U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION
ATO Central Service Center

ORDER NUMBER JC 7100.3C

Effective Date:
April 1, 2015

SUBJ: PUBLISHED PROCEDURE DEVELOPMENT

1. **PURPOSE.** This order prescribes procedures for processing published procedure development in the Central Service Area and associated airspace, not connected with National Airspace/Metroplex initiatives.

2. **DISTRIBUTION**. This order is distributed to group level in the Air Traffic Organization (ATO), to air route traffic control centers (ARTCC), and airport traffic control tower (ATCT) facilities in the Central Service Area.

3. **WHERE CAN I FIND THIS ORDER**. This order is available on the MY FAA employees Web site at https://employees.faa.gov/tools_resources/orders_notices/.

4. **EFFECTIVE DATE**. April 1, 2015

5. **CANCELLATION**. This order cancels JC 7100.3B; Published Procedure Development, dated September 27, 2012

6. **BACKGROUND**. This order revises JC 7100.3B. This order will ensure compliance in the consolidated geographical area and standardize procedures for the Operations Support Group (OSG) in the Central Service Center.

7. **EXPLANATION OF CHANGES**. Removed cancelled orders, added new orders and updated references to current orders. Deleted and added references for environmental processes. Appendixes have been updated, and minor administrative changes incorporated where required. Added coordination with Military Representative. Changed organization name AeroNav Products, to Aeronautical Information Services. Updated signature authority for realigned ATS management.

8. **RELATED PUBLICATIONS**.

   a. Federal Aviation Administration (FAA) Order 1050.1, Environmental Impacts: Policies and Procedures.

   b. FAA Order 1100.161, Air Traffic Safety Oversight.

   c. FAA Order 5050.4, National Environmental Policy Act (NEPA) Implementing Instructions for Airport Projects.

   d. FAA Order 7100.9, Standard Terminal Arrival Program and Procedures.

e. FAA Order 7100.10, Air Traffic Satellite Navigation Implementation Plan.

f. FAA Order 7100.41, Performance Based Navigation Implementation Process.
NOTE: *When it is determined that a procedure falls into the category of Performance Based Navigation (PBN) and a PBN Work group must be established per AJV-14, then use FAA Order 7100.41 as the primary guidance.*

g. FAA Order 7110.79, Charted Visual Flight Procedures.

h. FAA Order 7210.3, Facility Operation and Administration.

i. FAA Order 7400.2, Procedures for Handling Airspace Matters.

j. FAA Order 7910.4, Airport Diagrams.

k. FAA Order 7910.5, Aeronautical Charting Forum.

l. FAA Order 8260.3, United States Standard for Terminal Instrument Procedures.

m. FAA Order 8260.19, Flight Procedures and Airspace.

n. FAA Order 8260.43, Flight Procedure Management Program.

o. FAA Order 8260.46, Departure Procedure (DP) Program.

p. FAA Order 8260.58, United States Standard for Performance Based Navigation (PBN) Instrument Procedure Design.

q. FAA Safety Management System (FAA SMS) Manual.

9. **PROCEDURES.**

a. **Departure Procedures (DP) and/or Area Navigation Departure Procedures (RNAV DP).** DPs are normally requested by the air traffic control (ATC) facility responsible for departure control at the airport where the procedure is proposed. Requests for DPs and/or RNAV DPs development must be processed in accordance with FAA Order 1050.1, FAA Order 1100.161, FAA Order 5050.4, FAA Order 7400.2, FAA Order 8260.3, FAA Order 8260.58, FAA Order 8260.46, and/or the FAA SMS Manual.

