



**U.S. DEPARTMENT OF TRANSPORTATION  
FEDERAL AVIATION ADMINISTRATION**

**ORDER  
JO 1900.47G**

Air Traffic Organization Policy

Effective date:  
4/30/2024

**SUBJ:** Air Traffic Control Operational Readiness and Contingency Planning

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The Federal Aviation Administration (FAA) Air Traffic Organization's (ATO's) core business functions are to provide safe and efficient air traffic management services and prevent collisions between aircraft in the National Airspace System (NAS) and in United States-controlled international/oceanic airspace. ATO operational readiness forms a key component of the safety and continuity of air traffic management and communications, navigation, and surveillance services in the NAS. As a result, ATO operational readiness requires comprehensive and coordinated planning between Air Traffic Control (ATC) facilities, stakeholders, and supporting organizations to avert disruptions or mitigate their impact, thus providing a safe and reliable service to the flying public. This order identifies critical roles, establishes procedures, and provides guidance needed for maintaining a proactive approach to ATC operational readiness.

The practices and procedures set forth in this order apply to FAA personnel and FAA contract personnel who provide ATC services at FAA facilities and FAA contract facilities or who support ATC infrastructure or operational environments. Facilities must be in compliance with Operational Contingency Plan requirements set forth in Chapters 4 and 5 within 180 days of the effective date of this order. ATO Headquarters must be in compliance with operational readiness reporting requirements set forth in Chapters 2 through 6 within 180 days of the effective date of this order. All other requirements must be adhered to on the effective date of this order.

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## Chapter 1. General Information

**1. Purpose of This Order.** This order establishes requirements and responsibilities for Federal Aviation Administration (FAA) Air Traffic Organization (ATO) operational readiness, including the development, implementation, and exercise of Operational Contingency Plans (OCPs) for Air Traffic Control (ATC) facilities, FAA Contract Towers (FCTs), FAA and contract Flight Service Stations (FSSs), and the United States NOTAM [Notice to Air Missions] Office (USNOF). It identifies critical roles, establishes procedures, and provides guidance needed for maintaining a proactive approach to ATC operational readiness.

*NOTE – The requirements in this order do not eliminate, or in any way alter, current system impact reporting procedures for planned equipment outages as set forth in FAA JO 7210.3, Facility Operation and Administration, or reporting requirements outlined in other appropriate directives.*

**2. Audience.** This order applies to all employees and contractors of the ATO and its Service Units, to include Headquarters (HQ), Service Centers, and Service Delivery Points (SDPs), engaged in the provision of air traffic management and communication, navigation, and surveillance services.

*NOTE – ATO Service Units include but are not limited to: System Operations Services (AJR), Air Traffic Services (AJT), Mission Support Services (AJV), Technical Operations (AJW), Safety and Technical Training (AJI), and the Program Management Organization (AJM).*

**3. Where to Find This Order.** You can find this order on the FAA website at [http://www.faa.gov/regulations\\_policies/orders\\_notices](http://www.faa.gov/regulations_policies/orders_notices).

**4. What This Order Cancels.** This order cancels FAA Joint Order (JO) 1900.47F, *Air Traffic Operational Contingency Plans*, dated March 31, 2020.

**5. Explanation of Policy Changes.** This revised order provides clarification of Operational Contingency Level (OCL) declarations and definitions. It also addresses needed improvements to mature ATO operational readiness, including the development, implementation, and exercise of OCPs for FAA ATC facilities, FCTs, FAA and contract FSSs, and USNOF. Changes include:

- Renaming the order from *Air Traffic Control Operational Contingency Plans* to *Air Traffic Control Operational Readiness and Contingency Planning* to reflect the content and intent of the order more accurately;
- Adding a new section to clarify definitions and terminology used throughout the order;
- Clarifying and defining requirements for the declaration of OCLs;
- Redefining Response Levels 1 and 2;
- Removing the requirement to establish and maintain stand-alone ATC-Alert OCPs;
- Identifying more detailed baseline OCP requirements;

- Identifying requirements to conduct and document annual operational contingency exercises;
- Defining Tier 1 facilities (see [Appendix A](#) for full definition);
- Introducing the annual National Airspace System (NAS) Contingency Capability Report;
- Requiring OCPs to include additional electronic agreement from Air Traffic Managers (ATMs) at the facilities expected to carry out the OCP;
- Clarifying the intended audience, support roles, and responsibilities for each affected Service Unit; and
- Requiring that the analysis of baseline contingency metrics, contingency trends, and root causes be disseminated to ATO operational personnel annually.

Many changes are editorial and administrative in nature, including clarification of existing standards and guidance, correction of typographical errors, resolution of formatting errors, and update of inaccurate and/or outdated information and terms.

## 6. Terminology

- a. This order only defines terms if their usage differs from that of other FAA Orders (e.g., FAA JO 7110.65, *Air Traffic Control*; FAA JO 3120.4, *Air Traffic Technical Training*; FAA JO 7210.3), or as defined in the dictionary.
- b. For the purposes of this order, the term “services” refers to those provided during a facility’s published hours of operation, as prescribed in FAA JO 7110.65; FAA JO 7210.3; and FAA JO 7110.10, *Flight Services*.
  - (1) For Airport Traffic Control Tower (ATCT) facilities: Movement area clearances and runway separation (FAA JO 7110.65, Chapter 3, *Airport Traffic Control – Terminal*, and Chapter 7, *Visual*)
  - (2) For Radar (Air Route Traffic Control Center [ARTCC], Terminal Radar Approach Control [TRACON], Center Radar Approach Control [CERAP], etc.) facilities:
    - (a) Departure and approach clearances (FAA JO 7110.65, Chapter 4, *IFR*)
    - (b) Visual Flight Rules (VFR) / Instrument Flight Rules (IFR) separation in Class B and C Airspace (FAA JO 7110.65, Chapter 7, *Visual*)
    - (c) IFR separation (FAA JO 7110.65, Chapter 5, *Radar*; Chapter 6, *Nonradar*; and Chapter 8, *Offshore/Oceanic Procedures*)
- c. In all cases and unless specifically stated otherwise, all titles and positions referred to within this order are understood to include “or designee.”

- d.** All references to “bargaining unit representative(s)” include the National Air Traffic Controllers Association, Professional Aviation Safety Specialists, or any other affected bargaining unit as determined by the ATM.
- e.** All references to the Automated Contingency Tool (ACT2) within this order will apply to any future automated contingency tools developed by the Operational Readiness Directorate, AJR-X, to improve the system and address changing requirements.

## **Chapter 2. ATO Operational Readiness Roles and Responsibilities**

### **1. ATO-Wide Operational Readiness Responsibilities**

- a.** All ATO employees and contractors must support mission requirements in accordance with this order by establishing and maintaining ATO operational readiness policies, guidance materials, and processes.
- b.** All Service Units must allocate sufficient resources, funding, and personnel to support operational readiness needs.

### **2. Vice President of System Operations Services (AJR)**

- a.** Serve as the national Point of Contact (POC) for ATO operational readiness, ensuring operational readiness policy, guidance, and processes that support mission requirements are adhered to at all levels of the organization.
- b.** Provide oversight and approval for national operational readiness and contingency planning-related policy and guidance.
- c.** Provide adequate budget, staffing, and tools (e.g., ACT2) to support the mission of AJR-X.
- d.** Ensure baseline contingency metrics and contingency trends are shared with ATO operational personnel as necessary and at least annually. ATO and FAA management should be briefed as necessary and at least annually.
- e.** Ensure resources are provided for assessing ATC operational contingency capabilities and potential contingency enhancements.
- f.** Collaborate with AJT, AJW, and AJM to develop the NAS Contingency Capability Report to present to ATO senior leadership annually by June 30.

