included.

(c) No leading zeroes are permitted in victor or jet airways (J12 is permitted, J012 is not).

b. National Playbook routes will be published on the ATCSCC Web site. Updates to the National Playbook will coincide with the normal 56–day chart updates.

c. Changes to the National Playbook must be processed in accordance with the following timelines:

1. All changes require validation with affected facilities and therefore must be submitted to the ATCSCC POC at least 35 days prior to each chart date.

2. All National Playbook additions, deletions, and significant route modifications require

coordination with FAA facilities and customers, and must be coordinated with the ATCSCC and validated at least 35 days prior to each chart date to be eligible for inclusion in that update.

**NOTE–**

1. The ATCSCC will conduct an annual meeting or telecon to coordinate the National Playbook additions, deletions, and significant route modifications. This coordination will include FAA facilities and customers.

2. Seven days prior to the chart date, a preview version of the National Playbook will be made available to FAA facilities via the ATCSCC Web site.

### 17-21-6. PROCEDURES

a. National Playbook routes are considered active when the ATCSCC has completed coordination with all impacted facilities. An ATCSCC numbered advisory will be sent by the ATCSCC describing the route being used.

b. National Playbook routes may be modified tactically to achieve an operational advantage. The ATCSCC will coordinate these changes verbally with all impacted facilities and ensure that the published advisory contains the modifications.

c. Facilities must monitor and provide real–time reports of the impact and continued need for the use of the National Playbook routes through the ATCSCC.

d. A National Playbook route is no longer active when the expiration time stated on the advisory has been reached without an extension coordinated or a decision to cancel the route has been reached. If the route is cancelled prior to the expiration time, the ATCSCC will coordinate with all impacted facilities and publish an advisory stating that the route has been cancelled.

e. If there are circumstances that prevent the use of a National Playbook route, then the air traffic facility involved must inform the ATCSCC. It is the responsibility of the impacted facility and the ATCSCC to ensure the route is not utilized until the circumstances preventing its use are corrected or the route is deleted.

## Section 22. Traffic Management (TM) Support of Non-Reduced Vertical Separation Minima (RVSM) Aircraft

### 17-22-1. PURPOSE

This section prescribes policies and guidelines for Traffic Management (TM) support of Non-Reduced Vertical Separation Minima (RVSM) Aircraft.

### 17-22-2. POLICY

In accordance with 14 CFR Section 91.180, domestic RVSM airspace (FL 290-410) is exclusionary airspace. With only limited exceptions, all operators and individual aircraft must have received RVSM authorization from the Federal Aviation Administration (FAA) to operate at RVSM altitudes. If an aircraft or its operator has not been authorized for RVSM operation, the aircraft is referred to as a “non-RVSM” aircraft. Excepted non-RVSM aircraft are granted access to RVSM altitudes on a workload permitting basis. Priority in RVSM airspace is afforded to RVSM compliant flights, then file-and-fly flights.

### 17-22-3. DEFINITIONS

**a. File-and-Fly.** Operators of excepted non-RVSM flights requesting access to or through RVSM airspace will file a flight plan. This flight plan serves as the notification to the FAA of the operator’s intent to request access to or through RVSM airspace.

**b. STORM Flight.** A non-RVSM exception designated by the Department of Defense (DOD) for special consideration via the DOD Priority Mission website.

**c. Entry Facility.** Facility where an aircraft penetrates RVSM airspace designated for U.S. air traffic control.

**d. RVSM Facility.** Air Traffic facility that provides air traffic services in RVSM airspace.

### 17-22-4. EXCEPTED FLIGHTS

Under the authority granted in 14 CFR Section 91.180, the Administrator has determined that the following groups of non-RVSM aircraft may

enter RVSM airspace subject to FAA approval and clearance:

- a.** Department of Defense aircraft;
- b.** Foreign State (government) aircraft;
- c.** Active air ambulance utilizing MEDEVAC call sign;
- d.** Flights conducted for aircraft certification and development flights for RVSM.

### 17-22-5. OPERATOR ACCESS OPTIONS

Operators of excepted non-RVSM aircraft requesting access to DRVSM airspace have the following options available to them:

**a.** Letter of Agreement/Memorandum of Understanding (LOA/MOU). Comply with a LOA/MOU for operations within a single or adjacent RVSM facility.

**b. File-and-Fly.** File a flight plan and make the initial request to access RVSM airspace by requesting an ATC clearance.

**NOTE-**

*Non-RVSM aircraft not listed under excepted flights may climb/descend through RVSM airspace without leveling off, subject to FAA approval and clearance.*

**c. DOD.** Enter STORM flights on the DOD Priority Mission website. For STORM flights that are within 60 minutes of departure notify the departure RVSM facility via telephone, in addition to entering the flight into the DOD Priority Mission website.

**NOTE-**

*Special consideration will be afforded a STORM flight; however, accommodation of any non-RVSM exception flight is workload permitting.*

### 17-22-6. DUTIES AND RESPONSIBILITIES

Traffic Management Units (TMU) in facilities with RVSM airspace must:

- a.** Monitor, assess, and act on the information in the Traffic Situation Display (TSD) to evaluate the facility’s ability to manage non-RVSM aircraft;

**b.** Coordinate calls from DOD operators of STORM flights that will depart within 60 minutes, with the appropriate area supervisor/controller-in-charge. Obtain and coordinate the following information:

1. Call sign.
2. Origination point.
3. Proposed departure time.

**4.** Number of aircraft in formation, when applicable.

**c.** For a non-RVSM exception flight inbound to the U.S., the TMU at the entry facility receives the request for access to RVSM airspace directly from an international point of contact (POC). The TMU must coordinate the information received from the international POC with the appropriate operational supervisor/controller-in-charge in a timely manner.