1) The ATC facilities developing and/or processing the DP must:

a) Coordinate with all associated ATC facilities, Planning & Requirements (P&R), OSG, customers, and/or interested parties as appropriate.

b) Resolve differences as appropriate.

c) Record all necessary ATC field facility actions and/or coordination on the DP and/or RNAV DP Checklist, Appendix 1.

d) Request from the Service Center Environmental Specialist and complete the Instrument Flight Procedures (IFPs) Re-engineered Environmental Review Process, pre-screening filter.

e) Complete a Safety Risk Management Assessment. Prepare the appropriate documentation in accordance with the FAA SMS Manual.

f) Draw the DP and/or RNAV DP on a Sectional Chart (include altitudes).

g) Submit the DP and/or RNAV DP package and a copy of the recorded ATC facility actions and/or coordination to the OSG.

h) Retain the original recorded ATC facility actions and/or coordination at least until the procedure is published.

i) Track procedure as necessary until published.

2) OSG must:

a) Review the DP and/or RNAV DP package to ensure that it is complete, correct and/or accurate.

b) Create an action item in the Service Area Action Tracking System (SAATS)

c) Ensure that coordination has been effected with all associated ATC facilities, customers and/or interested parties as appropriate and if required, P&R, Regional Airspace Procedures Team (RAPT), BSG, Quality Control Group (QCG), other Service Centers and Regional Office Military Representatives.

d) Ensure differences have been resolved.

e) Record all necessary OSG actions, approvals, and/or coordination on the DP and/or RNAV DP Checklist.

f) Submit the DP and/or RNAV DP package to Aeronautical Information Services, as appropriate.

g) Retain the original recorded OSG actions and/or coordination at least until the procedure is published.

h) Track procedure as necessary until published.

b. **Standard Terminal Arrivals (STAR) and/or Area Navigation Standard Terminal Arrivals (RNAV STAR).** STARs are normally requested by the responsible ARTCC servicing

the terminal area approach control for the area/airport(s) affected or TRACON. Requests for STAR and/or RNAV STAR development must be processed in accordance with FAA Order 1050.1, FAA Order 1100.161, FAA Order 5050.4, FAA Order 7400.2, FAA Order 7100.9, FAA Order 8260.3, and/or FAA SMS Manual.

1) The ATC facility developing and/or processing the STAR must:

a) Coordinate with all associated ATC facilities, P&R, customers and/or interested parties as appropriate.

b) Resolve differences as appropriate.

c) Record all necessary ATC field facility actions and/or coordination on the STAR and/or RNAV STAR Checklist, Appendix 2.

d) Request from the Service Center Environmental Specialist and complete the Instrument Flight Procedures (IFPs) Re-engineered Environmental Review Process, pre-screening filter.

e) Complete a Safety Risk Management Assessment and prepare the appropriate documentation as required by the FAA SMS Manual.

f) Draw the STAR and/or RNAV STAR Terminal Area Route Generation Evaluation & Traffic Simulation (TARGETS) package on a Sectional Chart (include altitudes) per FAA Order 7100.9.

g) Submit the STAR and/or RNAV STAR package and a copy of the recorded ATC facility actions and/or coordination to OSG.

h) Retain the original recorded ATC facility actions and/or coordination at least until the procedure is published as requested.

i) Track procedure as necessary until published as requested.

2) OSG must:

a) Review the STAR and/or RNAV STAR package to assure that it is complete, correct and/or accurate.

b) Create an action item in the Service Area Action Tracking System (SAATS)

c) Ensure that coordination has been effected with all associated ATC facilities, customers and/or interested parties as appropriate and if required, P&R, Regional Airspace Procedures Team (RAPT), BSG, Quality Control Group (QCG), other Service Centers and Regional Office Military Representatives.

d) Ensure that differences have been resolved.

e) Record all necessary OSG actions, approvals and/or coordination on the STAR and/or RNAV STAR Checklist, Appendix 2.

f) Submit the STAR and/or RNAV STAR package to Aeronautical Information Services.

g) Retain the original recorded OSG actions and/or coordination at least until the procedure is published.

h) Track procedure as necessary until published.

c. **Standard Instrument Approach Procedures (SIAP), Area Navigation (RNAV) SIAP, Satellite Navigation (SATNAV) SIAP, Charted Visual Flight Procedures (CVFP).** Requests for SIAP, RNAV SIAP, SATNAV SIAP and/or CVFP development must be processed in accordance with FAA Order 1050.1, FAA Order 1100.161, FAA Order 5050.4, FAA Order 7110.79, FAA Order 7400.2, FAA Order 7910.4, FAA Order 8260.3, FAA Order 8260.58, and/or the FAA SMS Manual.