*NOTE – The NAS Contingency Capability Report is produced collaboratively by AJR, AJW, AJT, and AJM to document the previous year's Contingency Capability Performance Value (CCPV) for all Tier 1 facilities.*

- g.** Report to the Chief Operating Officer on Tier 1 facilities' estimated operational contingency capabilities (via the NAS Contingency Capability Report), potential contingency enhancements, and recommendations for prioritization of contingency resources.
- h.** Manage and support all automation and information tools to support the collection, organization, and dissemination of OCPs and related information.
- i.** Ensure all operational contingency reporting, to include ATC-Alert notifications and ATC-Limited/ATC-Zero declarations, that is shared among the Joint Air Traffic Operations Command (JATOC) components is also shared with the JATOC Crisis Action Team (J-CAT), when activated, and the Significant Incident Management Operations Team, AJR-221.

### 3. Director of Operational Readiness (AJR-X)

- a. Serve as the national POC for ATO OCPs, including coordinating with the Service Units listed in this chapter and others as appropriate.
- b. Ensure the consistent application of operational readiness and contingency-related policy by reviewing for approval all operational readiness orders and guidance materials.
- c. Ensure the completion of all operational contingency reporting.
- d. Identify ATO operational readiness liaisons to serve as POCs for the ATO, to include HQ, Service Centers, SDPs, and all other FAA Lines of Business. These liaisons must:
  - (1) Provide guidance and input as requested concerning operational readiness processes and developed OCPs;
  - (2) Review and assess OCPs and contingency-related Letters of Agreement (LOAs) and provide feedback containing lessons learned, strengths, and opportunities for improvement to applicable parties (i.e., facilities, Service Centers, affected stakeholders), as requested;
  - (3) Facilitate the development of Oceanic OCPs, Enterprise System OCPs, and OCP enhancements as determined by AJR-X;
  - (4) Provide a periodic NOTAM compliance report to Service Centers and senior leadership;
  - (5) Facilitate OCP exercises and provide Vice Presidents, Deputy Vice Presidents, and Service Area Directors of Operations with a routine exercise completion report by the end of the calendar year;
  - (6) Develop and maintain training and guidance for ATO operational readiness policy awareness;
  - (7) Share contingency-related information with other external parties (e.g., industry stakeholders, Department of Defense [DoD], non-U.S. Air Navigation Service Providers [ANSPs], and other Federal agencies) as appropriate;
  - (8) Maintain the CCPV in ACT2 for all Tier 1 facilities;
  - (9) Coordinate the development of ARTCC near-term contingency capabilities;
  - (10) Coordinate with the affected Program Office Field Manager (POFM), Operational Support Facility (OSF), and the Facility Automation Support Team (FAST) for OCP changes affecting equipment availability and preparedness;
  - (11) Track ATC-Alert and OCL event reports, including notification to facilities and Service Centers for overdue OCL event reporting;
  - (12) Conduct joint OCL event reviews with facilities and Service Centers as requested for select events, and provide a report to senior leadership summarizing the findings and OCP compliance during the event; and



(13) Leverage various data sources with contingency-related event data to better understand the impact of contingency events on the NAS and provide lessons learned.

- e. Designate a manager to develop, update, exercise, and approve operational readiness policy, guidance, and processes.
- f. Designate a manager to mature and maintain current policy to support modernized OCPs by identifying areas of improvement in ATO and FAA policies affecting the ATO's operational readiness.
- g. Designate a manager to mature and support all operational readiness automation and information tools utilized for the collection, organization, and dissemination of OCPs and related information.
- h. Ensure the development, update, review, and approval of operational readiness policy, guidance, and processes in reference to international contingency-related LOAs to allow for the continuity of services during and after disruptions.
- i. Review for approval all requests to share any OCP information outside of the FAA.

#### **4. Vice President of Air Traffic Services (AJT)**

- a. Provide Service Area ATC liaisons to review OCPs affecting Tier 1 facilities and OCPs supporting the David J. Hurley Air Traffic Control System Command Center (ATCSCC) within each Service Area and ensure those OCPs allow for the continuity of services during and after disruptions.
- b. Collaborate with AJR, AJW, and AJM to develop the NAS Contingency Capability Report to present to ATO senior leadership annually by June 30.
- c. Approve the transfer of frequencies, landlines, surveillance feeds, etc. and/or the relocation of personnel from an Impacted Facility to another facility during a contingency event based on information provided by that facility's Crisis Response Team (CRT) and AJT Service Area Directors.

*NOTE – [See Chapter 3-7](#) for information on the CRT.*

#### **5. Director of Operational Policy and Implementation (AJT-2)**

- a. Serve as the AJT POC for operational contingency planning policy and implementation.
- b. Provide an HQ liaison to coordinate and communicate operational contingency planning policy.

#### **6. Eastern, Central, and Western Service Area Directors of Air Traffic Operations**

- a. Ensure all facility ATMs within their Service Area establish and maintain OCPs and all supporting contingency-related LOAs.

- b. Collaborate and communicate with the Deputy Directors of System Operations as needed regarding the execution of facility OCPs to support scheduled or planned ATC-Limited and ATC-Zero events.

## **7. Vice President of Mission Support Services (AJV)**

- a. Provide resources and support for contingency-related actions and decisions that affect procedures and requirements.

## **8. Service Center Directors**

- a. Provide the Operations Support Group (OSG) resources necessary to support and assist with the development and maintenance of OCPs and all associated supporting documentation in accordance with this order.
- b. Provide the Quality Control Group (QCG) resources necessary to verify OCP compliance with this order and assist facilities in the development of plans to correct identified deficiencies.

## **9. Operations Support Group (OSG) Managers**

- a. Designate a Service Center POC to perform the following OCP-related tasks:
  - (1) Serve as an information and training resource to assist Service Area facilities in maintaining current and accurate information in ACT2, including the facility's documentation of events and exercises by the ATM and/or exercise facilitator.
  - (2) Review and track OCPs for compliance, assisting facilities with updating their OCPs as necessary.
  - (3) Support the continuous improvement of operational readiness policy by serving as a member of the ATC Contingency Planning Change Advisory Group and submitting policy change requests via the Contingency Planning Toolbox (<https://my.faa.gov/go/contingencyplanning.html>).
  - (4) Review and track validations, lessons learned, and exercise reports for Service Area facilities to ensure requirements are met.
  - (5) Maintain Service Area facility and personnel access to ACT2.
  - (6) Conduct periodic facility outreach to provide Service Area facilities support with event reviews and follow-up actions.
  - (7) Provide an annual OCP validation report by January 31 to Service Area Directors regarding the status of all facility OCP validations and exercises.
  - (8) Coordinate with Service Area facilities that are late initiating or finalizing required reports.
  - (9) Support and coordinate the development of LOAs containing contingency operations and procedures between facilities and affected stakeholders where necessary and

ensure compliance with current operational readiness policy and with For Official Use Only (FOUO) policy.

**REFERENCE** – *FAA JO 7210.3, Paragraph 4-3-3, DEVELOPING LOA.*

- (10) Ensure Service Area facilities include AJR-X and ATO International, AJV-I, as interested offices in the coordination and development of all contingency-related LOAs with non-U.S. ANSPs.

