

**ORDER**

U.S. DEPARTMENT OF TRANSPORTATION  
FEDERAL AVIATION ADMINISTRATION

GL 6030.31A

GREAT LAKES REGION

8/24/94

**SUBJ: FACILITY SHUTDOWN COORDINATION**

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1. **PURPOSE.** This order defines responsibilities and coordination procedures for the preparation and publication of a Facility Shutdown Schedule.
2. **DISTRIBUTION.** This order is distributed to branch level and above in the Air Traffic, Airports and Flight Standards Divisions, and to section level and above in the Airway Facilities Division. Distribution is also provided to each field office in the Great Lakes Region.
3. **CANCELLATION.** Order GL 6030.31, Facility Shutdown Coordination, dated March 30, 1978, is cancelled.
4. **BACKGROUND.**
  - a. Order OA 6030.5, Service Availability of Commissioned Facilities of the National Airspace System, provides basic policy and procedures for ensuring maximum continuity of service of commissioned facilities in the National Airspace System (NAS) to the extent economically and operationally justified.
  - b. Order 7031.20A, Scheduling of Changes to Components of the National Airspace System, requires each region to establish a focal point which will be responsible for insuring that all necessary related actions caused by a change to any component of the NAS are effected simultaneously with the change and are effective on the same charting date as the change.
  - c. Airport construction activities often have significant impact on the operation of air navigation facilities, airport capacity and Air Traffic operating procedures. These construction activities must therefore be considered within the context of this order.
5. **DEFINITION.** Facility as used in this directive includes all agency owned or maintained air navigation and Air Traffic facilities within the National Airspace System (NAS), the loss of which would have a direct impact on the aviation user. It specifically excludes Non-Federal facilities which are not maintained by the agency.
6. **POLICY.** This order shall be complied with whenever a commissioned facility is scheduled to be shut down in excess of 24 hours within a three-day period for any reason. It shall be complied with whenever scheduled airport construction activities will result in an impact which may necessitate a temporary shutdown of navigational or Air Traffic facilities. This schedule also includes commissioning and decommissioning changes that have the same impact.

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Distribution: A-X-4; A-FOF-0 (STD)

Initiated By: AGL-462

7. **RESPONSIBILITIES AND COORDINATION**. The various organizational elements will be responsible for accomplishment of this program as follows:

a. **FAA Employee**. FAA field technician or engineer having firsthand knowledge of construction activity is responsible for making certain that such information is called to the attention of the appropriate Airway Facilities Sector Manager or designee. This construction activity is likely to require a commissioned facility to be temporarily shut down in excess of 24 hours or daylight-only shutdowns on consecutive days. The Airway Facilities Sector Manager or designee will forward all known or reported shutdown requirements to the Airway Facilities Division, Nav aids/ Communications / Weather Engineering Section, AGL-462.

b. **Regional Office**. Division offices will be responsible for accomplishment of this program as follows:

(1) **Nav aids/Communications/Weather Engineering Section, AGL-462**. AGL-462 shall be responsible for assuring coordination of all plans for removal of facilities from service, preparation, printing and distribution of the Facility Shutdown Schedule, ascertain that all proposed shutdowns expected to occur during the next three (3) months are fully coordinated, approved and included in the monthly schedule.

(2) **Air Traffic Division**. The Air Traffic Division is responsible for shutdown coordination required with Air Traffic facilities. This provision applies to Great Lakes Region and adjacent regions. Specific attention should be directed to availability of adjacent nav aids and the effect other scheduled shutdowns may have on substitute route structure.

(3) **Airports Division**. The Airports Division shall be responsible for encouraging airport proponents/state agencies to furnish AGL-462 information on airport development projects funded under the Airport Improvement Program (AIP), which may necessitate the temporary shutdown of a navigation or air traffic control facility or significantly affect the use of a runway served by an approach aid.