1) The ATC facility developing and/or processing the above procedure(s) must:

a) Coordinate with all associated ATC facilities, P&R, OSG, airport operators, customers, and/or interested parties as appropriate.

b) Resolve differences as appropriate.

c) Record all necessary ATC field facility actions and/or coordination on the SIAP, RNAV SIAP, SATNAV SIAP, and/or CVAP Checklist, Appendix 3.

d) Request from the Service Center Environmental Specialist and complete the Instrument Flight Procedures (IFPs) Re-engineered Environmental Review Process, pre-screening filter.

e) Complete a Safety Risk Management Assessment and prepare the appropriate documentation as required by the FAA SMS Manual.

f) Submit the SIAP, RNAV SIAP, SATNAV SIAP, and/or CVFP package and a copy of the recorded ATC facility actions and/or coordination to OSG.

g) Retain the original recorded ATC facility actions and/or coordination at least until the procedure is published.

h) Track procedure as necessary until published as requested.

2) OSG must:

a) Review the SIAP, RNAV SIAP, SATNAV SIAP, and/or CVFP package to ensure that it is complete, correct and/or accurate.

b) Create an action item in the Service Area Action Tracking System (SAATS)

c) Ensure that coordination has been effected with all associated ATC facilities, customers and/or interested parties as appropriate and if required, P&R, Regional Airspace Procedures Team (RAPT), BSG, Quality Control Group (QCG), other Service Centers and Regional Office Military Representatives.

d) Ensure differences have been resolved.

e) Record all necessary OSG actions, approvals, and/or coordination on the SIAP, RNAV SIAP, SATNAV SIAP, and/or CVFP Checklist, Appendix 3.

f) Submit the SIAP, RNAV SIAP, SATNAV SIAP, and/or CVFP package to Aeronautical Information Services.

g) Retain the original recorded OSG actions and/or coordination at least until the procedure is published.

h) Track procedure as necessary until published.

d. **Airport Diagrams (APDG).** Must be processed in accordance with FAA Order 7910.4.

1) Revisions/changes to an existing APDG must process as follows:

a) ATC facility must:

(1) Coordinate with all associated ATC facilities, OSG, airport operators, customers and/or interested parties as appropriate.

(2) Resolve differences as appropriate.

(3) Record all necessary ATC field facility actions and/or coordination on the APDG Checklist, Appendix 4.

(4) Submit change request via email, mail, web site (preferred) or fax to:

Federal Aviation Administration
Aeronautical Information Services
FOB IOA, Room 626
800 Independence Avenue, S.W.
Washington, DC 20591
Fax: 202-493-4266

Email: 9-awa-ats-diagrams@faa.gov
https://nfdc.faa.gov/portal/airportDiagrams.do.

b) OSG must:

(1) Review the APDG package to ensure that it is complete, correct, and/or accurate.

(2) Record all necessary OSG actions and/or coordination on the APDG Checklist, Appendix 4.

(3) Create an action item in the Service Area Action Tracking System (SAATS).

(4) Track information as necessary until published.

2) Developing a new APDG. The ATC facility processing a new APDG must be processed as follows:

a) ATC Facility must:

(1) Draft a formal letter addressed to the Director of Air Traffic Services North/South and include an electronic Airport Layout Plan (ALP) or similar drawing.

(2) Director will forward to OSG.

b) OSG must:

(1) Prepare an endorsement memorandum for the signature of the Director of Air Traffic Services North/South.

(2) Create an Action Item in the Service Area Action Tracking System (SAATS).

