

7/19/83

MAINTENANCE COORDINATION FOR AIR ROUTE TRAFFIC CONTROL CENTERS

SUBJ: (ARTCC)

1. PURPOSE. This Order assigns responsibility for maintenance coordination to the Airway Facilities Sector (AFS) at the Air Route Traffic Control Center and provides special procedures to be followed in carrying out the responsibilities.
2. DISTRIBUTION. This Order is distributed to the branch level in the Airway Facilities, Air Traffic, and Flight Standards Divisions, to all Flight Inspection District Offices, and to all Airway Facilities and Air Traffic field offices.
3. CANCELLATION. This Order cancels Order GL 6030.26 dated August 3, 1973.
4. GENERAL RESPONSIBILITIES. The Airway Facilities Sector Manager at the ARTCC Sector shall perform all liaison duties between the ARTCC Manager and the respective Airway Facilities Sector Manager within the Center flight advisory area. He shall serve as a technical advisor to the ARTCC Manager on matters dealing with maintenance or continuity of facility technical operation. Systems Engineers (SE) shall be redelegated these responsibilities in keeping with their training, experience, and grade level.
5. AUTHORITY.
 - a. The ARTCC Assistant Manager has final authority to approve or disapprove a maintenance shutdown or an extension of a shutdown of a navigational aid. When a navigational aid serves more than one Center, the authority is vested in the Center in which geographical area the facility is located.
 - b. The SE is authorized to coordinate proposed shutdown of navigational aids with adjacent ARTCC's, control towers, combined station/towers, and flight service stations.
6. COORDINATION. The Systems Engineer (SE) shall contact the ARTCC Assistant Manager when starting a shift of duty to see if any conditions exist that would require any facilities to be left in service for which shutdown has already been coordinated and approved. The ARTCC Assistant Manager shall be: (1) reminded by the SE of any routine shutdown approval at least 30 minutes prior to the shutdown; and (2) advised of requests for shutdown approval for emergency or nonroutine reasons.

Distribution: A-XAF/AT/FS-3, A-FAF-0/FAT-0/FFS-4 (STD) Initiated By: AGL-460

7. ARTCC CONTROL AREA COORDINATION.

a. Priorities. The following priorities shall be used by the SE in processing facility shutdown requests either in or adjacent to the Center control area.

(1) Priority I. A facility or a colocated facility failure is imminent. (For example: The main and standby equipments are defective and require a shutdown for repair, or a TACAN antenna is defective and requires a VOR shutdown to complete repairs or determine cause of TACAN failure. Equipment recertification tests and adjustments are Priority I when required by pilot reports of malfunctioning.)

(2) Priority II. A flight check that requires a shutdown.

(3) Priority III. For scheduled maintenance.

(4) Priority IV. For unscheduled routine maintenance, maintenance inspections, technician certification examinations, etc.

(5) Priority V. For modifications and improvements requiring a shutdown.

b. Field Requests. Terminal and FSS communication aids and terminal radar, visual aid, and navigational aid shutdown requests require local Air Traffic approval. This local coordination is the responsibility of the remote AFS maintaining the facility. Shutdown requests for ARTCC en route radar, navigational aid, and communication facilities require approval of all the ARTCC's using the facilities.

(1) Communication Media Preference. Requests for shutdown, extensions of shutdown, and facility restoration notifications should be made using communication facilities in the following order of preference:

(a) For requests for shutdown:

1 Teletype

2 Interphone

3 Telephone

(b) For extensions of shutdown and facility restoration:

1 Interphone

2 Telephone

3 Teletype

(2) Deadline for Requests. Routine shutdown requests shall be sent in time to be available to the SE no later than 0600Z on the day the shutdown is desired.

(3) Scheduled Maintenance Shutdowns. Requests must be made for a facility maintenance shutdown even though it is the facility's scheduled shutdown date.

(4) Changes to Planned Shutdowns. If circumstances change the Airway Facilities Sector shutdown plans, the SE must be advised immediately.

(5) Extensions. If additional shutdown time is required, a request for an extension must be sent to the SE with as much lead time as possible prior to the approved restoration time.