**REFERENCE** – *FAA JO 7210.3, Paragraph 4-3-4, REVIEW BY SERVICE AREA OFFICE.*

## **10. Quality Control Group (QCG) Managers**

- a. Evaluate facility OCPs when External Compliance Verifications are conducted.
- b. Assist facilities in developing plans to mitigate the risk of OCP non-compliance.

## **11. Vice President of Technical Operations (AJW)**

- a. Lead and oversee the application of AJW capabilities, expertise, and resources to support the ATO's unified response to events involving OCPs.
- b. Collaborate with AJT, AJR, and AJM to develop the NAS Contingency Capability Report to present to ATO senior leadership annually by June 30.
- c. Provide senior executive-level support by performing the following OCP-related tasks:
  - (1) Appoint AJW liaisons to serve as technical POCs for development and rebuilding of OCPs.
  - (2) Provide overarching, executive-level oversight and support of the AJW Preparedness Program to:
    - (a) Ensure availability of resources to aid in OCP development and execution;
    - (b) Guide and support the development and implementation of processes and procedures to aid in prevention, protection, mitigation, response, and recovery; and
    - (c) Organize, train, and equip key response elements (e.g., National Crisis Response Emergency Operations, Senior Technical Operations Watch Officer, National Operations Control Center [NOCC], and Service Area Incident Command Teams [ICTs]) to incorporate continuity measures into AJW's daily operations to ensure seamless and immediate continuation of Air Navigation Service and NAS operations.
  - (3) Ensure the consistent application of operational readiness and contingency-related policy across Technical Operations districts.

- d. Provide an executive Command and Control (C2) representative to determine the need to execute contingency response plans such as divestment of infrastructure and services.

## **12. AJW Service Area Director(s)**

- a. Manage overall incident response within their Service Area and direct the application of AJW capabilities, expertise, and resources.
- b. Appoint Service Area ICT managers to oversee Service Area response operations and AJW preparedness activities.
- c. Ensure coordination of AJW response and preparedness activities, specifically Field Incident Response and Technical Operations National Contingency efforts.
- d. Ensure cooperation at the facility level with respect to development, implementation, and continued improvement of facility OCPs.
- e. Assume the position of Service Area Incident Commander or delegate those duties and responsibilities to a qualified individual authorized to act on behalf of the AJW Service Area Director during incident response and divestment of airspace and service operations.

## **13. Vice President of Safety and Technical Training (AJI)**

- a. Provide oversight, support, and approval for operational readiness by performing the following OCP-related tasks:
  - (1) Ensure operational contingency field training requirements for operational facilities are documented per FAA JO 3120.4.
  - (2) Provide facilitation and support for Safety Risk Management panels with respect to operational contingency-related changes to the NAS.
  - (3) Provide safety data (i.e., Mandatory Occurrence Reports and Aviation Risk Identification and Assessment reporting) on all contingency-related reports to the Vice President of AJR.

## **14. Vice President of Program Management Organization (AJM)**

- a. Provide resources to adequately support and coordinate operational readiness automation needs with AJT and AJV.
- b. Ensure coordination and communication of required En Route and Oceanic second-level engineering information between facilities and the AJM Program Operations Field Manager as necessary.
- c. Coordinate software and hardware modifications to support operational and procedural changes.
- d. Support AJT and AJW through prioritization, scheduling, and management of local adaptation requests, system releases, and workload.

- e. Provide management and execution of automation to support the continuity of Oceanic services during unplanned equipment outages.
- f. Collaborate with AJR, AJW, and AJT as applicable to develop the NAS Contingency Capability Report to present to ATO senior leadership annually by June 30.

## Chapter 3. Operational Contingency Reporting

**1. Operational Contingency Reporting** includes ATC-Alert notifications and ATC-Limited and ATC-Zero OCL declarations as outlined in this order for all outages/projects/events, planned or unplanned, that could cause a significant system impact, reduction in services, or reduction in capacity.

*NOTE – The requirements in this order do not eliminate, or in any way alter, current system impact reporting procedures for planned equipment outages as set forth in FAA JO 7210.3 or reporting requirements outlined in other appropriate directives.*

**2. ATC-Alert** is a precautionary notification made when a facility remains in normal operations but anticipates disruptive condition(s) or experiences a loss of redundancy that may indicate a potential interruption in services. ATC-Alert is not an OCL (see [Chapter 3-3](#) of this order for full definition of OCL), but ATC-Alert notifications must be sent as outlined below (see [Chapter 3-8](#) of this order for detailed notification requirements). Additionally, ATC-Alert notification/documentation requirements must be included in the Impacted Facility's OCP as outlined in [Chapter 4-3](#) of this order.

- a. ATC-Alerts are typically associated with, but not limited to, non-routine maintenance activities or equipment outages that eliminate back-up equipment to critical systems and services.
- b. ATC-Alert notifications must be sent whenever a facility is at risk of becoming unable to provide services (i.e., within a single point of failure); this includes any planned outage that might result in disruption.
- c. ATC-Alert notifications are normally sent by the Impacted Facility. The Impacted Facility is the originating ATC facility that is at risk of becoming unable to provide some or all services.
- d. In the event of an ATC-Alert, the Impacted Facility ATM must ensure the facility's OCP is reviewed in preparation for a potential ATC-Limited or ATC-Zero declaration, as applicable.
- e. The Impacted Facility ATM must log ATC-Alert notifications on FAA Form 7230-4, *Daily Record of Facility Operation* (facility log) or equivalent electronic media, and entries must be kept updated until the ATC-Alert is canceled. If workload conditions or the situation prohibit(s) entering the data in a timely manner, the information must be recorded in a subsequent or delayed entry.

**3. Operational Contingency Level (OCL)** refers to a declared ATC-Limited or ATC-Zero status at the Impacted Facility. OCLs are used to notify FAA leadership of a facility's operational status upon a degradation or loss of ability to provide services.

- a. OCL declarations are not a means to notify an Impacted Facility's OCP network or affected stakeholders (e.g., industry, DoD, non-U.S. ANSPs) of the degradation or loss of ability to provide services or to indicate to those stakeholders how they should respond to

such an event. Stakeholder notification must be conducted, and the specifics of the event must be communicated, as outlined in the OCP (see [Chapter 3-10](#) of this order for full explanation of declaration requirements).

*NOTE – See [Chapter 4-2](#) of this order for a full definition of the OCP network.*

- b.** Coordination procedures, as well as any additional procedures required to support continuity of services, must be outlined within an OCP, designating a Primary Support Facility and other OCP network Support Facilities as needed.
- c.** In the event the Impacted Facility is unable to make the appropriate notifications for an OCL declaration and/or convene a CRT, it must inform the Primary Support Facility and, if needed, request assistance.
  - (1) If requested, the Primary Support Facility then becomes responsible for notifications to Technical Operations, the Domestic Events Network (DEN), all other OCP network Support Facilities, DoD facilities located within and/or operating within the Impacted Facility's airspace, and/or the airport authority.
  - (2) If requested, the Primary Support Facility then becomes responsible for convening a CRT.
- d.** In the event of an ATC-Limited declaration, the Impacted Facility ATM must ensure the facility's ATC-Zero procedures are reviewed in preparation for the possibility of an ATC-Zero declaration.
- e.** The Impacted Facility ATM must log OCL declarations on FAA Form 7230-4, *Daily Record of Facility Operation* (facility log), or equivalent electronic media, and entries must be kept updated until the OCL is canceled. If workload conditions or the situation prohibit(s) entering the data in a timely manner, the information must be recorded in a subsequent or delayed entry.
- f.** Common triggers that may require a facility to make an OCL declaration include but are not limited to:
  - (1) Communications (e.g., loss of critical air/ground communications);
  - (2) Telephony (e.g., loss of critical ground/ground communications);
  - (3) Automation (e.g., loss of critical NAS automation or other critical automation capabilities);
  - (4) Power (e.g., loss of critical or back-up power);
  - (5) Staffing (e.g., insufficient staffing to maintain facility operation);
  - (6) Surveillance (e.g., loss of primary/secondary radar or other surveillance capabilities);
  - (7) Evacuation (e.g., partial or full evacuation of a facility); and
  - (8) Non-responsive (e.g., no contact with or response from a facility).