(3) Submit request via email (preferred), mail or fax to:

Federal Aviation Administration
Aeronautical Information Services
FOB 1OA, Room 626
800 Independence Avenue, S.W.
Washington, DC 20591
FAX: 202-493-4266
Email: 9-awa-ats-diagrams@faa.gov

(4) Track information as necessary until published.

(5) Close item in SAATS.

e. **Airport/Facility Directory (AFD).** Requests for AFD information development should be processed as follows:

1) The Airport Manager is responsible for developing, correcting and/or processing AFD information. Coordination is the airport manager's responsibility.

a) Submit new or change request to:

FAA, Aeronautical Information Management
NFDC Group AJV-21
800 Independence Avenue, S.W.
Washington, DC 20591
Web Site: http://nfdc.faa.gov

b) For charting errors contact:

FAA, Aeronautical Information Services
SSMC-4 Sta. #4445
1305 East West Highway
Silver Spring, MD 20910-3281

2) ATC facility should refer requests to airport management.

3) OSG should provide support as requested.

f. **Environmental Actions.** Environmental actions must be processed in accordance with FAA Order 1050.1, FAA Order 5050.4, FAA Order 7400.2, FAA Order 8260.19 and/or current policy and procedures.

1) The ATC facility processing an environmental action must:

a) Coordinate with all associated ATC facilities, P&R, customers, and/or interested parties as appropriate.

b) Resolve differences as appropriate.

c) Record all necessary ATC field facility actions and/or coordination.

d) Submit the associated environmental documents package (pre-screening filter and other documents as appropriate and graphic depiction) and a copy of the recorded ATC facility actions and/or coordination to OSG.

e) Retain the original recorded ATC facility actions and/or coordination at least until the procedure is published. Retain all environmental documents for as long as the procedure is in use.

f) Track information as necessary until environmental actions are completed.

2) OSG must:

a) Review the environmental documents package to ensure that it is complete, correct and/or accurate.

b) Create an Action Item in the Service Area Action Tracking System (SAATS).

c) Ensure that coordination has been effected with all associated ATC facilities, P&R, other Service Centers (if needed), customers, and/or interested parties as appropriate.

d) Ensure that differences have been resolved.

e) Record all necessary OSG actions and/or coordination.

f) If appropriate, prepare the Categorical Exclusion Declaration (CATEX), FAA Order 7400.2, Appendix 6, and obtain necessary signatures.

g) Retain the original recorded OSG actions and/or coordination at least until the procedure is published. Retain all environmental documents for as long as the procedure is in use.

h) Track information as necessary until environmental actions are completed.

10. **RESPONSIBILITIES.**

a. The ATC facility Air Traffic Manager must ensure:

1) That all facility personnel involved in processing procedures are familiar with the provisions of this order.

2) That all appropriate coordination has been effected with the district facility and the ATC facility having jurisdiction over the airspace of the published procedure.

b. The ATO Central Service Center OSG Manager must ensure that all ATO personnel involved in processing airspace and/or procedures are familiar with the provisions of this order.

Tony Mello
Director, Air Traffic Services North,
Central Service Area, AJTCN

Kim Stover
Acting Director, Air Traffic Services South,
Central Service Area, AJTCS

APPENDIX 1: DP and/or RNAV SID CHECKLIST

Name of Procedure: _____

	DATE	NAME/INITIAL
1. Terminal ATC Facility		
a. Evaluate Request		
1) Initiate Guidelines for the Design of Graphic Instrument Departure Procedures		
2) Utilize FAA Order 8260.46		
a) Appendix 2		
b) Appendix 3		
3) Identify lead air carrier (if other than proponent)		
a) Assist in procedure design		
b) Check fly ability		
4) Coordinate with Traffic Management		
5) Request coordination with the RAPT through OSG		
b. Environmental Review/Noise Screening		
1) Notify OSG		
2) Draw DP and/or RNAV SID on Sectional Chart		

