

ORDER

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

GL 7400.3A

11/15/84

SUBJ: GENERAL GUIDELINES FOR HANDLING AIRSPACE ACTIONS

1. PURPOSE. This Order is issued to provide general guidelines for air traffic facilities in matters pertaining to the designation and utilization of airspace excluding obstruction (OE) and airport (NRA) case studies.
2. DISTRIBUTION. This Order is distributed within the Great Lakes Region to all Supervisors in the Air Traffic Division, Airway Facilities Division, Airports Division, and Flight Standards Division, and to all Field Offices and Facilities.
3. CANCELLATION. This Order cancels GL 7400.1 dated May 11, 1971, and GL 7400.3 dated October 1, 1971.
4. EXPLANATION OF CHANGES. This Order is being revised to delete obsolete terms and to include actions required for terminal airspace proposals under the general guidelines for handling airspace matters.
5. GENERAL. Copies of Notices of Proposed Rule Making and Notices of Non-Rule Proposals are normally circularized for comments. Each field facility office that receives a notice concerning any type of airspace action proposed within its area of responsibility shall forward comments (an indication of concurrence, a statement of no objection, or detailed comments concerning any objection) to the regional airspace contact for that individual service which, in turn, will establish the regional position for the division, e.g., Flight Standards' field comment to AGL-220, then AGL-220 position to AGL-530. AGL-530 will, in coordination with the other divisions, establish the regional position. (So as not to compromise with the final regional position, field facility comments shall be kept internal and not distributed to persons outside the FAA, e.g., airport managers, State Directors, consultants, etc.). Divisions shall submit their comments to AGL-530 within five days after the comment period ends.
6. RULE MAKING PROCEDURES
 - a. Rule making airspace actions and responsibilities.
 - (1) The following types of airspace actions necessitate the issuance of a rule (Federal Aviation Regulations) by the FAA:
 - (a) Federal airways and jet routes
 - (b) Jet advisory areas
 - (c) Compulsory reporting points

- (d) Transition areas.
- (e) Control zones.
- (f) Restricted areas.
- (g) Prohibited areas.
- (h) Positive control areas.

(2) Rule making action is processed by the regional Airspace, Procedures, and Automation Branch, AGL-530, and the Airspace Rules and Aeronautical Information Division, AAT-200

(3) Air traffic facilities shall accomplish a continuing review of terminal and enroute IFR operations and all existing controlled airspace within their area of jurisdiction, and recommend establishment or alteration of controlled airspace.

(4) Airspace proposals will be processed in accordance with Order 7400.2. All proposals submitted to AGL-530 shall contain full justification for the request, a chart depicting the proposal and a resume of all coordination accomplished. Bearing and/or radials submitted shall reflect both true and magnetic headings. Terminal airspace proposals consisting of designation and alteration of control zones and transition areas and originated by air traffic facilities shall be forwarded to the appropriate Air Route Traffic Control Center for processing. The Center shall prepare the staff study and forward that staff study to the appropriate regional airspace office for processing. The following information should be included in each study:

(a) Airports

- 1 Name of airport
 - (aa) Elevation
 - (bb) Runways (identification-length-category)
- 2 NAVAIDs
 - (aa) Type
 - (bb) Distance from applicable runway end
- 3 Approach procedure and copy of each FAA Form 8260-5
- 4 Magnetic variation

(b) Control Zone

- 1 Recommended description
- 2 Justification
 - (aa) Requirements met (weather-reporting-communications-control capability)
 - (bb) Controlling terrain (elevation-distance-direction from airport)

(c) Transition Area

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1 Recommended description

2 Justification

- (aa) Requirements met (communications-control capability)
- (bb) Controlling terrain (elevation-distance-direction

from airport)

(d) Miscellaneous

1 Information from Flight Standards or Military as required by Order 8260.19.

2 Original of chart depicting the recommended airspace area

~~ob. Facility commissioning dates. Certain new facilities and changes to established facilities require designated airspace processing in order that the facility may be fully used operationally. Airspace action will be initiated upon receipt of the approach procedures by the concerned Air Route Traffic Control Center. Final rule dates will be coordinated between the Flight Standards Division, AGL-220, Airway Facilities Division, AGL-400, and AGL-530. Once a final rule date is established, every effort shall be made to complete the facility commissioning by the final rule date. Because of charting requirements, changes to the agreed upon date must be coordinated with AGL-530 at least 60 days before this date.~~

7. NON-RULE MAKING PROCEDURES

a. The following types of airspace actions require non-rule processing:

- (1) Navigational aids
- (2) Warning areas
- (3) Controlled firing areas (CFA)
- (4) Military operating areas (MOA)
- (5) Alert areas

b. Non-rule making action will be processed by AGL-530.

c. Non-rule making actions are required for and prior to the establishment, relocation, modification, or discontinuance of FAA, military, and non-federal navigational facilities. These actions are not required for ownership changes of navigational aids.


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Director