**4. ATC-Limited** is the OCL declared when any of the following occur:

- a. A combined Tower/TRACON (“up/down”) facility is unable to provide services from one area (Tower Cab or TRACON), but the other area remains in operation.
- b. A multi-area facility is unable to provide services from one or more areas, but other areas remain in operation.
- c. A facility is providing services with its facility personnel from an alternate location.
- d. A facility has transferred all services during published operating hours to another facility whose personnel routinely work the transferred airspace or services.

*NOTE – Tower services cannot be transferred to a TRACON or ARTCC facility.*

**5. ATC-Zero** is the OCL declared when any of the following occur:

- a. A facility is unable to provide services, or traffic flow management in the case of the ATCSCC, during published operating hours with its facility personnel or with personnel that routinely work the transferred airspace or services from either the normal location or any alternate location.
- b. A facility transfers services to another facility whose personnel do not routinely work the transferred airspace or services.

**6. Response Levels** refer to the estimated time for restoration of services at the normal location following an ATC-Limited or ATC-Zero event.

- a. The Response Level must be provided as part of the OCL declaration and updated as new information is gathered in collaboration with the CRT, if convened. In most cases, the initial response will be Level 1 while the preliminary investigation of the disrupting event is conducted.
- b. Response Levels are defined as follows:
  - (1) Level 1: When repair or recovery time is uncertain.
  - (2) Level 2: When repair or recovery time is less than one day.
  - (3) Level 3: When repair or recovery time is more than one day but less than one month.
  - (4) Level 4: When repair or recovery time is one month or longer.

**7. The CRT** is chaired by the Impacted Facility ATM or the Primary Support Facility ATM, if necessary or as assigned.

- a. If the contingency event trigger is equipment-related, the System Support Center Manager (SSCM) must co-chair the CRT.



(1) The CRT must include, where applicable:

- (a) The Operations Manager-in-Charge / Operations Supervisor / Controller in Charge / National Operations Manager (NOM),
- (b) The SSCM / NOCC representative,
- (c) The Supervisory Traffic Management Coordinator / National Traffic Management Officer, and
- (d) Bargaining unit representative(s).

*NOTE – Additional representatives may be added to the CRT at the discretion of the ATM (e.g., POFM, Traffic Management Coordinator).*

**b.** CRT members must collaborate with each other to determine their suggested course of action pertaining to an operational contingency event.

(1) The CRT must collaboratively determine the Response Level and notify the Primary Support Facility.

(2) The CRT must also determine if it is necessary to do any of the following:

- (a) Transfer the control of the Impacted Facility's airspace to another facility and notify the Primary Support Facility.
- (b) Transfer frequencies, landlines, surveillance feeds, etc. from the Impacted Facility to another facility.
- (c) Relocate personnel from the Impacted Facility to another facility.

(3) If the CRT determines that the transfer of frequencies, landlines, surveillance feeds, etc. and/or the relocation of personnel is required, the ATM will collaborate with their management prior to giving authorization for the action.

**c.** If it is not possible to convene a CRT, the Impacted or Primary Support Facility ATM then becomes responsible for the actions outlined in [Chapter 3-7\(b\)\(1\)-\(3\)](#) above.

## **8. ATC-Alert Notification Requirements**

**a.** ATC-Alert notifications must include:

- (1) The condition that initiated the alert;
- (2) Actions being taken, if known;
- (3) Potential impacts to air traffic, if known; and
- (4) Expected timeline for updates, if known.

**b.** The Impacted Facility ATM must provide the ATC-Alert notification to the following:

- (1) The DEN.
- (2) Technical Operations.

**(a)** The ATCSCC, ARTCCs, Terminals, and FSSs notify the NOCC, Service Operations Center (SOC) or Operations Control Center (OCC) as appropriate.

- (3) The Primary Support Facility.
- (4) All other OCP network Support Facilities.

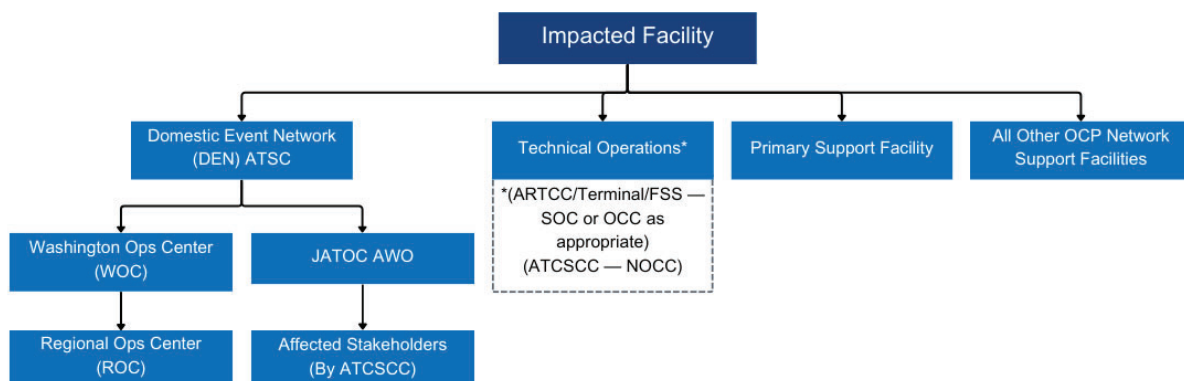
**c.** The National Tactical Security Operations (NTSO) Air Traffic Safety Coordinator (ATSC) managing the DEN must:

- (1) Notify the JATOC ATO Watch Officer (AWO) of the event (this will ensure notifications to the ATCSCC and NOCC), and
- (2) Document and update all ATC-Alert reports in SkyWatch.

*NOTE – The Washington Operations Center (WOC) is notified of ATC-Alert reports via DEN SkyWatch entries. The WOC notifies the concerned Regional Operations Center (ROC) as appropriate.*

**d.** The ATCSCC must:

- (1) Notify the NOCC;
- (2) Notify affected stakeholders as appropriate (e.g., industry, DoD, non-U.S. ANSPs); and
- (3) Document and update all ATC-Alert reports in the National Traffic Management Log (NTML).



**Figure 3.1: ATC-Alert Notification Diagram**

## 9. ATC-Alert Cancellation Requirements

- a. The Impacted Facility ATM must provide the ATC-Alert cancellation to the following:

(1) The DEN.

(2) Technical Operations.

- (a) The ATCSCC, ARTCCs, Terminals, and FSSs notify the NOCC, SOC, or OCC as appropriate.

(3) The Primary Support Facility.

(4) All other OCP network Support Facilities.