APPENDIX 1: DP and/or RNAV SID CHECKLIST

	DATE	NAME/INITIAL
3) If a CATEX is not appropriate, and, if the initial environmental review indicates that extraordinary circumstances or other reasons exist that have the potential for causing significant environmental impact, the facility will contact OSG for further guidance.		
c. SMS Review		
1) Review change per the provisions of the FAA SMS Manual; include input from the en route facility(s) if applicable		
2) Prepare the appropriate documentation as required by the FAA SMS Manual or Safety Risk Management Decision Memo (SRMDM).		
3) Submit Safety Risk Management Document (SRMD) or SRMDM to OSG for review		
d. Check for potential waiver requests (accomplish early in the process) and coordinate with OSG		
e. Coordinate, as required, with other facilities that may be affected by the new procedure		

APPENDIX 1: DP AND/OR RNAV SID CHECKLIST

	DATE	NAME/INITIAL
1) Contact controlling ARTCC. ARTCC will initiate their checklist below.		
2) Form a joint design team to develop implementation strategy:		
a) Management		
b) Automation and P&R		
c) Affected facilities		
f. Develop/change/modify as required		
1) Procedures		
2) Facility directives		
3) Airspace		
4) Video maps		
5) Automation (ensure P&R is notified early)		
g. Coordinate with OSG Manager and P&R as needed (new equipment, facilities, etc.)		
h. Complete the following forms:		
1) 8260.46, Appendix 3		
2) TARGETS, 8260-15B and -15C		

2. Overlying ARTCC (to be accomplished concurrently with #1 above)

APPENDIX 1: DP and/or RNAV SID CHECKLIST

	DATE	NAME/INITIAL
a. Assist with environmental issues	_____	_____
b. Assist with SMS review	_____	_____
c. Participate in design team	_____	_____
1) Management	_____	_____
2) Automation (P&R)	_____	_____
3) Traffic Management	_____	_____
d. Develop/change/modify as required		
1) Procedures	_____	_____
2) Facility directives	_____	_____
3) Airspace	_____	_____
4) Video maps	_____	_____
5) Automation (accomplish early)	_____	_____
Ensure P&R is notified	_____	_____
e. Coordinate with adjacent Air Route Traffic Control Centers (ARTCC) as needed	_____	_____
3. Re-assemble design team, as needed, to review completed DP package and make modifications and/or corrections, as needed	_____	_____
4. Submit package to OSG, including:	_____	_____

APPENDIX 1: DP and/or RNAV SID CHECKLIST

	DATE	NAME/INITIAL
a. DP checklist	_____	_____
b. Requested chart date	_____	_____
c. Environmental Documentation	_____	_____
d. SRMD	_____	_____
5. OSG		
a. Review submitted DP Package	_____	_____
b. Return the DP package to originating ATC facility for modifications, if not complete, correct, and/or accurate	_____	_____
c. If appropriate, prepare CATEX (FAA Order 7400.2, Appendix 6)		
or		
If a CATEX is not appropriate, coordinate further environmental review (i.e. an Environmental Assessment (EA) or an Environmental Impact Statement (EIS))	_____	_____
d. Complete review of SRMD or SRMDM and coordinate with QCG, if required	_____	_____
e. Submit DP package to Aeronautical Information Services.	_____	_____

APPENDIX 2: STAR and/or RNAV STAR CHECKLIST

Name of Procedure: _____

	DATE	NAME/INITIAL
1. Proponent		
a. Complete the responsibilities outlined in FAA Order 7100.9, Paragraph 11	_____	_____
b. Submit the STAR Proposal		
1) To the overlying ARTCC Facility and/or ARTCC Airspace/Plans and Procedures Office	_____	_____
2) Other ARTCC and Terminal ATC Facilities, as needed	_____	_____
3) Customers, if needed	_____	_____
4) National Airspace Redesign Team, if required	_____	_____
5) Other interested parties	_____	_____
2. ARTCC Facility and/or ARTCC Airspace Office		
a. Coordinate with OSG STAR Specialist	_____	_____
b. Coordinate with OSG Environmental Specialist	_____	_____
c. Request coordination with the RAPT through OSG	_____	_____
d. Organize STAR design team based on the scope of the project.	_____	_____

