U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION
ATO Central Service Center

ORDER NUMBER JC 7100.3A

Effective Date:
May 21, 2010

SUBJ: Published Procedure Development

1. **Purpose of This Order.** This order prescribes procedures for processing published procedure development in the Central Service Area and associated airspace.

2. **Audience**. All Central Service Area Air Traffic Control employees.

3. **Where Can I Find This Order**. This order is available on the MY FAA employees Web site at https://employees.faa.gov/tools_resources/orders_notices/

4. **Effective Date**. May 21, 2010

5. **Cancellation**. This order cancels JOC 7100.3; Published Procedure Development, dated December 11, 2006.

6. **Distribution**. This order is distributed to group level in the Air Traffic Organization (ATO), to air route traffic control center (ARTCC) and airport traffic control tower (ATCT) facilities in the Central Service Area, and the Central Flight Procedures Office (CFPO).

7. **Background**. This order revises JOC 7100.3. This order will ensure compliance in the consolidated geographical area and standardize procedures for the Operations Support Group (OSG) in the Central Service Center.

8. **Explanation of Changes**. The Office of Primary Responsibility (OPR) resides entirely with Operations Support Group (OSG). References to current orders have been updated, appendixes updated, and minor editorial changes incorporated.

9. **Related Publications.**

a. Federal Aviation Administration (FAA) Order 1050.1, Environmental Impacts: Policies and Procedures.

b. FAA Order 1100.161, Air Traffic Safety Oversight.

c. FAA Order 5050.4, National Environmental Policy Act (NEPA) Implementing Instructions for Airport Projects.

d. FAA Order 7100.9, Standard Terminal Arrival Program and Procedures.

e. FAA Order 7100.10, Air Traffic Satellite Navigation Implementation Plan.

f. FAA Order 7110.79, Charted Visual Flight Procedures.

g. FAA Order 7210.3, Facility Operation and Administration.

h. FAA Order 7400.2, Procedures for Handling Airspace Matters.

i. FAA Order 7910.4, Airport Diagrams.

j. FAA Order 7910.5, Aeronautical Charting Forum.

k. FAA Order 8260.3, United States Standard for Terminal Instrument Procedures.

l. FAA Order 8260.43, Flight Procedure Management Program.

m. FAA Order 8260.44, Civil Utilization of Area Navigation (RNAV) Departure Procedures.

n. FAA Order 8260.45, Terminal Arrival Area (TAA) Design Criteria.

o. FAA Order 8260.46, Departure Procedure (DP) Program.

p. FAA Safety Management System (FAA SMS) Manual.

10. **Procedures**.

a. **Departure Procedures (DP) and/or Area Navigation Departure Procedures (RNAV DP).** DPs are normally requested by the air traffic control (ATC) facility responsible for departure control at the airport where the procedure is proposed. Requests for DPs and/or RNAV DPs development must be processed in accordance with FAA Order 1050.1, FAA Order 1100.161, FAA Order 5050.4, FAA Order 7400.2, FAA Order 8260.3, FAA Order 8260.44, FAA Order 8260.46, and/or the FAA SMS Manual.

1) The ATC facilities developing and/or processing the DP must:

a) Coordinate with all associated ATC facilities, Planning & Requirements (P&R), OSG, customers, and/or interested parties as appropriate.

b) Resolve differences as appropriate.

c) Record all necessary ATC field facility actions and/or coordination on the DP and/or RNAV DP Checklist, Appendix 1.

d) Complete the Air Traffic Initial Environmental Review Checklist, FAA Order 7400.2, Appendix 5.

e) Conduct a noise assessment utilizing the Noise Integrated Routing System (NIRS) Noise Screening Tool (NST).

f) Complete a Safety Risk Management Assessment. Prepare the appropriate documentation in accordance with the FAA SMS Manual.

g) Draw the DP and/or RNAV DP on a Sectional Chart (include altitudes).

h) Submit the DP and/or RNAV DP package and a copy of the recorded ATC facility actions and/or coordination to the OSG.

i) Retain the original recorded ATC facility actions and/or coordination at least until the procedure is published.

j) Track procedure as necessary until published.