- b. The NTSO ATSC managing the DEN must:

(1) Notify the JATOC AWO of the cancellation (this will ensure notifications to the ATCSCC and NOCC), and

(2) Update ATC-Alert reports in SkyWatch.

*NOTE – The WOC is notified of ATC-Alert reports via DEN SkyWatch entries. The WOC notifies the concerned ROC as appropriate.*

- c. The ATCSCC must:

(1) Notify the NOCC;

(2) Notify affected stakeholders as appropriate (e.g., industry, DoD, non-U.S. ANSPs); and

(3) Update all ATC-Alert reports in the NTML.

## 10. ATC-Limited and ATC-Zero Declaration Requirements

- a. The Impacted Facility ATM must declare ATC-Limited or ATC-Zero when required.

- b. ATC-Limited declarations must specify:

(1) The area(s) (i.e., in a multi-area facility or a combined Tower/TRACON) that cannot safely provide services, and/or

(2) The alternate location from which services are being provided.

*NOTE – See [Chapter 3-4](#) of this order for the full definition of ATC-Limited.*

- c. The Impacted Facility ATM must provide the ATC-Limited/ATC-Zero declaration to the following:

(1) The DEN.

(2) Technical Operations.

- (a) The ATCSCC, ARTCCs, Terminals, and FSSs notify the NOCC, SOC, or OCC as appropriate.

(3) The Primary Support Facility.

- (a) The Impacted Facility must inform the Primary Support Facility and request assistance, if needed, if it is unable to make the appropriate notifications for an OCL declaration and/or convene a CRT.
  - i. If requested, the Primary Support Facility becomes responsible for notifications to Technical Operations, the DEN, all other OCP network Support Facilities, DoD facilities located within and/or operating within the Impacted Facility's airspace, and/or the airport authority, as listed below.
  - ii. If requested, the Primary Support Facility then becomes responsible for convening a CRT.

(4) All other OCP network Support Facilities if able.

(5) DoD facilities located within and/or operating within the Impacted Facility's airspace.

(6) The airport authority for ATC-Limited and ATC-Zero events affecting Tower Cab operations.

d. Additionally, the Impacted Facility ATM must:

- (1) Ensure the required NOTAMs are entered or request that the appropriate Support Facility enter the required NOTAMs.
- (2) Convene and lead the CRT unless requesting that the Primary Support Facility do so.
  - (a) Notify the Primary Support Facility of the CRT's initial determinations and any subsequent updates to those determinations as outlined in [Chapter 3-7\(b\)\(1\)-\(3\)](#).

*NOTE – See Chapter 3-7 of this order for a full outline of CRT responsibilities.*

(3) Assist the Primary Support Facility as able.

(4) Begin planning restoration of services at the normal location and coordinating with other entities as needed.

e. The Primary Support Facility must:

- (1) Make the declarations and notifications listed in Chapter 3-10(c)(1-6) of this order if the Impacted Facility is unable to do so;
- (2) Convene an acting CRT if requested by the Impacted Facility. The acting CRT should be composed of Primary Support Facility personnel;

- (3) Facilitate coordination with all other OCP network Support Facilities to ensure all aircraft within the Impacted Facility's airspace are accounted for or have been transferred to the control of intended facilities;
- (4) Notify the Impacted Facility, if practical, and the ATCSCC of the CRT's initial determinations and any subsequent updates to those determinations, as outlined in [Chapter 3-7\(b\)\(1\)-\(3\)](#); and
- (5) Coordinate with all other OCP network Support Facilities to ensure implementation of all remaining applicable OCP actions and procedures.

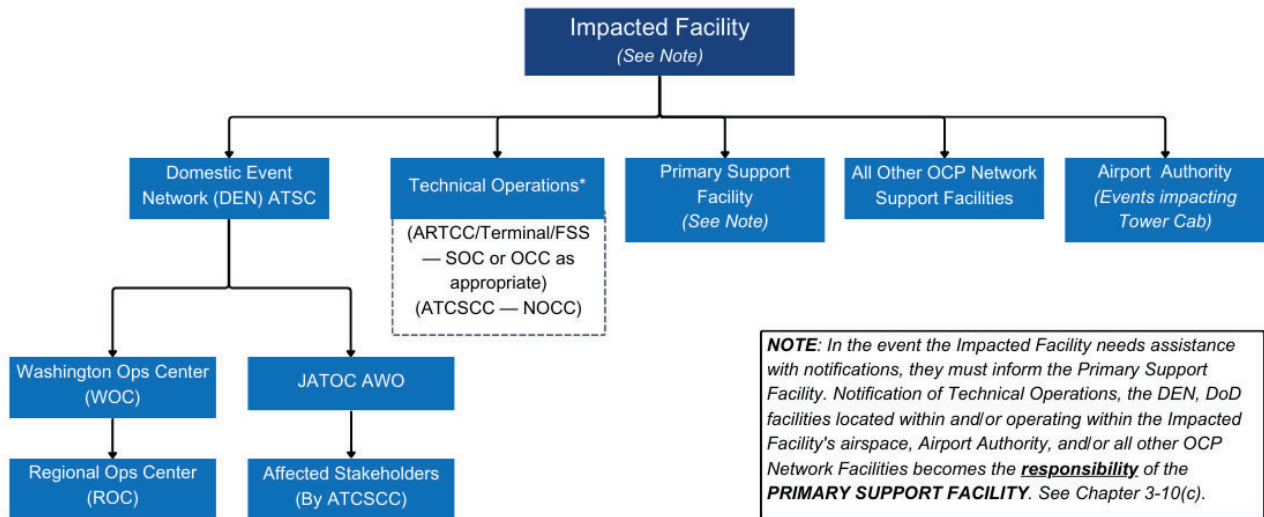
**f.** The NTSO ATSC managing the DEN must:

- (1) Notify the JATOC AWO of the event (this will ensure notifications to ATCSCC and NOCC), and
- (2) Document and update all ATC-Limited and ATC-Zero reports in SkyWatch.

*NOTE – The WOC is notified of ATC-Limited and ATC-Zero reports via DEN SkyWatch entries. The WOC notifies the concerned ROC as appropriate.*

**g.** The ATCSCC must:

- (1) Notify the NOCC.
- (2) For ATC-Limited or ATC-Zero events that involve a Tower and/or TRACON facility serving a Tier 1 facility:
  - (a)** Facilitate coordination between the Impacted Facility and the OCP network, and
  - (b)** Coordinate a national plan for the restoration of services at the normal location in collaboration with the Impacted Facility, the OCP network, and affected stakeholders.
- (3) Ensure the JATOC AWO is provided updates regarding the response actions taken and the intended restoration plan to be given to senior FAA management officials.
- (4) Notify and update affected stakeholders as appropriate (e.g., industry, DoD, non-U.S. ANSPs).
- (5) Document and update all ATC-Limited and ATC-Zero reports in NTML.



**Figure 3.2: ATC-Limited and ATC-Zero Notification of Declaration Diagram**

## 11. ATC-Limited and ATC-Zero Cancellation Requirements

- a. The Impacted Facility ATM must do the following when the ability to provide services at the normal location is restored:
  - (1) Plan the resumption of operations at the normal location in collaboration with the OCP network, Technical Operations, and the CRT.
  - (2) Provide the ATC-Limited/ATC-Zero cancellation to the following:
    - (a) The DEN.
    - (b) Technical Operations.
      - i. The ATCSCC, ARTCCs, Terminals, and FSSs notify the NOCC, SOC, or OCC as appropriate.
    - (c) The Primary Support Facility.
    - (d) All other network Support Facilities.
    - (e) DoD facilities located within and/or operating within the Impacted Facility's airspace.
    - (f) The airport authority for ATC-Limited and ATC-Zero events affecting Tower Cab operations.
- b. The NTSO ATSC managing the DEN must:
  - (1) Notify the JATOC AWO of the cancellation (this will ensure notifications to the ATCSCC and NOCC), and

- (2) Document and update all ATC-Limited and ATC-Zero reports in SkyWatch.