(6) Data Required. All requests for shutdowns shall include the following:

(a) Facility location and facility type.

(b) Outage time desired and estimated restoration time.

(c) Priority (see paragraph 7 above).

(d) Emergency restoration time. (Example: Emergency restoration 30 minutes.)

(e) The reason for the shutdown if unscheduled.

(7) Emergency Shutdowns. Emergency shutdowns shall be coordinated with the SE prior to the shutdown when possible. The avoidance of imminent danger or damage to a facility will preclude any need for prior coordination in emergency cases.

(8) Project Shutdowns and Shutdown Extensions.

(a) Shutdown Notices. Shutdown notices and extensions to shutdowns for SMP, F&E, and similar projects will be initiated by the office controlling the work (Region). Notification of facility shutdown should be in writing, allowing sufficient time for advance ARTCC coordination. A copy of the notification should be sent to AGL-430 for incorporation into the monthly Facility Shutdown Schedule.

(b) Restoral Notices and Estimates. Restoral of a facility after a project will be reported by the AF Sector maintaining the facility. SE's shall query the remote AFS near the end of the estimated shutdown period to determine if service will be restored or to get a revised estimate of return to service. The AT Assistant Manager shall be kept informed of the current estimate of return to service for all such projects in process within that Center's boundaries.

c. SE Action on Shutdown Requests. All requests will be processed promptly.

(1) Approval. Notification of approval must be sent to the requesting Sector in sufficient time to issue a Notice-to Airmen (normally 5 hours).

(2) Disapproval. If it is necessary to disapprove a request, notification will be sent to the originating Sector prior to the time a Notice to Airmen would have to be published. Reason for disapproval and suggested alternative time(s) should be furnished if appropriate.

(3) Cancellation. Approval for a facility shutdown may be cancelled whenever an emergency exists or there are unusual traffic conditions. Reason for cancellation and suggested alternate time(s) should be furnished if appropriate.

d. Priority Restoration. When two or more navigational aids become inoperative and it is not possible to repair them simultaneously, the SE shall ask the Airway Facilities personnel to furnish an estimate of the time required to restore each facility to operation. The ARTCC Assistant Manager shall establish a priority of restoration.

e. Adjacent ARTCC Coordination.

(1) Requests to ARTCC's. The SE shall coordinate all shutdown requests with the Centers that have facilities adjacent to the facility being proposed for shutdown.

(2) Requests from other ARTCC's. When a request for shutdown is received from an adjacent Center, the SE shall check facility shutdown requests and facility outages to see if there is any conflict with adjacent facility shutdowns and honor the request with highest priority as outlined in paragraph 7 above.

(3) Status Changes. The SE shall advise the appropriate adjacent Center when a scheduled shutdown of an adjacent facility is changed, returned to service, or when a facility has failed.

(4) Access to Interphone Circuits. The SE shall have access to interphone circuits to adjacent Centers. Conversations shall be kept brief and are subject to AT interruptions.

8. ALERT BULLETINS.

a. Alert Type Information. Alert items should be of the critical type which have management, political, or public interest impact generated during the preceding 24 hours. The objective of alert bulletins is to keep the Director and the Administrator currently aware of situations which might result in inquiries that day from officials of the White House, Congress, Bureau of the Budget, embassies, the aviation industry, aviation unions, and the press.

b. Failure of Facilities. Failures of facilities that result in traffic flow problems and unanticipated Great Lakes Region facility outages of more than 24 hours are to be reported by the SE to the Regional Communications Control Center (RCCC) and AGL-430. The ARTCC AF Sector shall maintain a list of telephone numbers and persons (see paragraph 8c below) to notify concerning extended outages. A copy of this list shall be available to the SE in the control room.

c. Reporting Procedures. The SE shall report alert items to the Great Lakes Regional Communications Control Center by the most expeditious method possible. Members of the Airway Facilities Division staff shall be notified in accordance with Order GL 8020.19B. The following information shall be furnished when reporting an alert item:

- (1) Estimated time the facility will be restored.
- (2) Equipment involved.
- (3) A brief description of the cause, e.g., power, TELCO, equipment failure, weather, flooding, earthquake, etc.
- (4) Time out and restored.
- (5) If not restored, state the corrective action being taken.

d. Adjacent Regions. Alert items within a particular Center area but in a different region shall be reported to the region in which the facility is located in accordance with instructions issued by that region.