2) OSG must:

a) Review the DP and/or RNAV DP package to ensure that it is complete, correct and/or accurate.

b) Ensure that coordination has been effected with all associated ATC facilities, P&R, Regional Airspace Procedures Team (RAPT), BSG, Quality Control Group (QCG), other Service Centers (if required), customers and/or interested parties as appropriate.

c) Ensure differences have been resolved.

d) Record all necessary OSG actions, approvals, and/or coordination on the DP and/or RNAV DP Checklist.

e) Submit the DP and/or RNAV DP package to CFPO, Aviation Systems Standards (AVN) and/or Aeronautical Information Management Group (AIM), as appropriate.

f) Retain the original recorded OSG actions and/or coordination at least until the procedure is published.

g) Track procedure as necessary until published.

b. **Standard Terminal Arrivals (STAR) and/or Area Navigation Standard Terminal Arrivals (RNAV STAR).** STARs are normally requested by the responsible ARTCC servicing the terminal area approach control for the area/airport(s) affected or TRACON. Requests for STAR and/or RNAV STAR development must be processed in accordance with FAA Order 1050.1, FAA Order 1100.161, FAA Order 5050.4, FAA Order 7400.2, FAA Order 7100.9, FAA Order 8260.3, and/or FAA SMS Manual.

1) The ATC facility developing and/or processing the STAR must:

a) Coordinate with all associated ATC facilities, P&R, customers and/or interested parties as appropriate.

b) Resolve differences as appropriate.

c) Record all necessary ATC field facility actions and/or coordination on the STAR and/or RNAV STAR Checklist, Appendix 2.

d) Conduct a noise assessment utilizing the NIRS Noise Screening Tool (NST).

e) Complete the Air Traffic Initial Environmental and Review Checklist, FAA Order 7400.2, Appendix 5.

f) Complete a Safety Risk Management Assessment and prepare the appropriate documentation as required by the FAA SMS Manual.

g) Draw the STAR and/or RNAV STAR Terminal Area Route Generation Evaluation & Traffic Simulation (TARGETS) package on a Sectional Chart (include altitudes) per FAA Order 7100.9.

h) Submit the STAR and/or RNAV STAR package and a copy of the recorded ATC facility actions and/or coordination to OSG.

i) Retain the original recorded ATC facility actions and/or coordination at least until the procedure is published as requested.

j) Track procedure as necessary until published as requested.

2) OSG must:

a) Review the STAR and/or RNAV STAR package to assure that it is complete, correct and/or accurate.

b) Ensure that coordination has been effected with all associated ATC facilities, P&R, RAPT, QCG, other Service Centers (if needed), customers and/or interested parties as appropriate.

c) Ensure that differences have been resolved.

d) Record all necessary OSG actions, approvals and/or coordination on the STAR and/or RNAV STAR Checklist, Appendix 2.

e) Submit the STAR and/or RNAV STAR package to CFPO/AVN and/or AIM, as appropriate.

f) Retain the original recorded OSG actions and/or coordination at least until the procedure is published.

g) Track procedure as necessary until published.

c. **Standard Instrument Approach Procedures (SIAP), Area Navigation (RNAV) SIAP, Satellite Navigation (SATNAV) SIAP, Charted Visual Flight Procedures (CVFP).** Requests for SIAP, RNAV SIAP, SATNAV SIAP and/or CVFP development must be processed in accordance with FAA Order 1050.1, FAA Order 1100.161, FAA Order 5050.4, FAA Order 7110.79, FAA Order 7400.2, FAA Order 7910.4, FAA Order 8260.3, FAA Order 8260.45, FAA Order 8260.47, and/or the FAA SMS Manual.