## Section 23. Contingency Plan Support System (CPSS)

### 17-23-1. PURPOSE

This section prescribes policies and guidelines for managing ARTCC Operational Contingency Plan (OCP) data within the Contingency Plan Support System (CPSS). The CPSS is maintained via the RMT.

### 17-23-2. DEFINITION

The CPSS, as defined in FAA Order JO 1900.47, Air Traffic Organization Operational Contingency Plan, is a software application used to collect, share, publish, and distribute OCPs for operational access and use by field facilities, the ATCSCC, and customers during ATC Zero events.

### 17-23-3. RESPONSIBILITIES

#### a. The ATCSCC must:

1. Manage the CPSS database following FAA Order JO 1900.47, Air Traffic Organization Operational Contingency Plan.

2. Designate a POC for the management of the CPSS database.

#### b. ARTCCs must:

1. Develop and maintain the accuracy of OCP data within CPSS following FAA Order JO 1900.47, Air Traffic Organization Operational Contingency Plan.

2. Designate a POC to coordinate with the ATCSCC on the management of the ARTCC's CPSS database information.

3. Coordinate with all affected facilities when changing CPSS data before including them in the CPSS database.

4. Ensure that CPSS data are available to operational positions.

#### **NOTE**–

*Before publication in the CPSS, the facility must ensure that hardcopy, or other electronic means of making this information available, is provided to operational personnel and the ATCSCC.*

5. Tell all affected offices when making any change to the National Airspace System that might affect internal or adjacent ARTCC contingency plans (for example, airway changes, frequency changes, airspace redesign, airway realignment, etc.)

6. Report unusable, inaccurate, or unsatisfactory CPSS information directly to the ATCSCC CPSS POC. Real-time implementation problems should be reported to the ATCSCC National System Strategy Team and to the ATCSCC CPSS POC. Reports must include the facility plan name, affected sectors, specific description of the impact, and if appropriate, suggestion for modification.

7. Coordinate with underlying terminal facilities for all matters pertaining to CPSS data information.

- c. Service Center Operations Support Group must:

1. Review CPSS data for currency and consistency.

2. Serve as liaison between ARTCCs and ATCSCC on CPSS matters.

3. Serve as information and training resource for ARTCCs to help them maintain current and accurate information in CPSS.

### 17-23-4. PROCEDURES

- a. OCP data for each ARTCC must be published within CPSS via the national RMT database. Updates to the RMT database will coincide with the 56-day chart update cycle.

- b. OCP data must be processed in accordance with the following timelines:

1. All revisions to CPSS data must be provided to the ATCSCC CPSS POC at least 30 days before each chart date.

2. The ATCSCC POC must enter all revisions to the CPSS data at least 14 days before the chart update. The RMT database will then be locked.



## Section 24. Route Test

### 17-24-1. PURPOSE

This section describes policies and guidelines for conducting and evaluating route tests.

### 17-24-2. DEFINITION

a. Route test – a process established for the purpose of:

1. Assessing new routing concepts.
2. Exploring alternative routing possibilities.
3. Developing new routes to enhance system efficiency and safety.

b. Route test will:

1. Last for a pre-determined length of time, usually 90 days.

2. Include, but not be limited to, the following NAS elements:

- (a) NRS waypoints.
- (b) RNAV waypoints.
- (c) NAVAIDs.
- (d) Departure Procedures (DP).

(e) Standard Terminal Arrival Routes (STAR).

### 17-24-3. POLICY

Route tests must be conducted only after collaboration and coordination between the ATCSCC, affected en route and terminal facilities, and stakeholders. Route tests will include existing certified NAS elements. The ATCSCC is the final approval authority for all route tests.

### 17-24-4. RESPONSIBILITIES

a. The requesting facility must:

1. Ensure coordination is accomplished with all affected FAA facilities and stakeholders.

2. Submit a formal letter, in memorandum format, to the ATCSCC Procedures Office, through the regional MTO. The memorandum must include:

(a) Detailed summary of the route test being requested and the anticipated results.

(b) List of affected FAA facilities and stakeholders with which coordination has been completed.

(c) Length of time for which the route test will be in effect, not to exceed 180 days.

(d) Detailed summary of the possible impact to the NAS, surrounding facilities, and stakeholders.

3. Perform an air traffic safety analysis in accordance with FAA Order 1100.161, Air Traffic Safety Oversight.

4. After the above items have been completed and the test approved, conduct the test as requested.

5. Determine if the route test timeframe is adequate. A facility may be granted an extension of up to 90 days with the approval of the ATCSCC. Submit requests for extension through the MTO to the ATCSCC Procedures Office, with supporting documentation. Facilities requesting extensions exceeding 180 days must review and comply with FAA Order 1050.1, Policies and Procedures Considering Environmental Impacts, to ensure environmental studies are completed. Include the studies with your request.

6. Within 30 days of completion of the test:

(a) Conduct a review and analysis with the stakeholders and accept comments.

(b) Determine if the proposed route is viable or if other alternatives should be explored.

(c) Document test results and prepare a post-test report in accordance with Air Traffic Safety Analysis and with FAA Order 1100.161, Air Traffic Safety Oversight.

