

ORDER

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION
GREAT LAKES REGION

GL 7230.27A

3/21/94

SUBJ: TEMPORARY TOWER SERVICE

1. PURPOSE. This order establishes requirements for temporary tower service, procedures, and responsibilities.
2. DISTRIBUTION. This order is distributed to the branch level in the Air Traffic, Logistics, Flight Standards, and Airway Facilities Divisions; and all Air Traffic, Airway Facilities, and Flight Standards field offices.
3. CANCELLATION. Order GL 7230.27, Temporary Tower Service, dated 3/25/83.
4. BACKGROUND. This order provides requirements for the establishment of temporary tower service when requested by other government agencies, aviation organizations, or political subdivisions to fulfill safety and/or emergency requirements. Temporary tower service is the provision of equipment and qualified personnel to provide air traffic control services at a specified site for a limited period of time, in accordance with FAA Orders 7210.3, Facility Operation and Administration, and 7110.65, Air Traffic Control.
5. PROCEDURES.
 - a. Except for emergency situations which require immediate action, Air Traffic facilities receiving requests for temporary control tower service shall forward them to the System Management Branch, AGL-530, at least 100 days prior to the date of the activity. If a mobil tower unit will be required, then the request shall be forwarded at least 6 months in advance. This will ensure sufficient time to execute the reimbursable agreement, arrange for equipment, controllers, frequencies, leased line(s)/circuits and the issuance of NOTAM information. The request should include the following:
 - (1) A description of activity.
 - (2) The anticipated duration of need (start and stop dates).
 - (3) The requested hours of operation (daily service hours) and the estimated total hours of requested air traffic service.
 - (4) Ability to provide structure to locate temporary tower, electric power, parking, and restroom facilities.
 - b. AGL-530 shall:
 - (1) Determine whether or not there is a valid operational need for the requested service, in accordance with criteria established in FAA Order 7210.3, and based on the following considerations:

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- (a) Safety (coordinate with Flight Standards District Office having jurisdiction).
- (b) Estimated traffic activity (normally 550 operations per 24 hour day).
- (c) Type of activity.
- (d) Mix of traffic.
- (e) Location of activity.
- (f) Availability of resources, personnel and equipment (coordinate with AGL-510, AGL-520, and AGL-541).
- (g) Other factors specific to the situation.

(3) Coordinate the decision with AGL-510, AGL-520, and AGL-541 for follow-up action.

(4) Notify the sponsor of the decision regarding the request for temporary tower service. If the decision is to support the request, then provide the manager's name and telephone number as the new point of contact, and any pertinent information. If the determination is made to **not** provide the temporary tower service, then inform the requestor of the reason(s) for non-support or denial. Also, if applicable, advise the involved facility manager of the decision and reason(s).

6. DUTIES AND RESPONSIBILITIES. If a decision is made to provide temporary tower service then:

a. AGL-510 shall:

(1) Coordinate frequency assignments with the Airway Facilities, Spectrum Engineering Section Supervisor, AGL-483, and leased lines/circuits and telephones with Network Planning and Engineering Section Supervisor, AGL-482.

(2) Coordinate with the Manager, Systems Maintenance Branch, AGL-460, on the arrangement for AF Sector personnel and equipment support.

(3) Forward status reports to AGL-530 for tracking.

b. AGL-520 shall:

(1) As appropriate, submit a procurement request to the Manager, Acquisition Management Branch, AGL-55, to initiate a reimbursable agreement with a minimum of 90 calendar days in advance of the desired effective date. The procurement request shall include both Air Traffic (AT) and Airway Facilities (AF) reimbursable costs.

(2) Work with AGL-541 to determine if the Hub requires additional resources beyond the quarterly allocation.

c. AGL-530 shall:

- (1) Be the focal for tracking and reporting on the project's status.
- (2) Support the selected temporary tower manager in the development and coordination of procedures, Letters of Agreement, Letters to Airmen, and NOTAM's.

d. AGL-541 shall:

- (1) Determine the availability and selection of the temporary tower manager.
- (2) Coordinate Air Traffic Control Specialist selection procedures for the temporary tower with NATCA.
- (3) Provide the temporary tower manager and, if applicable, the Hub Manager with information concerning selection procedures, staffing, overtime, and travel.
- (4) Coordinate resource requirements with AGL-520.
- (5) Forward status reports to AGL-530.

e. The designated temporary tower manager shall:

- (1) Visit the temporary tower site in advance of the activity and assist the sponsor in formulating NOTAM's, etc. NOTAM's shall include, at a minimum, hours of operation, frequencies, patterns, and portions of the airport not visible from the temporary tower.
- (2) Develop a letter of agreement with the IFR facility that is responsible for the associated airspace.
- (3) At least 30 (thirty) days in advance of the activity, coordinate with the local Airway Facilities unit. The designated AF sector manager will provide for the transportation, set-up and maintenance needs of the temporary tower equipment, including the return of the equipment. Frequency assignments and frequency authorizations shall be made by the Spectrum Engineering Section Supervisor, AGL-483, through AGL-510. The AF designee will demonstrate equipment usage. Except for frequency assignments, all or part of these AF requirements may vary depending upon local AF/AT agreements.
- (4) Ensure that all employees assigned to control traffic receive a thorough briefing on the entire operation, including emergency procedures, frequencies, airport layout, and any other pertinent information. When these briefings are completed, an appropriate entry shall be made in the Daily Record of Facility Operation (FAA Form 7230-4). This information shall be entered in each employee's Training and Proficiency Record (FAA Form 3120-1). Also, a Temporary Airman Certificate (FAA Form 8060-4) shall be issued to each employee in accordance with FAA Order 7220.1A, Chapter 5.

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(5) Advise each sponsor of the air show, fly-in, or special air event that temporarily assigned equipment and personnel are subject to immediate recall should agency requirements dictate.

for James H. Washington
John P. Cuprisin
Manager, Air Traffic Division