1) The ATC facility developing and/or processing the above procedure(s) must:

a) Coordinate with all associated ATC facilities, P&R, OSG, airport operators, customers, and/or interested parties as appropriate.

b) Resolve differences as appropriate.

c) Record all necessary ATC field facility actions and/or coordination on the SIAP, RNAV SIAP, SATNAV SIAP, and/or CVAP Checklist, Appendix 3.

d) Conduct a noise assessment utilizing the NIRS NST.

e) Complete the Air Traffic Initial Environmental Review Checklist, FAA Order 7400.2, Appendix 5.

f) Complete a Safety Risk Management Assessment and prepare the appropriate documentation as required by the FAA SMS Manual.

g) Submit the SIAP, RNAV SIAP, SATNAV SIAP, and/or CVFP package and a copy of the recorded ATC facility actions and/or coordination to OSG.

h) Retain the original recorded ATC facility actions and/or coordination at least until the procedure is published.

i) Track procedure as necessary until published as requested.

2) OSG must:

a) Review the SIAP, RNAV SIAP, SATNAV SIAP, and/or CVFP package to ensure that it is complete, correct and/or accurate.

b) Ensure that coordination has been effected with all associated ATC facilities, P&R, RAPT, QCG, other Service Centers (if needed), customers, and/or interested parties as appropriate.

c) Ensure differences have been resolved.

d) Record all necessary OSG actions, approvals, and/or coordination on the SIAP, RNAV SIAP, SATNAV SIAP, and/or CVFP Checklist, Appendix 3.

e) Submit the SIAP, RNAV SIAP, SATNAV SIAP, and/or CVFP package to CFPO/AVN and/or AIM, as appropriate.

f) Retain the original recorded OSG actions and/or coordination at least until the procedure is published.

g) Track procedure as necessary until published.

d. **Airport Diagrams (APDG).** Must be processed in accordance with FAA Order 7910.4.

1) Revisions/changes to an existing APDG must process as follows:

a) ATC facility must:

(1) Coordinate with all associated ATC facilities, OSG, airport operators, customers and/or interested parties as appropriate.

(2) Resolve differences as appropriate.

(3) Record all necessary ATC field facility actions and/or coordination on the APDG Checklist, Appendix 4.

(4) Submit change request via email (preferred), mail or fax to:

Federal Aviation Administration
Aeronautical Information Services
FOB 1OA, Room 626
800 Independence Avenue, S.W.
Washington, DC 20591
Fax: 202-493-4266
Email: 9-awa-ats-diagrams@faa.gov

2) OSG must:

a) Review the APDG package to ensure that it is complete, correct, and/or accurate.

b) Record all necessary OSG actions and/or coordination on the APDG Checklist, Appendix 4.

c) Create an action item in the Service Area Action Tracking System (SAATS).

d) Track information as necessary until published.

3) Developing a new APDG. The ATC facility processing a new ADPG must be processed as follows:

a) Draft a formal letter addressed to the Director of Terminal Operations and include an electronic Airport Layout Plan (ALP) or similar drawing.

b) Director will forward to OSG.

4) OSG must:

a) Prepare an endorsement memorandum for the signature of the Director of Terminal Operations.

b) Track procedure as necessary until published.

c) Submit request via mail to:

Federal Aviation Administration
Aeronautical Information Services
FOB 1OA, Room 626
800 Independence Avenue, S.W.
Washington, DC 20591

d) Track information as necessary until published.

e) Close item in SAATS.

e. **Airport/Facility Diagrams (AFD).** Requests for AFD information development should be processed as follows:

1) The Airport Manager is responsible for developing, correcting and/or processing AFD information. Coordination is the airport manager's responsibility.

a) Submit new or change request to:

FAA, Aeronautical Information Services, AJR, Rm. 626
800 Independence Avenue, S.W.
Washington, DC 20591

b) For charting errors contact:

FAA, National Aeronautical Charting Office, AJV
SSMC-4 Sta. #2335
1305 East West Highway
Silver Spring, MD 20910-3281

2) ATC facility should refer requests to airport management.

3) OSG should provide support as requested.

f. **Environmental Actions.** Environmental actions must be processed in accordance with FAA Order 1050.1, FAA Order 5050.4, FAA Order 7400.2, and/or current policy and procedures.