APPENDIX 2: STAR and/or RNAV STAR CHECKLIST

	DATE	NAME/INITIAL
1) Potential design team members:		
a) ARTCC Airspace/Plans and Programs representatives	_____	_____
b) Terminal Airspace/Plans and Programs representatives	_____	_____
c) Operational personnel	_____	_____
d) Facility management	_____	_____
e) Lead air carriers	_____	_____
f) Air Transport Association	_____	_____
g) Airport authority	_____	_____
h) OSG representative	_____	_____
i) Others as necessary	_____	_____
2) Develop implementation plan to include, but not limited to:		
a) Letters of Agreement	_____	_____
b) Standard Operating Procedures	_____	_____
c) Training	_____	_____
d) Customer briefings	_____	_____
e) Safety Management System	_____	_____
f) Automation needs and changes	_____	_____
g) Time lines	_____	_____
h) Other items as necessary	_____	_____
	_____	_____
e. In conjunction with the STAR design team, complete the responsibilities outlined in FAA Order 1100.161, Chapter 3 and FAA Order 7100.9, Paragraph 11		
1) Determine operational feasibility	_____	_____
2) If requested, provide feedback to proponent	_____	_____
3) Coordinate with all affected ATC facilities, as needed	_____	_____

APPENDIX 2: STAR and/or RNAV STAR CHECKLIST

	DATE	NAME/INITIAL
4) Enter into TARGETS	_____	_____
5) Coordinate with P & R	_____	_____
6) Coordinate with customers, as needed	_____	_____
7) Coordinate with National Airspace Redesign Team, if required	_____	_____
8) Coordinate with other interested parties as necessary	_____	_____
9) Serve as focal for problem solving	_____	_____
10) If a CATEX is not appropriate, and if the initial environmental review indicates that extraordinary circumstances or other reasons exist that have the potential for causing significant environmental impact, the facility will contact the OSG for further guidance	_____	_____
11) Safety Management System (SMS) Review	_____	_____
12) Review change per the provisions of the FAA SMS Manual; include input from the terminal facility(s), if applicable	_____	_____

APPENDIX 2: STAR and/or RNAV STAR CHECKLIST

	DATE	NAME/INITIAL
15) Prepare the appropriate documentation as required by the FAA SMS Manual.		
16) Submit appropriate documentation as required by the FAA SMS Manual.		
17) Complete FAA Form 8260-2, Data Worksheet for new waypoints.		
18) Depict STAR on a (VFR) Sectional Chart.		
19) If applicable, retain associated environmental documents.		
g. Submit STAR package to OSG containing the following:		
1) STAR checklist		
2) Current FAA Form 7100-4 for conventional STAR and RNAV STAR		
3) Current FAA Form 7100-3 for RNAV STAR		
4) Current FAA Form 8260-2, Data Worksheet for new fixes/waypoints		
5) Current FAA Form 6050-4, Expanded Service Volume (if applicable)		
6) SRMD or SRMDM		

APPENDIX 2: STAR and/or RNAV STAR CHECKLIST

	DATE	NAME/INITIAL
7) STAR drawn on Sectional Chart	_____	_____
3. OSG		
a. Review submitted STAR package	_____	_____
b. Return the STAR package to the originating ATC facility for modification, if not complete, correct, and/or accurate	_____	_____
c. Complete the responsibilities outlined in FAA Order 7100.9, Paragraph 11	_____	_____
d. If appropriate, approve prepared CATEX	_____	_____
or		
If a CATEX is not appropriate, coordinate further environmental review (i.e. EA or an EIS)	_____	_____
e. Complete review of SRMD or SRMDM and coordinate with QCG, if required.	_____	_____
f. Submit the STAR package to Aeronautical Information Services.	_____	_____