7. If the route is determined to be beneficial, initiate implementation and have the route published in appropriate charts, databases, letters of agreement, and any other appropriate FAA publications.

b. The ATCSCC must:

1. Review the route test memorandum and approve the test or provide justification for disapproval.

2. Review and approve requests for test extensions or provide justification for disapproval.
3. Issue any necessary traffic management advisories.
4. Be the approving authority for any TMIs requested in association with the route test.



## Section 25. Traffic Management Advisor (TMA)

### 17-25-1. PURPOSE

This section establishes procedures and responsibilities for the use of Traffic Management Advisor (TMA).

### 17-25-2. DEFINITIONS

**a. Adjacent Center Metering (ACM).** An extension of SCM that provides time-based metering capability to neighboring facilities. There are three categories of ACM processing and control at a facility:

**1. Controlling facility –** The TMA unit that exercises control over SCM and/or ACM settings and the relevant metering operation.

**2. Limited Control -** The ability to manage specific ACM settings and activities for relevant metering operations.

**3. Non-Controlling -** A facility that only has monitoring capability.

**b. Coupled Scheduling.** An automation process that adds additional meter-points and allows the linking of time-based flow management (TBFM) systems. This results in more optimal balancing and distribution of delays over a greater distance from the airport or meter point.

**c. En Route Departure Capability (EDC).** A functionality within TMA that assists TMCs in formulating release times to adapted meter points in space.

**d. Metering.** A method of controlling aircraft demand by scheduling the time at which each aircraft should cross a predetermined fix.

**e. Rippling.** The recalculation of TMA-generated, frozen scheduled times of arrival (STA) resulting from a manual action at the controlling graphical user interface (GUI). Rippling, also commonly referred to as “rescheduling” or “reshuffling,” can be executed independently but is normally associated with changes to TMA configurations or settings.

**f. Single Center Metering (SCM).** An application of the TMA tool that provides TMCs with the ability

to view and manage arrival flows to an ARTCC’s internal airports.

**g. Time-Based Flow Management (TBFM).** The technology and methods of balancing demand and capacity utilizing time.

**h. Traffic Flow Management (TFM).** The processes and initiatives a TMC uses to balance air traffic demand with system capacity.

**i. Traffic Management Advisor (TMA).** A comprehensive, automated method of planning efficient arrival trajectories from cruise altitude to the runway threshold.

### 17-25-3. RESPONSIBILITIES

**a. The ATCSCC must:**

**1. Be the final decision authority for TMA-related operations and initiatives.**

**2. Manage the equity of overall system delays throughout the NAS.**

**3. Host/participate in ACM discussions and support all ACM and other time-based metering initiatives. Collaborate on an exit strategy when ACM is no longer required.**

**4. Include the status of any pertinent TMA-related information on the planning telecons and on the Operational Information System (OIS).**

**5. Prioritize TBFM activity based on NAS and/or facility constraints.**

**6. Inform impacted facilities of relevant information that would influence arrival metering decisions or en route EDC operations.**

**7. Establish and maintain multi-facility communications when necessary for ACM operations.**

**8. Log ACM events and other TMA activities as appropriate in the NTML.**

**9. Serve as a repository for TBFM information and TMA reference materials.**

**b. All TMUs with controlling TMA systems must:**

**1. Determine appropriate TMA settings.**

**2.** Ensure TMA settings are entered, current, and coordinated.

**3.** Monitor TMA to determine metering timeframes and coordinate start/stop times and reportable delays with the ATCSCC and affected facilities.

**4.** Communicate meter start/stop information to operational areas, operating positions, and participating facilities, and enter into NTML as necessary.

**5.** Enable sector meter list as coordinated.

**6.** Monitor internal facility metering delays and initiate actions, as appropriate, when values exceed or are projected to exceed delays that can be absorbed by control sectors. Notify the FLM or affected areas/sectors of actions taken and expected outcomes.

**7.** Monitor multi-metering scenarios. Advise ATCSCC if time based metering (TBM) to multiple airports or fixes is impacting or projected to impact sector or facility level operations.

**8.** Coordinate changes to the metering plan or updates to the TMA schedule with the affected facilities.

**9.** Coordinate internally with affected areas and with any ACM supporting facilities before taking action to update the TMA schedule.

**10.** To the extent possible, avoid making any changes in TMA that cause a global schedule change (rippling) during metering operations. Advise affected facilities and sectors before rippling.

**NOTE–**

*Coordinate and disable the sector meter list when rippling*

*is necessary. Enable the metering list when rippling is complete.*

**11.** Use TMA to determine release times for internal departures to a metered airport.

**12.** Monitor arrival and departure flows for potential metering actions/changes.

**13.** Monitor internal and adjacent facility metering compliance and take appropriate action.

**14.** Coordinate and disable sector meter list when metering times are no longer in effect.

**c.** Supporting TMUs performing ACM or coupled scheduling must:

**1.** Determine appropriate local TMA settings.

**2.** Ensure TMA settings are entered, current, and coordinated.

**3.** Coordinate with controlling facility and ATCSCC, as appropriate.

**4.** Communicate meter start/stop information to operational areas, operating positions, and participating facilities.

**5.** Enable sector meter list as coordinated.

**6.** Use TMA to determine release times for internal departures to a metered airport.

**7.** Monitor arrival and departure flows for potential metering actions/changes.

**NOTE–**

*Coordinate and disable the sector meter list when rippling is necessary. Enable the metering list when rippling is complete.*

**8.** Monitor internal and upstream compliance.

**9.** Disable the sector meter list when metering has been completed.

## Section 26. Weather Management

### 17-26-1. GENERAL

This section prescribes policy and responsibilities to ensure required weather products and services are provided in a timely manner.