1) The ATC facility processing an environmental action must:

a) Coordinate with all associated ATC facilities, P&R, customers, and/or interested parties as appropriate.

b) Resolve differences as appropriate.

c) Record all necessary ATC field facility actions and/or coordination.

d) Submit the associated environmental documents package (Noise Assessment, Air Traffic Initial Environmental Review, other documents as appropriate and graphic depiction) and a copy of the recorded ATC facility actions and/or coordination to OSG.

e) Retain the original recorded ATC facility actions and/or coordination at least until the procedure is published. Retain all environmental documents (Noise Assessment, Air Traffic Initial Environmental Review, etc) for as long as the procedure is in use.

f) Track information as necessary until environmental actions are completed.

2) OSG must:

a) Review the environmental documents package to ensure that it is complete, correct and/or accurate.

b) Ensure that coordination has been effected with all associated ATC facilities, P&R, other Service Centers (if needed), customers, and/or interested parties as appropriate.

c) Ensure that differences have been resolved.

d) Record all necessary OSG actions and/or coordination.

e) If appropriate, prepare the Categorical Exclusion Declaration (CATEX), FAA Order 7400.2, Appendix 6, and obtain necessary signatures.

f) Retain the original recorded OSG actions and/or coordination at least until the procedure is published. Retain all environmental documents (Noise Assessment, Air Traffic Initial Environmental Review, etc) for as long as the procedure is in use.

g) Track information as necessary until environmental actions are completed.

11. **Responsibilities.**

a. The ATC facility Air Traffic Manager must ensure:

1) That all facility personnel involved in processing procedures are familiar with the provisions of this order.

2) That all appropriate coordination has been effected with the district facility and the ATC facility having jurisdiction over the airspace of the published procedure.

b. The ATO Central Service Center OSG Manager must ensure that all ATO personnel involved in processing airspace and/or procedures are familiar with the provisions of this order.

Paul J. Sheridan
Director of En Route and
Oceanic Operations
Central Service Area

for Nancy B. Kort
Director of Terminal Operations
Central Service Area

APPENDIX 1: DP and/or RNAV SID CHECKLIST

Name of Procedure: _____

	DATE	NAME/INITIAL
1. Terminal ATC Facility		
a. Evaluate Request	_____	_____
1) Initiate Guidelines for the Design of Graphic Instrument Departure Procedures	_____	_____
	_____	_____
2) Utilize FAA Order 8260.46	_____	_____
a) Appendix 2	_____	_____
b) Appendix 3	_____	_____
3) Identify lead air carrier (if other than proponent)	_____	_____
a) Assist in procedure design	_____	_____
b) Check flyability	_____	_____
4) Coordinate with Traffic Management	_____	_____
5) Request coordination with the RAPT through OSG	_____	_____
b. Environmental Review/Noise Screening	_____	_____
1) Notify OSG	_____	_____
2) Draw DP and/or RNAV SID on Sectional Chart	_____	_____
3) Complete NIRS NST	_____	_____

APPENDIX 1: DP and/or RNAV SID CHECKLIST

	DATE	NAME/INITIAL
4) Complete Air Traffic Initial Environmental Review (FAA Order 7400.2, Appendix 5)		
5) If a CATEX is not appropriate, and, if the initial environmental review indicates that extraordinary circumstances or other reasons exist that have the potential for causing significant environmental impact, the facility will contact OSG for further guidance.		
c. SMS Review		
1) Review change per the provisions of the FAA SMS Manual; include input from the en route facility(s) if applicable		
2) Prepare the appropriate documentation as required by the FAA SMS Manual or Safety Risk Management Decision Memo (SRMDM).		
3) Submit Safety Risk Management Document (SRMD) or SRMDM to OSG for review		
d. Check for potential waiver requests (accomplish early in the process)		
1) Climb gradients, etc. (CFPO through OSG)		
2) Procedural waivers through OSG, if necessary		
e. Coordinate, as required, with other facilities that may be affected by the new procedure		