APPENDIX 3: SIAP, RNAV SIAP, SATNAV, and/or CVAP CHECKLIST

Name of Procedure: _____

	DATE	NAME/INITIAL
1. ATC Facility		
a. Consider requests for SIAP's from proponents, customers, other ATC facilities, FAA Headquarters and Central Service Center, and/or interested parties as appropriate	_____	_____
b. Consider the following items:		
1) Need/benefit	_____	_____
2) Customers.	_____	_____
3) Environmental issues	_____	_____
4) Airspace changes	_____	_____
5) Altitude	_____	_____
6) Expanded service volume (ESV)	_____	_____
7) Fix/waypoint names	_____	_____
8) Holding	_____	_____
9) Design types (legs, feeder routes, etc)	_____	_____
10) Communication needs	_____	_____
11) Equipment needs	_____	_____
12) Video maps	_____	_____
13) Waivers	_____	_____
14) Legal ramifications/procedures	_____	_____
15) FAA SMS	_____	_____
16) Letters of Agreement	_____	_____

APPENDIX 3: SIAP, RNAV SIAP, SATNAV and/or CVAP CHECKLIST

	DATE	NAME/INITIAL
17) Standard operating procedures	_____	_____
18) Training	_____	_____
19) Customer briefings	_____	_____
20) Automation needs and changes	_____	_____
21) Time lines	_____	_____
22) Publication date	_____	_____
23) Other items, as necessary	_____	_____
c. Coordinate with:		
1) All affected ATC facilities	_____	_____
2) OSG for	_____	_____
a) Operational issues, as appropriate	_____	_____
b) Environmental issues, as appropriate	_____	_____
c) SRMD or SRMDM	_____	_____
3) P&R, as appropriate	_____	_____
4) Airport operator for operational and environmental issues, as appropriate	_____	_____
5) Customers and interested parties, as appropriate	_____	_____
6) OSG RNAV/ SATNAV specialist	_____	_____

APPENDIX 3: SIAP, RNAV SIAP, SATNAV and/or CVAP CHECKLIST

	DATE	NAME/INITIAL
7) Request coordination with RAPT through OSG	_____	_____
d. Submit the SIAP package to OSG, containing the SIAP checklist	_____	_____

APPENDIX 4: APDG and/or AFD CHECKLIST

Name of Procedure/Item: _____

	DATE	NAME/INITIAL
1. ATC Facility		
a. Consider APDG/AFD requests from airport operators, customers, other ATC facilities, and/or interested parties, as appropriate		
b. Solicit written concurrence from airport operator for items that are within its jurisdiction (i.e., airport diagrams, runways, taxiways, airport lighting, ramp areas, etc.)		
c. Develop a written request that:		
1) Is signed by the facility Air Traffic Manager		
2) Clearly identifies the item/items that need to be addressed		
3) Provides detailed written information on the following, as appropriate		
a) Publication name/section		
b) Procedure name		
c) City/Airport name		
d) Location identifiers		
e) Airport location		
f) Time conversions		
g) Geographic positions of airport, airport reference point (ARP)		
h) Charts		
i) Instrument approach procedures		
j) Airport diagrams/airport sketches		
k) Elevation		
l) Control tower		
m) Rotating beacon		
n) Servicing/fuel/oxygen		
o) Traffic pattern altitude		

APPENDIX 4: APDG and/or AFD CHECKLIST

	DATE	NAME/INITIAL
p) Airport of entry, landing rights and customs user fee airports		
q) Runway data		
r) Airport remarks		
s) Weather data sources		
t) Communication		
u) NOTAM service		
v) Airspace		
w) Radio aids to navigation		
4) Provides graphic information on the following, as appropriate:		
a) Airport diagrams/charts		
b) Runways		
c) Taxiways		
d) Ramp areas		
e) Control tower		
f) Rotating beacon		
d. Submit the APDG/AFD package to OSG, containing the written information, graphic information, and the APDG/AFD Checklist		
2. OSG		
Assist with development of package (facility submits directly to Headquarters (HQ).		