(4) **Flight Standards Division**. The Flight Standards Division is responsible for coordinating flight inspection and flight procedural requirements.

c. **Airway Facilities Sectors**. The Airway Facilities Sector Manager or designee is responsible for:

(1) Initiating Notice to Airmen (NOTAM) information in accordance with FAA Order GL 7930.2D, Notices to Airmen, for shutdown, restoration, or any condition that affects the operations of Navigational Aids (NAVAID's), frequencies, or other electronic aids that affect safety of flight. This includes forwarding data of programmed changes in the NAS, such as frequency changes, commissioning/decommissioning, etc.; and

(2) Coordinating with appropriate AT facilities prior to shutdown or changes that affect safety of flight.

(a) Input. The Manager of the following Divisions, Branches, and associated field offices shall appoint a representative to serve as the focal point for their organization and to provide input to AGL-462.

1 Flight Standards Division

2 Air Traffic Division

3 Airports Division

4 Airway Facilities Division

(aa) Systems Maintenance Engineering Branch

(bb) Establishment Engineering Branch

(b) Functions. AGL-462 will require input from each of the designated representatives prior to the 25th day of each month on proposed shutdowns. This information shall be furnished as a recurring report, Great Lakes Region Scheduled Facility Shutdown/Commissioning/Decommissioning Report, RIS: GL AF 6030.1. Negative reports are required and can be provided via a reminder memorandum.

1 A red line copy of the previous month's schedule shall be used to annotate any variations in the existing schedule. AGL-462 may call a meeting of concerned representatives to resolve any conflicts that may occur.

2 AGL-462 will consolidate all information and submit a draft copy to the Division representatives for concurrence. The submission is attached with a reminder memorandum for a scheduled meeting. The meeting is scheduled for Tuesday, Wednesday or Thursday of the first week of the month. A notice will be sent for the exact day. Division representatives should make every effort to attend the meeting. When approved by all Division representatives, the Great Lakes Region Facility Shutdown Schedule will be published and distributed. The publication date will be no later than the 15th day of the month. Shutdowns will require publication in accordance with the instructions of Order 7930.2D, Notices to Airmen responsibility, when necessary, will be indicated on the shutdown schedule.

(c) Joint-Use Radar. Coordination of Joint-Use radars shall be accomplished in accordance with National Agreement - 614 and supplemental local agreements.

1 Outages of 24 Hours or Less. Coordination will be effected between the appropriate Air Division Commander and the Manager of the FAA's Air Route Traffic Control Center, or designated representative.

2 Outages of More than 24 Hours. Coordination will be effected between the Radar/Automation Engineering Section, AGL-463, and the responsible Air Force Command.

8. PROCEDURES. The following procedures shall be used in scheduling the temporary shutdown of a commissioned facility when it is likely the outage will exceed 24 consecutive hours or require daylight-only shutdown on consecutive days.

a. Shutdown Planning. The need for facility shutdowns should be anticipated and planned so that the initial request can be submitted to AGL-462 at least 90 days in advance of the proposed project starting date. Exceptions to this requirement for advance notification may be made if the need is urgent, however, each such request should be accompanied by justification for the delay, or justification must be supplied.

b. Schedule dates. Dates are tentative and subject to minor revision. Shutdowns and restorations previously scheduled to occur during the current month must be considered as firm and every effort must be expended to comply with the scheduled date. On extremely rare occasions when critical operational situations dictate, last minute delays of short duration may be negotiated with due consideration being given to time constraints of the project. Facility restorations which require flight checks will be scheduled in a manner which will require a minimum amount of overtime.

c. Publication of Shutdown Notice. The office responsible for scheduling the work which necessitates the facility shutdown will initiate action far enough in advance to permit a notice to be published in Airman's Information Manual at least 21 days prior to the shutdown date. When this is not possible, an advance notice should be issued for NOTAM handling at least seven (7) days prior to the shutdown.

(1) In cases where construction activities may involve an operational electronic facility, AGL-462 will, upon being notified by the responsible Division, coordinate with Establishment Engineering Branch, AGL-450, for possible NOTAM action. Airway Facilities Sectors or AGL-450 will issue the appropriate NOTAM.

(2) The shutdown of a joint-use radar will not be advertised. Notice to Airmen at the time of shutdown will merely state that radar service is not available.

  
Jerry Franklin  
Regional Administrator