APPENDIX 1: DP AND/OR RNAV SID CHECKLIST

	DATE	NAME/INITIAL
1) Contact controlling ARTCC. ARTCC will initiate their checklist below.	_____	_____
2) Form a joint design team to develop implementation strategy:	_____	_____
a) Management	_____	_____
b) Automation and P&R	_____	_____
c) Affected facilities	_____	_____
f. Develop/change/modify as required		
1) Procedures	_____	_____
2) Facility directives	_____	_____
3) Airspace	_____	_____
4) Video maps	_____	_____
5) Automation (ensure P&R is notified early)	_____	_____
g. Coordinate with local OSG Manager and P&R as needed (new equipment, facilities, etc.)	_____	_____
h. Complete the following forms:		
1) 8260.46, Appendix 3	_____	_____
2) TARGETS, 8260-15B and -15C	_____	_____

2. Overlying ARTCC (to be accomplished concurrently with #1 above)

APPENDIX 1: DP and/or RNAV SID CHECKLIST

	DATE	NAME/INITIAL
a. Assist with environmental issues		
b. Assist with SMS review		
c. Participate in design team		
1) Management		
2) Automation (P&R)		
3) Traffic Management		
d. Develop/change/modify as required		
1) Procedures		
2) Facility directives		
3) Airspace		
4) Video maps		
5) Automation (accomplish early)		
Ensure P&R is notified		
e. Coordinate with adjacent Air Route Traffic Control Centers (ARTCC) as needed		
3. Re-assemble design team, as needed, to review completed DP package and make modifications and/or corrections, as needed		
4. Submit package to OSG, including:		

APPENDIX 1: DP and/or RNAV SID CHECKLIST

	DATE	NAME/INITIAL
a. DP checklist	_____	_____
b. Requested chart date	_____	_____
c. Environmental Documentation	_____	_____
d. SRMD	_____	_____

5. OSG

a. Review submitted DP Package	_____	_____
b. Return the DP package to originating ATC facility for modifications, if not complete, correct, and/or accurate	_____	_____
c. If appropriate, prepare CATEX (FAA Order 7400.2, Appendix 6)		
or		
If a CATEX is not appropriate, coordinate further environmental review (i.e. an Environmental Assessment (EA) or an Environmental Impact Statement (EIS))	_____	_____
d. Complete review of SRMD or SRMDM and coordinate with QCG, if required	_____	_____
e. Submit DP package to CFPO/AVN and/or AIM, as appropriate	_____	_____

APPENDIX 2: STAR and/or RNAV STAR CHECKLIST

Name of Procedure: _____

	DATE	NAME/INITIAL
1. Proponent		
a. Complete the responsibilities outlined in FAA Order 7100.9, Paragraph 11	_____	_____
b. Submit the STAR Proposal		
1) To the overlying ARTCC Facility and/or ARTCC Airspace/Plans and Procedures Office	_____	_____
2) Other ARTCC and Terminal ATC Facilities, as needed	_____	_____
3) Customers, if needed	_____	_____
4) National Airspace Redesign Team, if required	_____	_____
5) Other interested parties	_____	_____
2. ARTCC Facility and/or ARTCC Airspace Office		
a. Coordinate with OSG STAR Specialist	_____	_____
b. Coordinate with OSG Environmental Specialist	_____	_____
c. Request coordination with the RAPT through OSG	_____	_____
d. Organize STAR design team based on the scope of the project.	_____	_____