### 17-26-2. BACKGROUND

The FAA (AJR) maintains an Inter-Agency Agreement (IA) with the National Oceanic and Atmospheric Administration/National Weather Service (NWS) for the provision of meteorological services to FAA facilities and specifies assignment of NWS meteorologists to the ATCSCC and to each ARTCC. The meteorologists provide ATC operational personnel advised of weather conditions that may be hazardous to aviation or impede the flow of air traffic in the NAS sixteen hours a day/seven days a week. Specific duties of the meteorologists are outlined below in section 17-25-4 for FAA personnel awareness. Additional details can be found in the IA Statement of Work (SOW) and NWS Instruction 10-803, Support to Air Traffic Control Facilities.

### 17-26-3. POLICY

Facility managers will designate an operational ATC representative to serve as the Weather Coordinator (WC). The WC position is required for all shifts and is the primary interface between the NWS meteorologist and the facilities air traffic staff. The WC position is located in the TMU of each ARTCC. This position is a 24 hour position and can be combined with the OMIC when there are no TMU personnel present. All personnel assigned to this function must receive training for the associated responsibilities. If weather conditions warrant and workload permits, the WC may perform other operational or administrative functions.

### 17-26-4. RESPONSIBILITIES

#### a. Facility Managers must:

1. Have operational responsibility for the NWS meteorologists although responsibility for day to day activities can be delegated to the TMO. For example, if weather conditions warrant that the\_CWSU staff

needed to be continued beyond the typical 16 hour day, the TMO could approve this.

2. Work with the local NWS Meteorologist-in-Charge (MIC) to ensure local orders and procedures define the NWS support expected and that compliance in the provision of the support is attained.

3. Ensure NWS meteorologists receive facility and air traffic control system familiarization training, as appropriate.

4. Forward any unresolved issues with NWS support to the appropriate Service Area and the FAA COTR for the IA.

5. Maintain a copy of the current IA and SOW.

#### b. The Weather Coordinator must:

1. Disseminate the inter/intrafacility SIGMETs, *AIRMETS*, CWAs, and Urgent PIREPs.

2. Provide assistance in the collection and dissemination of other significant weather information. WC priority of duties and responsibilities include:

- (a) Inter/intrafacility dissemination of SIGMET's.

- (b) Dissemination of CWA's within the ARTCC.

- (c) Dissemination of urgent PIREP's within the ARTCC.

- (d) Dissemination of CWA's to other facilities (via other than LSAS).

- (e) Dissemination of *AIRMETS* within the ARTCC.

- (f) Inter/intrafacility dissemination of Meteorological Impact Statements as required (via other than LSAS).

- (g) Dissemination of other weather intelligence within the ARTCC as specified by local requirements.

- (h) Receipt and handling of requests for PIREP/SIGMET/*AIRMET*/CWA's and other pertinent weather information.

- c. NWS meteorologists' duties include:

**1.** Provide meteorological advice and consultation to ARTCC operational personnel and other designated FAA air traffic facilities, terminal, FSS and AFSS, within the ARTCC area of responsibility.

**2.** Provide scheduled and unscheduled briefings and products as needed per the IA SOW, NWS Instruction 10-803, and the operational direction of the Facility Manager. Examples include:

**(a)** Scheduled Briefings generally consist of forecast weather conditions pertinent to the ARTCC area during a specified period, plus an extended outlook. These briefings are scheduled and provided as required by the facility manager.

**(b)** Unscheduled products include the Meteorological Impact Statement (MIS) which is an unscheduled planning forecast describing conditions expected to begin within 4 to 12 hours which will, in the forecaster's judgment, impact the flow of air traffic within the ARTCC's area of responsibility and the Center Weather Advisory (CWA) which is an unscheduled air traffic and aircrew advisory statement for conditions currently in existence or beginning within the next 2 (two) hours.

**3.** The MIC will work with the Facility Manager to ensure local orders and procedures define the NWS support expected, to include operating hours. The MIC will also ensure back-up support plans are in place when and if the meteorologists at the center are not available.

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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:**

2-2-3. POSITION RESPONSIBILITIES

2-6-12. CONSOLIDATING TOWER/TRACON FUNCTIONS

**2. BACKGROUND:** The ATO has experienced problems associated with non-responsive controllers during times when an operational area was working with one controller. It was noted that there were no formal procedures to notify adjacent facilities when a controller was working an operational area alone and was in need of a short relief break.

**3. CHANGE:**

**OLD**

**2-2-3. POSITION RESPONSIBILITIES**

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.*

Add

**NEW**

**2-2-3. POSITION RESPONSIBILITIES**

**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.**

**OLD**

**2-6-12. CONSOLIDATING  
TOWER/TRACON FUNCTIONS**

**Title through b**

c. Air traffic managers must ensure that no less than two fully-certified and current operational personnel are assigned to midnight shift, unless no such personnel are available for assignment. In the event circumstances result in an operation with staffing of only one fully-certified and current operational person, coordination must be accomplished with an adjacent facility before the operational person can leave the operational quarters for physiological breaks. This should be accomplished during periods of light to zero traffic.