*NOTE – The WOC is notified of ATC-Limited and ATC-Zero cancelations via DEN SkyWatch entries. The WOC notifies the concerned ROC as appropriate.*

**c. The ATCSCC must:**

- (1) Notify the NOCC;
- (2) Facilitate implementation of pre-coordinated plan for national restoration at all Tier 1 Impacted Facilities;
- (3) Notify affected stakeholders as appropriate (e.g., industry, DoD, non-U.S. ANSPs); and
- (4) Update all ATC-Limited and ATC-Zero reports in NTML.

## **12. Non-Responsive Facility Requirements**

- a.** The Primary Support Facility or the ATCSCC has the authority to declare ATC-Zero for facilities reported as non-responsive. The Primary Support Facility or the ATCSCC must attempt to determine the cause of non-responsiveness through the following methods:
  - (1) Alternate means of communication with the Impacted Facility (e.g., via administrative office phone lines of facility management personnel).
  - (2) Communications with co-located FAA or non-FAA organizations (e.g., Technical Operations SOC office or airport authority offices).
  - (3) A visual or physical inspection of the facility by FAA personnel from another facility, if practical, or by local law enforcement if communications cannot be established.
- b.** The Primary Support Facility or the ATCSCC must do the following after declaring ATC-Zero:
  - (1) Implement the Impacted Facility's OCP, and
  - (2) Carry out its usual contingency support role.

## **13. ATCSCC Authority**

- a.** The ATCSCC has the authority to declare ATC-Zero for any facility if the Primary Support Facility is unavailable.
- b.** When the ATCSCC declares ATC-Zero under this authority, it is responsible for notifications to applicable OCP network Support Facilities, Technical Operations, the DEN, and affected stakeholders as appropriate (e.g., industry, DoD, non-U.S. ANSPs).

**14. Post-Event Actions**

- a.** The Impacted Facility ATM must:
  - (1) Ensure completion of post-event analysis and compilation of the report on lessons learned is entered in ACT2 as described in [Chapter 5-8](#), and
  - (2) Implement identified modifications and improvements to OCPs as necessary.
- b.** The Primary Support Facility ATM must:
  - (1) Ensure participation in post-event analysis and contribute any lessons learned, and
  - (2) Implement modifications and improvements to support procedures as necessary.
- c.** Other OCP network Support Facility ATM(s) must ensure participation in post-event analysis and contribute any lessons learned, if identified in ACT2 by the Impacted Facility ATM as a facility that provided support during the contingency event.

*NOTE – See [Chapter 5-8](#) of this order for post-event action documentation requirements.*



## Chapter 4. Operational Contingency Plans

**1. An OCP** is a pre-coordinated plan containing operational and administrative instructions and procedures for ATC-Limited and ATC-Zero events, as well as ATC-Alert notification procedures, for both an Impacted Facility and that facility's OCP network. The plan guides the OCP network when an Impacted Facility experiences a potential or actual degradation or loss of ability to provide services. The OCP should contain all information needed to support continuity of services, including ATC-Alert notification procedures, as outlined in [Chapter 4-3](#) of this order.

*NOTE – The Impacted Facility and OCP network Support Facilities have the authority to make any necessary determinations / ad hoc actions / coordination not covered in the OCP, based on the unique circumstances of each contingency event.*

**2. OCP Network.** A facility's OCP network must include but is not limited to:

- a. The Impacted Facility.
- b. The Primary Support Facility (normally an overlying or adjacent facility), as identified by the Impacted Facility ATM.

*NOTE – The ATCSCC is the Primary Support Facility for ARTCCs.*

*NOTE – The USNOF does not have a Primary Support Facility.*

- c. All Support Facilities, including DoD, non-U.S. ANSPs, and other facilities and organizations (e.g., airport authorities) necessary to support the Impacted Facility's OCP.
- d. All additional ATO representatives (e.g., POFM) necessary to support the Impacted Facility's OCP.

### 3. OCP Requirements

- a. OCPs must be established and maintained by all facilities.
- b. OCPs must include ATC-Alert notification procedures, ATC-Limited procedures (if applicable), and ATC-Zero procedures for all facilities.
- c. ATC-Limited procedures must be included for:
  - (1) All facilities with an identified alternate location from which Impacted Facility personnel may continue to provide services.
  - (2) All facilities whose services may be transferred to another facility whose personnel normally provide services in the same airspace (e.g., a part-time TRACON that normally transfers services to an overlying ARTCC at published closing).

- (3) All combined Tower/TRACON (“up/down”) facilities, to support the loss of either (but not both) Tower or TRACON services.

*NOTE – Tower services cannot be transferred to a TRACON or ARTCC facility.*

- (4) All ARTCCs with separate oceanic and domestic operations, to support the loss of either (but not both) domestic or oceanic operations.
- (5) All multi-area facilities, to support the loss of one or more areas to the extent practical.

**d.** ATMs must coordinate with all other facilities in the OCP network to ensure that OCPs are developed collaboratively, including expanding on existing procedures as needed in support of contingency operations.

**e.** All OCPs must include:

- (1) Identified members to be considered for the facility CRT if convened by the Impacted or Primary Support Facility ATM.

*NOTE – The Impacted or Primary Support Facility ATM must chair the CRT. If the contingency event trigger is equipment-related, the SSCM must co-chair the CRT. See Chapter 3-7 of this order for an outline of responsibilities.*

- (2) Contact information, including the facility identifier (if applicable), name or position, and phone number for:

- (a) Primary Support Facility and all other OCP network Support Facilities,
  - (b) DoD facilities located within and/or operating within the Impacted Facility’s airspace, and
  - (c) All administrative and operational personnel necessary for the coordination and implementation of the OCP.

- (3) ATC-Alert notification procedures and ATC-Limited/ATC-Zero declaration procedures, as required in [Chapter 3-8](#) through [3-11](#) of this order, to include alternate methods in the event of disruptions to normal communications at the normal location.

- (4) Procedures for ensuring all aircraft within the Impacted Facility’s airspace and/or movement areas are accounted for or have been transferred to the control of intended facilities.

- (5) Procedures for ATCTs, as applicable:

- (a) Pre-coordinated Automatic Terminal Information Service broadcast wording and procedures;
  - (b) Airport configuration (e.g., airport lighting settings); and
  - (c) Limitations (e.g., inability to conduct simultaneous/monitored approach procedures).

(6) Procedures for the restoration of services at the normal location.

- f.** ATC-Alert notification procedures must instruct all OCP network Support Facility personnel to review ATC-Limited and/or ATC-Zero procedures as applicable in preparation for an OCL declaration.
- g.** ATC-Limited declaration procedures must instruct all OCP network Support Facility personnel to review ATC-Zero procedures as applicable in preparation for an ATC-Zero declaration.
- h.** OCPs may involve the relocation of Impacted Facility personnel to an alternate location, which can include the Primary Support Facility and/or other OCP network Support Facilities.