APPENDIX 2: STAR and/or RNAV STAR CHECKLIST

	DATE	NAME/INITIAL
1) Potential design team members:		
a) ARTCC Airspace/Plans and Programs representatives	_____	_____
b) Terminal Airspace/Plans and Programs representatives	_____	_____
c) Operational personnel	_____	_____
d) Facility management	_____	_____
e) Lead air carriers	_____	_____
f) Air Transport Association	_____	_____
g) Airport authority	_____	_____
h) OSG representative	_____	_____
i) CFPO representative	_____	_____
j) Others as necessary	_____	_____
2) Develop implementation plan to include, but not limited to:		
a) Letters of Agreement	_____	_____
b) Standard Operating Procedures	_____	_____
c) Training	_____	_____
d) Customer briefings	_____	_____
e) Safety Management System	_____	_____
f) Automation needs and changes	_____	_____
g) Time lines	_____	_____
h) Other items as necessary	_____	_____
	_____	_____
e. In conjunction with the STAR design team, complete the responsibilities outlined in FAA Order 1100.161, Chapter 3 and FAA Order 7100.9, Paragraph 11		
1) Determine operational feasibility	_____	_____
2) If requested, provide feedback to proponent	_____	_____
3) Coordinate with all affected ATC facilities, as needed	_____	_____

APPENDIX 2: STAR and/or RNAV STAR CHECKLIST

	DATE	NAME/INITIAL
4) Enter into TARGETS	_____	_____
5) Coordinate with P & R	_____	_____
6) Coordinate with customers, as needed	_____	_____
7) Coordinate with National Airspace Redesign Team, if required	_____	_____
8) Coordinate with other interested parties as necessary	_____	_____
9) Serve as focal for problem solving	_____	_____
10) Complete NIRS NST	_____	_____
11) Complete Air Traffic Initial Environmental Review (FAA Order 7400.2, Appendix 5)	_____	_____
or		
12) If a CATEX is not appropriate, and if the initial environmental review indicates that extraordinary circumstances or other reasons exist that have the potential for causing significant environmental impact, the facility will contact the OSG for further guidance	_____	_____
13) Safety Management System (SMS) Review	_____	_____
14) Review change per the provisions of the FAA SMS Manual; include input from the terminal facility(s), if applicable	_____	_____

APPENDIX 2: STAR and/or RNAV STAR CHECKLIST

	DATE	NAME/INITIAL
15) Prepare the appropriate documentation as required by the FAA SMS Manual.	_____	_____
16) Submit appropriate documentation as required by the FAA SMS Manual.	_____	_____
17) Complete FAA Form 8260-2, Data Worksheet for new waypoints.	_____	_____
18) Depict STAR on a (VFR) Sectional Chart.	_____	_____
19) If applicable, retain associated environmental documents.	_____	_____
g. Submit STAR package to OSG containing the following:	_____	_____
1) STAR checklist	_____	_____
2) Current FAA Form 7100-4 for conventional STAR and RNAV STAR	_____	_____
3) Current FAA Form 7100-3 for RNAV STAR	_____	_____
4) Current FAA Form 8260-2, Data Worksheet for new fixes/waypoints	_____	_____
5) Current FAA Form 6050-4, Expanded Service Volume (if applicable)	_____	_____
6) SRMD or SRMDM	_____	_____

APPENDIX 2: STAR and/or RNAV STAR CHECKLIST

	DATE	NAME/INITIAL
7) STAR drawn on Sectional Chart	_____	_____
3. OSG		
a. Review submitted STAR package	_____	_____
b. Return the STAR package to the originating ATC facility for modification, if not complete, correct, and/or accurate	_____	_____
c. Complete the responsibilities outlined in FAA Order 7100.9, Paragraph 11	_____	_____
d. If appropriate, approve prepared CATEX	_____	_____
or		
If a CATEX is not appropriate, coordinate further environmental review (i.e. EA or an EIS)	_____	_____
e. Complete review of SRMD or SRMDM and coordinate with QCG, if required.	_____	_____
f. Submit the STAR package to CFPO/AVN and/or AIM, as appropriate	_____	_____

APPENDIX 3: SIAP, RNAV SIAP, SATNAV, and/or CVAP CHECKLIST

Name of Procedure: _____

	DATE	NAME/INITIAL
1. ATC Facility		
a. Consider requests for SIAP's from proponents, customers, other ATC facilities, FAA Headquarters and Central Service Center, and/or interested parties as appropriate	_____	_____
b. Consider the following items:		
1) Need/benefit	_____	_____
2) Customers.	_____	_____
3) Environmental issues	_____	_____
4) Airspace changes	_____	_____
5) Altitude	_____	_____
6) Expanded service volume (ESV)	_____	_____
7) Fix/waypoint names	_____	_____
8) Holding	_____	_____
9) Design types (legs, feeder routes, etc)	_____	_____
10) Communication needs	_____	_____
11) Equipment needs	_____	_____
12) Video maps	_____	_____
13) Waivers	_____	_____
14) Legal ramifications/procedures	_____	_____
15) FAA SMS	_____	_____
16) Letters of Agreement	_____	_____