**NEW**

**2-6-12. CONSOLIDATING  
TOWER/TRACON FUNCTIONS**

No change

c. Air traffic managers must ensure that no less than two fully-certified and current operational personnel are assigned to midnight shift, unless no such personnel are available for assignment.

**1. PARAGRAPH NUMBER AND TITLE: 2-6-13. SINGLE PERSON TRACON/TOWER MIDNIGHT OPERATIONS**

**2. BACKGROUND:** In the past, the Air Traffic Organization (ATO) experienced problems associated with the communication between facilities during midnight operations that resulted in impacts to our operational integrity where air traffic controllers were unresponsive to multiple attempts by adjacent air traffic facilities and airlines with respect to their operating status.

**3. CHANGE:**

**OLD**

**2-6-13. SINGLE PERSON TRACON/TOWER  
MIDNIGHT OPERATIONS**

In the event circumstances result in shift staffing of only one fully certified and operationally current person, coordination must be accomplished as described below:

**a. Single-person TRACON Operations:**

**1. This type of operation must include some form of challenge or response to aircraft hand-offs between two facilities/functions.**

**2. Automated coordination cannot be silent hand-offs that do not include human interaction. It is to be either manually coordinated (verbally via landline) or positively acknowledged via automation (acceptance of the handoff by keystroke entry).**

**NEW**

**2-6-13. SINGLE PERSON MIDNIGHT  
OPERATIONS**

Delete

Delete

Delete

Delete

3. In the event verbal coordination on inbound flights is required, it should be completed prior to communications transfer. If there is no response from the single-staffed facility controller, immediate action must be taken to determine the status of the unresponsive controller and begin appropriate notifications.

Delete

4. In all cases where a facility midnight shift is staffed with a single person, the following additional communication checks must take place:

Delete

(a) The approach control facility must initiate a communications check on the hour and at 30 minutes past the hour with the en route facility providing service to the TRACON, unless procedures are established locally with another FAA facility to accomplish this task.

Delete

(b) The servicing en route facility or FAA facility must initiate a communications check with the TRACON at 15 and 45 minutes past the hour to ensure communications can be verified with the single-staffed operation, unless procedures are established locally with another FAA facility to accomplish this task.

Delete

b. Single-person tower operations:

Delete

1. This type of operation must include some form of challenge or response to aircraft hand-offs between two facilities/functions.

2. This type of operation must include verbal coordination on all ATIS changes. For example, when there is a change to the ATIS, a call to the TRACON or en route facility providing approach control services advising them of the change must be communicated on a recorded line.

Delete

3. Verbal coordination over established communication lines to the departure controller confirming that they are prepared to accept the flight should be completed prior to issuing takeoff clearance when the receiving facility is a single-staffed TRACON. If there is no response from the single-staffed facility controller, immediate action must be taken to determine the status of the unresponsive controller and begin appropriate notifications.

Delete

4. In all cases where a facility midnight shift is staffed with a single person, the following additional communication checks must take place:

Delete

(a) The tower must initiate a communications check with the facility on the hour and at 30 minutes past the hour, unless procedures are established locally with another FAA facility to accomplish this task.

Delete

(b) The servicing approach control facility or FAA facility must initiate a communications check with the tower at 15 and 45 minutes past the hour to ensure communications can be verified with the single-staffed operation, unless procedures are established locally with another FAA facility to accomplish this task.

Delete

*NOTE-*  
*The requirement for challenge/communications checks can be accomplished through the exchange of traffic or information, either verbally or through automation.*

Delete

c. Up/Down Facilities During Midnight Shifts:

Delete

1. When operations permit, it is expected that functions will be consolidated to facilitate breaks.

Delete

2. If the facility is not working with both functions in the cab and have a single-staffed operation in either operating quarters, the single staffed operation practices apply.

Delete

3. Single-staffed challenge checks can be applied between Tower/TRACON in up/down facilities rather than through the overlying en route facility.

Delete

Add

**a. In order to ensure that a receiving controller is prepared to accept an aircraft, coordination between facilities/operational areas must be accomplished either manually via landline, or positively acknowledged via automation, (for example, acceptance of the handoff by keystroke entry), when an operational area is operated with one ATCS between the hours of 0000L to 0500L.**

Add

**1. Coordination procedures during the time period defined in paragraph a can be suspended during periods of increased of traffic. An increase of traffic may include, but is not limited to, the following:**

Add

**(a) Late night SWAP events.**

Add

**(b) Military movement/exercises.**

Add

**(c) Multiple arrivals/departures in a short period of time.**

Add

**2. The coordination procedures do not supersede existing requirements in FAA Order JO 7110.65.**

Add **3. Facilities must have local procedures to be used during the hours identified above. Such procedures are to be placed into local SOP or LOAs between facilities.**

Add **NOTE– Automated coordination cannot be hand-offs that do not include human interaction.**

Add **b. In the event there is no response from the facility/operational area with which coordination is attempted, immediate action must be taken to determine the status of the unresponsive controller and begin appropriate notification.**

Add **c. When operations permit, it is expected that functions will be consolidated to facilitate breaks in up/down facilities during midnight shifts.**

**1. PARAGRAPH NUMBER AND TITLE:** 4-5-2. LETTERS TO AIRMEN

**2. BACKGROUND:** The Terminal Airspace team received reports of inconsistencies in how Air Traffic operational and procedural information contained in Letters To Airmen (LTAs) are being disseminated to the users of the NAS. FAA Order JO 7210.3, paragraph 4-5-2, lists the following requirements to issue a LTA: format, naming convention, effective and cancellation dates and that LTAs are to be informational in nature. In regard to dissemination the order states: “Forward copies of facility correspondence concerning facility operating procedures to the Service Area office; e.g., letter to airmen normally sent to pilots, airline companies, military commands or bases, and fixed base operators. This correspondence must be reviewed and approved at the discretion of the Service Area office prior to distribution.” LTAs, while not regulatory, in many cases are mandatory and provide valuable operational and procedural information that is intended for the pilot community.

