

ORDER

DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION
GREAT LAKES REGION

GL 7230.19

21 Feb 73

SUBJ: SCHEDULED MAINTENANCE, ROUTINE SHUTDOWN AND RESTORATION
OF AIR NAVIGATION AIDS AND COMMUNICATIONS CHANNELS

1. PURPOSE. This order establishes procedures for coordination of facility shutdowns and restoration between Airway Facilities (AF) and Air Traffic (AT) personnel and delineates responsibilities for various functions.
2. DISTRIBUTION. This order is distributed to regional AT, AF and FS Branch Chiefs and above, all Air Traffic, Airway Facilities and Flight Inspection District Offices.
3. PROCEDURES.
 - a. Operational Status. The safe and efficient control of air traffic requires that air traffic controllers know the status of each navigational aid, communication facility and landing aid in their respective control area at all times.
 - (1) Any interruption or change in the characteristics of an aid which may adversely affect its use shall be reported to Air Traffic personnel. A Notice-to-Airmen or Airmen Advisory shall be issued immediately.
 - (2) Except for emergency shutdowns (see paragraph 3e(2)), no facility or system used for the control of air traffic shall be taken out of service or tested in any manner which may interfere with its operation or use until a positive agreement is reached with personnel having responsibility for approving or coordinating a shutdown.
 - (3) Where appropriate, local concurrence for shutdown must be obtained prior to submission of the shutdown request or notice to the System Engineer (SE) or Facility Coordination Officer (FCO) at the ARTCC.
 - b. Traffic and Weather Conditions. Routine facility shutdown is governed solely by requirements of air traffic. Upon receipt of shutdown approval from the appropriate Air Traffic element or SE/FCO, the facility may be shutdown regardless of weather conditions or time of day or night. (Note: It is not meant to imply that AT personnel will ignore weather conditions when considering a shutdown request or cancellation of a previously approved shutdown.)

Distribution: RAT-3; RAF-3; RFS-3; FAT-0, FAF-0, FFS-4 (minimum); CE FFS-4 (minimum)
Initiated by: AGL-540

- c. Delegations. Authority to coordinate proposed shutdown of en route radio navigational aids is delegated to the ARTCC Airway Facilities Sector (AFS) Manager and redelgated to the SE/FCO. Approval or disapproval shall be made by the SE/FCO subject to the following:
- (1) Final Authority. The ARTCC watch supervisor has final authority to approve or disapprove shutdown, extension of a shutdown or request restoration of a navigational aid earlier than planned.
 - (2) Initial Briefings. The SE/FCO, upon coming on duty, will coordinate with the ARTCC watch supervisor to determine if any condition exists which would require a facility or facilities be left in service.
 - (3) Pre-Shutdown Notice. The SE/FCO will remind the ARTCC watch supervisor of any routine shutdown at least 30 minutes prior to the shutdown and immediately of shutdowns for emergency or non-routine reasons.
 - (4) Other Conditions. Scheduled SAFI flights, adjacent facility failure or traffic conditions.
- d. Coordination Method. Service F may be used by the SE/FCO for inter/intra-center coordination but is subject to ATS interruptions as required to accomplish our primary mission.
- e. Shutdown Procedure.
- (1) Routine Shutdown.
 - (a) NOTAM Requirement. Policy requires that a scheduled routine maintenance shutdown of en route facilities be advertised by NOTAM at least five hours in advance of the shutdown period.
 - (b) Request for shutdown shall be transmitted to the appropriate ARTCC SE/FCO by routine message, interphone or telephone by 0600Z of the evening preceding the proposed shutdown day. Each request must include the specific hours of the proposed shutdown.
 - (c) Terminal aid shutdown schedules are not required for terminal radars, NAVAIDS or terminal communications facilities but shutdown of IFR aids must be coordinated with the ARTCC SE/FCO prior to shutdown.

- (d) Communications Facilities. Requests for shutdown of communications equipment must be approved by the AT watch supervisor having jurisdiction over the equipment.
 - (e) Visual Landing Aids. Coordination with and approval from local AT personnel must be obtained prior to shutdown.
- (2) Emergency Shutdown. A facility should be shutdown whenever its operation is faulty or will soon become faulty if not serviced. When a shutdown is made under such emergency conditions, a NOTAM will be issued and the SE/FCO notified without delay. Whenever possible, at least one hour notice shall be given the SE/FCO or AT personnel so an advance NOTAM can be issued.
- (a) TACAN Antenna Failure. Repair of a defective TACAN antenna at a VORTAC will require a VOR shutdown. The VOR shutdown will require SE/FCO approval although, under normal circumstances, the shutdown will not be delayed as the VORTAC is considered in emergency status when the TACAN component is out of service.
 - (b) Delayed Repairs. If examination of the TACAN antenna reveals that repairs cannot be made promptly, a NOTAM will be issued returning the VOR to service. On receipt of the replacement antenna or repair materials, a VOR shutdown will be requested to make TACAN antenna repairs. The SE/FCO will schedule the VOR shutdown for the earliest practicable time.
- (3) Flight Inspection Shutdown. Flight inspection activity does not inherently require facility shutdown since a complete flight check may be accomplished without the necessity of facility adjustments.
- (a) Equipment Adjustments/Transfers. When equipment adjustments or transfer of equipment is required by flight check, Airway Facilities or flight check personnel will coordinate NOTAM information with the appropriate AT personnel.
 - (b) Direct Flight Inspection/Facility Coordination. The flight inspector may elect to coordinate facility shutdown or equipment transfers directly with AT personnel by radio. Therefore, upon receipt of information from the flight inspector that necessary approval has been obtained, the electronic technician will proceed with facility adjustments and/or equipment transfers requested by the inspector.

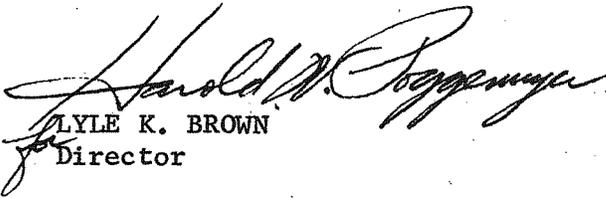
- f. Postponement of Cancellation. AT personnel may require postponement or cancellation of a previously approved shutdown due to unexpected traffic developments.
- g. Delineation of Responsibilities. Responsibility for the issuance of NOTAM's, notification of all interested parties, including telephone companies, regarding service interruptions is assigned as follows:

(1) ARTCC Radio Channel Outages/Malfunctions.

- (a) ARTCC personnel shall notify the SE/FCO of all malfunctioning of local and remoted radio channels.
- (b) The SE/FCO shall notify the adjacent FSS of all service interruptions of radio channels and their return to normal operation.
- (c) The FSS using the same place name as the ARTCC shall transmit NOTAM's/AIRAD's pertaining to all radio channels serving that ARTCC; e.g., ZMP/MSP, ZOB/CLE.
- (d) The SE/FCO shall notify the AF personnel responsible for an affected site/s of all outages or abnormal operation of peripheral radio channels.
- (e) AF personnel at the ARTCC shall make all initial contacts with the serving telephone company, or A.T & T., as appropriate, to report trouble believed in the ARTCC A/G control circuits.

- (2) VFR Tower/Approach Control Coordination. VFR Towers under the jurisdiction of an approach control facility shall coordinate with that facility prior to authorizing the submission of a request for shutdown of any NAVAID used by approach control for IFR traffic.

4. CANCELLATION. Order CE 7230.16A - Scheduled Maintenance, Routine Shutdown and Restoration of Air Navigation Aids and Communications Channels is cancelled.


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Director