APPENDIX 3: SIAP, RNAV SIAP, SATNAV and/or CVAP CHECKLIST

	DATE	NAME/INITIAL
17) Standard operating procedures	_____	_____
18) Training	_____	_____
19) Customer briefings	_____	_____
20) Automation needs and changes	_____	_____
21) Time lines	_____	_____
22) Publication date	_____	_____
23) Other items, as necessary	_____	_____
c. Coordinate with:		
1) All affected ATC facilities	_____	_____
2) OSG for	_____	_____
a) Operational issues, as appropriate	_____	_____
b) Environmental issues, as appropriate	_____	_____
c) SRMD or SRMDM	_____	_____
3) P&R, as appropriate	_____	_____
4) Airport operator for operational and environmental issues, as appropriate	_____	_____
5) Customers and interested parties, as appropriate	_____	_____
6) OSG RNAV/ SATNAV specialist	_____	_____

APPENDIX 3: SIAP, RNAV SIAP, SATNAV and/or CVAP CHECKLIST

	DATE	NAME/INITIAL
7) Request coordination with RAPT through OSG	_____	_____
d. Submit the SIAP package to OSG, containing the SIAP checklist	_____	_____
2. OSG		
a. Review submitted SIAP package	_____	_____
b. Return the SIAP package to the originating ATC facility for modification, if not complete, correct, and/or accurate	_____	_____
c. Complete review of SRMD or SRMDM and coordinate with QCG, if required.	_____	_____
d. Submit the SIAP package to CFPO/AVN and/or AIM, as appropriate	_____	_____

APPENDIX 4: APDG and/or AFD CHECKLIST

Name of Procedure/Item: _____

	DATE	NAME/INITIAL
1. ATC Facility		
a. Consider APDG/AFD requests from airport operators, customers, other ATC facilities, and/or interested parties, as appropriate	_____	_____
b. Solicit written concurrence from airport operator for items that are within its jurisdiction (i.e., airport diagrams, runways, taxiways, airport lighting, ramp areas, etc.)	_____	_____
c. Develop a written request that:		
1) Is signed by the facility Air Traffic Manager	_____	_____
2) Clearly identifies the item/items that need to be addressed	_____	_____
3) Provides detailed written information on the following, as appropriate		
a) Publication name/section	_____	_____
b) Procedure name	_____	_____
c) City/Airport name	_____	_____
d) Location identifiers	_____	_____
e) Airport location	_____	_____
f) Time conversions	_____	_____
g) Geographic positions of airport, airport reference point (ARP)	_____	_____
h) Charts	_____	_____
i) Instrument approach procedures	_____	_____
j) Airport diagrams/airport sketches	_____	_____
k) Elevation	_____	_____
l) Control tower	_____	_____
m) Rotating beacon	_____	_____
n) Servicing/fuel/oxygen	_____	_____
o) Traffic pattern altitude	_____	_____

APPENDIX 4: APDG and/or AFD CHECKLIST

	DATE	NAME/INITIAL
p) Airport of entry, landing rights and customs user fee airports		
q) Runway data		
r) Airport remarks		
s) Weather data sources		
t) Communication		
u) NOTAM service		
v) Airspace		
w) Radio aids to navigation		
4) Provides graphic information on the following, as appropriate:		
a) Airport diagrams/charts		
b) Runways		
c) Taxiways		
d) Ramp areas		
e) Control tower		
f) Rotating beacon		
d. Submit the APDG/AFD package to OSG, containing the written information, graphic information, and the APDG/AFD Checklist		
2. OSG Assist with development of package (facility submits directly to Headquarters (HQ).		