**3. CHANGE:**

**OLD**

**4-5-2. LETTERS TO AIRMEN**  
**Title through a**  
**b.** The letter to airmen must adhere to the following:  
**1.** The letter to airmen must be prepared in accordance with FIG 4–5–1.  
**2.** The letter to airmen is informational in nature and must not contain words which imply mandatory instructions. The words “must” and “shall” are not to be used in a letter to airmen.  
**3.** Chart attachments must be used in lieu of narrative descriptions to the extent possible.  
**4.** Letters to airmen must be numbered consecutively on an annual basis; i.e., 03–1, 03–2, etc.

**NEW**

**4-5-2. LETTERS TO AIRMEN**  
 No change  
**b.** The Letter To Airmen must adhere to the following:  
**1.** The Letter To Airmen must be originated in LTA Manager and disseminated via the AIM NOTAM website.  
**2.** The Letter To Airmen is informational in nature and must not contain words which imply mandatory instructions. The words “must” and “shall” are not to be used in a Letter To Airmen.  
 No change  
**4.** The signed original Letter To Airmen must be maintained by the originating facility.



3. CHANGE:

OLD

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

**Title through 2**

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

Add

OLD

**17-2-4. FIELD FACILITIES**

**Title through b3**

4. Designate a TM representative as the primary interface between the Center Weather Service Unit (CWSU) and the ATC operational personnel as described in FAAO 7210.38, Center Weather Service Unit (CWSU), as amended.

Add

OLD

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

**Title through f**

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

**NOTE-**

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

OLD

Add

Add

Add

NEW

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

No change

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-

FAAO JO 7210.3, Section 25. Weather Management.

NEW

**17-2-4. FIELD FACILITIES**

No change

**4. The facility manager must make provisions to ensure a Weather Coordinator (WC) is assigned on each shift by designating a TM representative to serve as the WC. During midnight operations or when no TM personnel are available, the WC position may be combined at the OMIC position. The manager must additionally ensure that personnel assigned WC duties receive prior training in the associated duties and responsibilities of the position and establish procedures.**

REFERENCE-

FAAO JO 7210.3, Section 25. Weather Management.

NEW

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

No change

Delete

No change

NEW

**Section 26. Weather Management**

**17-26-1. GENERAL**

**This section prescribes policy and responsibilities to ensure required weather products and services are provided in a timely manner.**

**OLD**

Add  
Add

**NEW**

**17-26-2. BACKGROUND**

**The FAA (AJR) maintains an Inter-Agency Agreement (IA) with the National Oceanic and Atmospheric Administration/National Weather Service (NWS) for the provision of meteorological services to FAA facilities and specifies assignment of NWS meteorologists to the ATCSCC and to each ARTCC. The meteorologists provide ATC operational personnel advised of weather conditions that may be hazardous to aviation or impede the flow of air traffic in the NAS sixteen hours a day/seven days a week. Specific duties of the meteorologists are outlined below in section 17-25-4 for FAA personnel awareness. Additional details can be found in the IA Statement of Work (SOW) and NWS Instruction 10-803, Support to Air Traffic Control Facilities.**

**OLD**

Add  
Add

**NEW**

**17-26-3. POLICY**

**Facility managers will designate an operational ATC representative to serve as the Weather Coordinator (WC). The WC position is required for all shifts and is the primary interface between the NWS meteorologist and the facilities air traffic staff. The WC position is located in the TMU of each ARTCC. This position is a 24 hour position and can be combined with the OMIC when there are no TMU personnel present. All personnel assigned to this function must receive training for the associated responsibilities. If weather conditions warrant and workload permits, the WC may perform other operational or administrative functions.**

**OLD**

Add  
Add  
Add

**NEW**

**17-26-4. RESPONSIBILITIES**

**a. Facility Managers must:**

**1. Have operational responsibility for the NWS meteorologists although responsibility for day to day activities can be delegated to the TMO. For example, if weather conditions warrant that the CWSU staff needed to be continued beyond the typical 16 hour day, the TMO could approve this.**

Add **2. Work with the local NWS Meteorologist-in-Charge (MIC) to ensure local orders and procedures define the NWS support expected and that compliance in the provision of the support is attained.**

Add **3. Ensure NWS meteorologists receive facility and air traffic control system familiarization training, as appropriate.**

Add **4. Forward any unresolved issues with NWS support to the appropriate Service Area and the FAA COTR for the IA.**

Add **5. Maintain a copy of the current IA and SOW.**

Add **b. The Weather Coordinator must:**

Add **1. Disseminate the inter/intrafacility SIGMETs, AIRMETS, CWAs, and Urgent PIREPs.**

Add **2. Provide assistance in the collection and dissemination of other significant weather information. WC priority of duties and responsibilities include:**

Add **(a) Inter/intrafacility dissemination of SIGMET's.**

Add **(b) Dissemination of CWA's within the ARTCC.**

Add **(c) Dissemination of urgent PIREP's within the ARTCC.**

Add **(d) Dissemination of CWA's to other facilities (via other than LSAS).**

Add **(e) Dissemination of AIRMETS within the ARTCC.**

Add **(f) Inter/intrafacility dissemination of Meteorological Impact Statements as required (via other than LSAS).**