*NOTE – This can also include relocation to other locations at the Impacted Facility (e.g., personnel operating from an Enhanced Target Generator / Dynamic Simulator lab) and non-FAA locations (e.g., an ARTCC operating from a North American Aerospace Defense Command building, or an ATCT operating from an Aircraft Rescue and Fire Fighting [ARFF] station).*

- (1) The OCP must specify the identified alternate location, with sufficient detail to allow for an unfamiliar third party to find the location. Additionally, the OCP must include specific details for the following, as applicable:

**(a) Go Bag:**

- Specific required contents
- All required personal equipment (e.g., headsets)
- Location of Go Bag

**(b) Transportation to alternate location:**

- Party responsible for providing transportation
- Instructions for requesting transportation
- Pick-up/meeting location
- Directions to and address of alternate location
- Parking instructions for alternate location
- Security considerations (e.g., airport security, Transportation Security Administration checkpoint)

(c) Plans and procedures to help ATC personnel understand their responsibilities and information regarding how to operate the airspace and/or movement areas from the applicable alternate location. Examples include but are not limited to:

- Expanded surveillance separation standards;
- Coordination methods with other facilities (Indirect Access codes, etc.); and
- Obtaining flight plan information for clearances.

***REFERENCE – FAA JO 7210.3***

(2) If an alternate location for an ATCT is not planned and documented in the OCP and the ATCT is not planning to provide services, it must declare ATC-Zero and the OCP must state, “There is no planned alternate location. In the event ATC services are not available, the OCL declaration is ATC-Zero.”

- i. OCPs that involve the transfer of control of aircraft within the Impacted Facility’s airspace, or the transfer of control of airspace, to personnel at another facility or facilities (e.g., contingency positions at another radar facility) must include:
- (1) Specific information regarding airspace boundaries, routes, altitudes, limitations, etc. must be included with enough detail to ensure all involved controllers understand their areas of responsibility, and
  - (2) Specific details regarding how traffic will be worked during contingency events must be documented and agreed upon by all facilities involved.

*NOTE – See [Chapter 5](#) of this order for OCP documentation requirements.*

- j. OCPs that involve transfer of frequencies, landlines, surveillance feeds, etc. from the Impacted Facility to another facility or facilities must include:
- (1) Specific information regarding number and locations of control positions, related control maps, automation adaptations, etc. must be included with enough detail to ensure AJW personnel (communications, automation, etc.), the FAST, the OSF, and other concerned personnel are able to plan for and verify capability of required resources at the applicable OCP network Support Facility.
- k. OCPs must provide for the continuity of operations at Tier 1 facilities using contingency routes and procedures for those Tier 1 facilities within the Impacted Facility’s airspace, as well as for major Tier 1 traffic flows through the Impacted Facility’s airspace for which there are no viable alternatives.
- (1) Consider surveillance (radar, etc.) contingency routes and procedures before use of non-radar routes.
  - (2) Where no viable surveillance alternatives are available, non-radar must only be used when facility procedures and training are established, available, and completed.

- l.** OCPs must include facility-specific Services Closed (SVC CLSD) / Unserviceable (U/S) NOTAM Domestic (D) language and, if applicable, Flight Data Center (FDC) NOTAM language to communicate loss and/or relocation of services. NOTAM language should provide enough detail that operational personnel may coordinate their dissemination with minimal additional composition (date, time, etc.). The number and types of NOTAMs required will depend on the type of facility and planned contingency operations but must include the following at a minimum:

  - (1) For total failure or closure of the Impacted Facility, NOTAM D language to alert pilots of the outage.
  - (2) For relocation of Tower Cab services to an alternate location, NOTAM D language to alert pilots of changes in services, such as availability of published frequencies, etc.
  - (3) For loss of Tower Cab services with no alternate location (including any Tower closure during published operating hours), NOTAM D language to alert pilots of the outage and specify a CTAF.

    - (a)** ATCTs must collaborate with the airport authority on the CTAF information to be disseminated via NOTAM during closures to ensure ARFF monitoring is coordinated.
  - (4) For loss or relocation of radar services, NOTAM D language to alert pilots of which radar services are unavailable (e.g., Class C separation to VFR operations) or being provided by another facility.

*NOTE – The determination of whether and when NOTAM issuance is required for specific events will be made based on the unique circumstances of each event.*

*NOTE – See FAA JO 7930.2, Notices to Air Missions (NOTAM), for more information.*
- m.** OCPs must identify the facility and back-up facility responsible for entering required NOTAMs.

  - (1) **NOTAM D.** If the Impacted Facility is unable to coordinate NOTAM D information with the FSS, the Primary Support Facility is responsible for doing so. Any ATC facility may relay NOTAM D information to FSSs.
  - (2) **FDC NOTAM.** Only ARTCCs enter FDC NOTAMs into the NOTAM system for contingency operations.

    - (a)** If the Impacted Facility is not an ARTCC, it must identify the ARTCC in the OCP network responsible for entering the FDC NOTAM on its behalf.
    - (b)** If the Impacted Facility is an ARTCC, it must identify the ARTCC responsible for entering the FDC NOTAM if it is unable to do so.

- (3) Only FAA facilities or contract FSSs may coordinate the dissemination of NOTAMs concerning ATC contingency operations. FAA facilities must not use airport authorities to issue ATC Facility Service NOTAMs on their behalf.

## Chapter 5. OCP Documentation

1. OCPs and other relevant operational and administrative information must be made available and maintained electronically. OCPs and information relevant to your facility's operations and for the facilities for which you are the Primary Support Facility must be maintained in hardcopy in the operational environment.
2. ATMs must ensure that their facility's OCP and all other relevant operational and administrative contingency information is entered into ACT2.
3. OCPs and all related contingency operational documents (e.g., alternate location checklists) must be maintained as FOUO.
  - a. FAA JO 7210.3 requires all classified, contractor proprietary, and FOUO information be removed or excluded from documents posted to the Facility Directives Repository (FDR). Accordingly, all LOAs containing contingency procedures and all other documents containing contingency procedures must be excluded from posting to the FDR.
  - b. The AJR-X Director must approve the sharing of any OCP information outside of the FAA or on any non-FAA database.
4. Contingency operations and procedures that require support from facilities and organizations not covered by this order (e.g., DoD, non-U.S. ANSPs, and other organizations such as airport authorities) must be established by an LOA for inclusion in the OCP.
5. LOAs regarding contingency operations should be restricted to stand-alone agreements (i.e., separate from normal handling of inter-facility IFR operations agreements) to facilitate requirements for FOUO marking and storage and for signature agreement of all associated facilities/organizations.
  - a. LOAs containing contingency operations and procedures must be excluded from documents posted to the FDR and must be entered into ACT2. When LOAs combine contingency procedures with other non-contingency procedures, all contingency-related sections must be redacted from all postings to FDR or any other non-ACT2 sites.
  - b. LOAs must be maintained as FOUO information in accordance with applicable directives. When LOAs combine contingency procedures with other non-contingency procedures, all contingency-related sections must be marked and stored as FOUO.

6. The Impacted Facility is primarily responsible for processing LOAs unless otherwise coordinated. The Impacted Facility ATM must ensure compliance with the following requirements:

- a. AJR-X must be included as an interested office in coordination of all LOAs containing contingency operations procedures in accordance with FAA JO 7210.3.