9. IN-FLIGHT PILOT REPORTS.

a. Out-of-Tolerance Conditions. The SE is responsible for determining whether or not In-Flight Pilot Reports received in the Center indicate a possible out-of-tolerance condition of facility operation. The SE will initiate the necessary notification to assure investigation and possible corrective action.

b. Publications. The following related publications provide background information for fulfillment of these responsibilities:

(1) Order OA P 8200.1. Conditions described in two successive In-Flight Pilot Reports must exceed tolerances permitted by this handbook before facility shutdown and recertification is required.

(2) Airman's Information Manual (AIM). Restrictions to use of certain navigational aids are published in the AIM. The SE shall consider these restrictions when deciding if recertification is required. Take no further action if the condition reported is carried in the current issue of the AIM.

10. FLIGHT CHECK.

a. Advance Notice. Flight Check Specialists (pilots) who will have a requirement for participation of electronic technicians and/or traffic controllers at the Center during flight checks shall give the ARTCC AFS at least 2 hours advance notice.

b. Action by ARTCC AFS. Upon receipt of notification of the requirement for electronic technicians and/or traffic controllers for flight checks, the SE shall:

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(1) Request that Sites be Manned. Assure that personnel are available at the local and remote facilities to make adjustments as may be required. All necessary equipment checks and calibrations should be accomplished before the flight check begins.

(2) Arrange for Communications and ARTCC Participation. Provide the necessary video monitoring and pilot-controller communications capability for participating personnel.

(3) Arrange with Air Traffic Assistant Manager so he may schedule sufficient participation by controller personnel.

11. ACCIDENT/INCIDENT PROCEDURES.

a. Airway Facilities Responsibility. The responsibilities of the Airway Facilities Service and Airway Facilities personnel are contained in paragraphs 135 and 153 in Order 8020.11 and its regional supplements.

b. Accidents. When notification of an aircraft accident is received, the ARTCC SE shall:

(1) Assist Air Traffic Personnel. Help to determine if performance of a facility or facilities may have been a factor.

(2) Notify AFS Concerned. If facilities may be involved, inform the responsible Airway Facilities Sector Manager immediately and carry out the instructions contained in Order 8020.11 and its regional supplements.

(3) Notify AF Division Accident Representative. Notify the AF Division as instructed by Order GL 8020.19B.

c. Incidents. When an incident report is received, the SE will, upon the recommendation of Air Traffic personnel, carry out the pertinent instructions contained in Order 8020.11 and its regional supplements.

12. DEFENSE PREPAREDNESS.

a. Defense Postures. Defense preparedness is maintained through five different defense readiness postures. Each defense readiness posture, numbered five through one, represents a posture in which preparations for emergency action are progressively advanced.

b. Coordination. The SE will be the coordinator for all defense readiness actions for the Center AFS as prescribed in the predetermined emergency readiness procedures. Emergency actions will be coordinated with the ARTCC Assistant Manager.

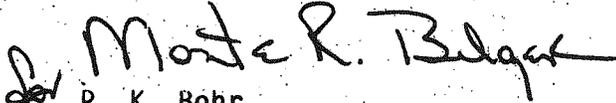
13. FACILITY STATUS REPORTS.

The National Airspace System (NAS) is an intricate system which includes more than 19,000 facilities. To better manage this complex system, FAA management personnel require current and accurate data that reflects the condition of the

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GL 6030.26A

NAS and the effects on the safe movement of air traffic. The Daily NAS Status Report provides this information. Order 6040.15, National Airspace Performance Reporting System, will serve as the source for definitions, procedures, and requirements for reporting air traffic delays and interruptions to facilities and services in the NAS.


P. K. Bohr
Director