Add **(g) Dissemination of other weather intelligence within the ARTCC as specified by local requirements.**

Add **(h) Receipt and handling of requests for PIREP/SIGMET/AIRMET/CWA's and other pertinent weather information.**

Add **c. NWS meteorologists' duties include:**

Add **1. Provide meteorological advice and consultation to ARTCC operational personnel and other designated FAA air traffic facilities, terminal, FSS and AFSS, within the ARTCC area of responsibility.**

Add **2. Provide scheduled and unscheduled briefings and products as needed per the IA SOW, NWS Instruction 10-803, and the operational direction of the Facility Manager. Examples include:**

Add **(a) Scheduled Briefings generally consist of forecast weather conditions pertinent to the ARTCC area during a specified period, plus an extended outlook. These briefings are scheduled and provided as required by the facility manager.**

Add **(b) Unscheduled products include the Meteorological Impact Statement (MIS) which is an unscheduled planning forecast describing conditions expected to begin within 4 to 12 hours which will, in the forecaster’s judgment, impact the flow of air traffic within the ARTCC’s area of responsibility and the Center Weather Advisory (CWA) which is an unscheduled air traffic and aircrew advisory statement for conditions currently in existence or beginning within the next 2 (two) hours.**

Add **3. The MIC will work with the Facility Manager to ensure local orders and procedures define the NWS support expected, to include operating hours. The MIC will also ensure back-up support plans are in place when and if the meteorologists at the center are not available.**

Paragraph 17-24-1

Renumber 17-24-1 through 17-26-1

**1. PARAGRAPH NUMBER AND TITLE: 10-4-7. SIMULTANEOUS INDEPENDENT CLOSE PARALLEL APPROACHES - HIGH UPDATE RADAR NOT REQUIRED**

**2. BACKGROUND:** Effective August 19, 2013, AFS report (DOT-FAA-AFS-450-69) limited closely spaced parallel approaches to those airports with runway centerlines separated by a minimum of 3,600’, and field elevation less than 1,000’ MSL. Following the implementation of this procedure, further fast-time simulation and analysis of the operation was conducted by AFS personnel to determine if the field elevation requirement could be amended and/or raised to allow this type of operation at more airports than originally specified.

**3. CHANGE:**

**OLD**

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

**Title through b1**

**2.** Parallel runway centerlines are separated by a minimum of 3,600 feet or more, and the airport elevation is less than 1,000 feet MSL.

**NEW**

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

**No change**

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

**1. PARAGRAPH NUMBER AND TITLE:** 10-6-10. RUNWAY STATUS LIGHTS (RWSL)

**2. BACKGROUND:** Through a collaborated effort to reduce runway incursions, the FAA tested and installed runway status lights (RWSL) at selected airports throughout the United States. This system consists of runway entrance lights (REL) and take-off hold lights (THL) which provide pilots with an increased situational awareness of when it is safe to enter/depart the runway.

**3. CHANGE:**

**OLD**

Add  
Add  
Add

**NEW**

**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 system along with the Field Lighting System (FLS).**

Add

**a. ATMs must ensure that when available or operating normally, the RWSL systems are operated on a continuous basis.**

Add

**b. As part of the facility checklist, operation of the system must be verified once each shift.**

**1. PARAGRAPH NUMBER AND TITLE:**

- 17-11-1. GENERAL
- 17-11-2. POLICY
- 17-11-3. DEFINITIONS
- 17-11-4. ATCSCC PROCEDURES
- 17-11-5. ARTCC PROCEDURES
- 17-11-6. TERMINAL PROCEDURES
- 17-11-7. AMENDING EDCTS
- 17-11-8. CANCELLATION PROCEDURES
- 17-11-9. DOCUMENTAITON

**2. BACKGROUND:** The Collaborative Trajectory Options Program is a method of managing demand through constrained airspace leveraging the use of one or more FCAs while considering customer preference with regard to both route and delay as defined in a Trajectory Options Set (TOS). CTOP Traffic Management Initiatives (TMIs) are managed through the Traffic Situation Display (TSD). CTOP is a type of traffic

management initiative which leverages one or more FCAs to identify demand. Then, based on customer preferred options (as specified in a TOS), it assigns either a route to avoid the FCA, or a route and EDCT to meet an allocated slot time within the FCA.

**3. CHANGE:**

**OLD**

Add  
 Add  
 Add

**NEW**

**Section 11. Collaborative Trajectory Options Program (CTOP)**

**17-11-1. GENERAL**

**CTOP is a method of managing demand through constrained airspace leveraging the use of one or more FCAs while considering customer preference with regard to both route and delay as defined in a Trajectory Options Set (TOS). CTOP TMIs are managed through the Traffic Situation Display (TSD). The TOS will allow the customer to better manage flights by expressing route and delay preferences. Whereas a traditional flight plan contained a single request with a defined route, altitude, and speed, a TOS may contain multiple trajectory options with each one containing a different route, altitude, or speed. In addition to multiple options within a single TOS, each option may contain “start” and “end” times which they are willing to accept for that particular option. Each option will be ranked in the order of customer preference indicating their willingness to accept one option over another. This will be expressed in minutes of ground delay. Using algorithms comparing capacity and demand, the CTOP will look at each trajectory option and determine the amount of ground delay that would need to be associated with that option (which may be zero). CTOP will then assign the most preferred trajectory available. Customers must file flight plans in accordance with the TOS option assigned. Customers may manage their flights through the use of the TOS or through the substitution of flights.**

**OLD**

Add  
Add

**NEW**

**17-11-2. POLICY**

**CTOP may be applied to all aircraft departing airports in the contiguous United States and from select international airports. Aircraft that have been assigned an EDCT in a CTOP should not be subject to additional delay. Exceptions to this policy are miles-in-trail and departure/en route spacing initiatives that have been approved by the ATCSCC.**

**OLD**

Add  
Add

**NEW**

**17-11-3. DEFINITIONS**

**a. CTOP - Collaborative Trajectory Options Program - A type of traffic management initiative which leverages one or more FCAs to identify demand. Then, based on customer preferred options (as specified in a TOS), it assigns either a route to avoid the FCA, or a route and EDCT to meet an allocated slot time within the FCA.**

Add

**b. TOS - Trajectory Options Set - A message sent by the NAS user to TFMS defining a group of preferences for how they would like to see a specific flight managed. These preferences are defined through a combination of routes and/or altitudes and/or speeds with each trajectory being weighted through the use of flight operator submitted preferences.**

**OLD**

Add  
Add  
Add

**NEW**

**17-11-4. ATCSCC PROCEDURES**

**The ATCSCC must:**

**a. In conjunction with the field facilities, identify the constraint through the use of FEA(s)/FCA(s).**

Add

**b. Conference affected facilities and system users as appropriate.**

Add

**c. Create the CTOP in the Traffic Situation Display.**

Add

**d. When time permits, send the Proposed CTOP with the advisory.**

Add

**e. Send the Actual CTOP with the advisory.**

Add

**f. Coordinate with affected facilities to ensure the CTOP is adequately managing demand.**

Add

**g. Revise CTOP parameters as necessary and send the Revised CTOP.**

Add

**h. Cancel the CTOP as per Chapter 17-11-8.**

**OLD**

**NEW**

Add

**17-11-5. ARTCC PROCEDURES**

Add

**The ARTCC TMU must:**

Add

**a. Issue a GI message advising of the CTOP. In some instances, verbal notification, in addition to a GI, may enhance the dissemination of information.**

Add

**b. Monitor the effectiveness of the CTOP and notify the ATCSCC with requests for adjustments and/or revisions as necessary.**

Add

**c. Issue assigned route and EDCT information to non FDEP/FDIO-equipped towers and other customers in sufficient time for proper planning and control actions. This does not include non-FDEP towers that are satellites of TRACON facilities.**

Add

**d. Relay information, received from Terminal facilities, to the ATCSCC about EDCT issues (i.e., flights requiring a revision due to mechanical or flight crew duty issues).**

Add

**e. Ensure route compliance with assigned TOS option and issue route amendments as needed.**

Add

**f. Provide EDCT information, when requested, for flights departing underlying non-towered airports. If a flight departing a non-towered airport is airborne and not in compliance with a CTOP EDCT, coordinate with the ATCSCC for the appropriate course of action.**

**OLD**

**NEW**

Add

**17-11-6. TERMINAL PROCEDURES**

Add

**The TRACON/ATCT must:**

Add

**a. Use the TSD/TSD-C to verify EDCT when missing or pilots advise they have something different.**

Add

**b. Ensure the EDCT is included in the flight clearance when a CTOP is in effect.**

Add

**c. Issue EDCT information to non-FDEP/FDIO-equipped towers.**

Add

**d. Provide EDCT information, when requested, for flights departing underlying non-towered airports.**

Add

**e. Forward EDCT issues to their overlying facility.**

Add

**f. Facilities with TMUs, assist the ARTCC to ensure route compliance.**

**OLD**

Add  
Add  
Add  
Add  
Add  
Add

**NEW**

**17-11-7. AMENDING EDCTs**

**a. Field facilities with TSD may use the UPDATE EDCT feature to assign an EDCT.**

**Note: Field facilities will only have the “unlimited” option available for use.**

**b. Field facilities requesting a time other than the time assigned through the “unlimited” option must coordinate through the ATCSCC.**

**c. Field facilities without the CTOP “UPDATE EDCT” feature must contact their overlying facility to request a new EDCT.**

**d. The ATCSCC may amend EDCTs via the CTOP “UPDATE EDCT” feature by first attempting to utilize the “Unlimited” option, followed by the “Limited” option, followed by the “Manual” option.**

**OLD**

Add  
Add  
Add  
Add  
Add  
Add  
Add  
Add

**NEW**

**17-11-8. CANCELLATION PROCEDURES**

**When conditions no longer warrant a CTOP,**

**a. The ATCSCC must:**

**1. Conference facilities and customers as appropriate to develop an operational plan for exiting the CTOP.**

**2. Cancel the CTOP and transmit an advisory stating the CTOP has been canceled.**

**b. The ARTCC TMU and the terminal TMU must:**

**1. Issue cancellation information to underlying facilities.**

**2. Notify facility personnel, as appropriate, of the cancellation.**

**OLD**

Add  
Add

**NEW**

**17-11-9. DOCUMENTATION**

**Facilities must use the NTML, where applicable, to document all pertinent information related to the CTOP. Facilities that do not have NTML will log information as required by local procedure.**

**Paragraph 17-11-1 through 17-11-24**

**Renumber 17-11-1 through 17-11-24**