***REFERENCE – FAA JO 7210.3, Paragraph 4-3-4, REVIEW BY SERVICE AREA OFFICE.***

- b. The OSG must be consulted as needed to resolve any issues or conflicts in the development of LOAs.

7. Viability of OCPs depends upon common understanding of, and agreement to, the procedures therein among all involved facilities. The following requirements must be met to ensure the viability of OCPs:

- a. All ATMs in an OCP network must provide electronic agreement in ACT2 for procedures assigned to their facility (as described in [Chapter 4-3](#)) upon entry or revision.
- b. The Impacted Facility ATM must provide electronic concurrence in ACT2 for the addition or removal of any procedures in their OCP that are not assigned to them.
- c. Annually by December 31, all ATMs must validate procedures in ACT2 that are assigned to their facility (as described in [Chapter 4-3](#)).
- d. Tier 1 ATMs must collaborate with AJR-X on any changes to the facility's optimum contingency capability based on the approved OCP.

8. All contingency event reports and lessons learned must be entered into ACT2, adhering to all ACT2 guidance and required entries. See the Contingency Planning Toolbox (<https://my.faa.gov/go/contingencyplanning.html>) for reporting guidance.

- a. The Impacted Facility must initiate an event report within seven calendar days of the termination of each declared ATC-Limited or ATC-Zero event.
- b. The Impacted Facility must initiate an open-ended ACT2 event report for ATC-Limited or ATC-Zero OCL events that affect multiple days. The report must be initiated no later than seven calendar days from the initial OCL triggering event.
- c. Notified Support Facilities must provide their response to declared OCL events, including lessons learned, in ACT2 within 15 calendar days of the initiation of the event report.
- d. The Impacted Facility must complete the report, including lessons learned, within 30 calendar days of the termination of the declared OCL event. Prior to submission, the report must be coordinated with the Impacted Facility SSCM.



- e. Lessons learned may require associated implementation action(s) to address identified gaps, as determined by the Impacted Facility and/or OCP network Support Facility or Facilities ATM(s). If the action(s) cannot be completed during the time the event report is open (i.e., 30 days after the termination of the declared OCL event), the Impacted Facility ATM must enter an approximate completion date and responsible party. Status of lessons learned action(s) must be updated every 45 calendar days until completion.

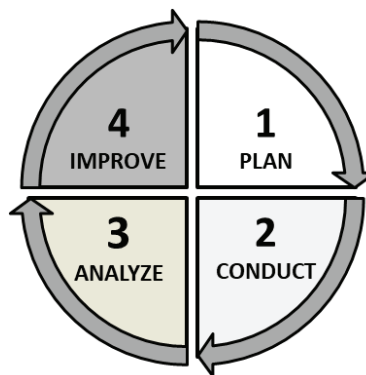
## Chapter 6. OCP Training and Exercises

**1. Training.** OCPs and all associated processes and procedures are considered part of the knowledge and skills necessary to apply ATC procedures in a safe and efficient manner. Facility ATMs must ensure all operational personnel receive training on applicable facility OCPs, which includes those for a disruption at your own facility and those for which you are listed as the Primary Support Facility or a Support Facility (i.e., any facility that provides pre-coordinated assistance to the Impacted Facility during an ATC-Limited or ATC-Zero event). Training must include at a minimum:

- a. Pre-coordinated procedures outlining the transfer of control and services, as well as the responsibilities, expectations, and contingency routes contained in:
  - (1) Your facility's OCP, and
  - (2) Any OCPs for which your facility is listed as the Primary Support Facility or a Support Facility.
- b. Operationally relevant information and pertinent lessons learned.

**2. Operational Contingency Exercises.** All facility ATMs must ensure at least one ATC-Limited or ATC-Zero operational contingency exercise is conducted annually by December 31. An ATC-Zero event does not qualify as an annual exercise and does not satisfy this requirement.

- a. An operational contingency exercise consists of a comprehensive walk-through of the information and procedures detailed within a facility's OCP. The purpose of an exercise is to rehearse the execution of the OCP and identify areas for improvement in response to a contingency event to better support the NAS. Exercises must be conducted as realistically and in as much detail as possible without impacting the NAS and must include the OCP network as practical. See Figure 6.1 below for an outline of the operational contingency exercise lifecycle.



**Figure 6.1: Exercise Lifecycle**

- b.** Operational contingency exercises must simulate the movement of personnel and equipment and other appropriate actions to respond to a contingency event.

**3. Operational Contingency Exercise Requirements.** The following section details the minimum requirements for each phase of the operational contingency exercise lifecycle. See the Contingency Planning Toolbox (<https://my.faa.gov/go/contingencyplanning.html>) for optional, customizable templates for exercise invitations, agendas, debrief activities, etc.

**a.** Preparing for the Operational Contingency Exercise (Plan)

(1) The Impacted Facility ATM must:

- (a)** Assign an exercise facilitator (i.e., someone proficient with the OCP),
- (b)** Oversee the exercise,
- (c)** Analyze the results, and
- (d)** Track the results and any required improvements.

(2) The exercise facilitator must:

- (a)** Define the event.
  - i. Identify a trigger. The trigger should be a realistic event or circumstance that warrants an unplanned outage and OCL declaration. Consider common triggers as outlined in [Chapter 3-3\(f\)](#) of this order.
  - ii. Ensure the scenario reflects a normal operational day, including time and weather conditions. Consider typical staffing, traffic flows, and other predictive trends.
  - iii. Set the scenario timeline to begin when or immediately before the facility declares an OCL. Ensure the scenario progresses chronologically through the steps outlined in the OCP based on the selected trigger.
- (b)** Develop the scenario script to provide participants with the context of events leading up to the OCL declaration. (Visit the Contingency Planning Toolbox for optional scenario guides.) The scenario script must include the following:
  - i. The trigger,
  - ii. The steps taken leading up to an OCL declaration,
  - iii. The actions taken in accordance with the OCP to appropriately respond to the trigger, and

- iv. The activities conducted to resume normal operations at the normal location.

*NOTE – The scenario context should not provide all data points but should instead leave ambiguity to guide participants to respond effectively with limited information.*

- (c) Coordinate logistics (scheduling, room reservations, audio/visual equipment, teleconference details, etc.).
- (d) Identify required exercise participants. At least one representative from the categories outlined in Table 6.1 (below) must be included.

*NOTE – The USNOF does not have a Primary Support Facility; therefore, only participants from Impacted Facility categories are required.*

- (e) If the Impacted Facility is an ARTCC:
  - i. The NOM is the only participant who must be included from the Primary Support Facility.
  - ii. In addition to the NOM, ARTCCs must include the following representatives from at least one additional OCP network Support Facility:
    - CRT members to include:
      - ATM,
      - Technical Operations representative,
      - Bargaining unit representative(s) (if applicable),
    - Designated OCP POC, and
    - A management, bargaining unit, or Technical Operations representative who is not a member of the CRT.
  - iii. Additional OCP network Support Facility representatives may be invited at the discretion of the ATM.

*NOTE – Ad hoc and optional participants, such as note takers or observers, may be invited at the discretion of the exercise facilitator.*

**Table 6.1: Required Operational Contingency Exercise Participants**

<b>Impacted Facility</b>	<b>Primary Support Facility</b>
CRT members to include: <ul style="list-style-type: none"> <li>• ATM</li> <li>• Technical Operations representative</li> <li>• Bargaining unit representative(s) (if applicable)</li> </ul>	CRT members to include: <ul style="list-style-type: none"> <li>• ATM</li> <li>• Technical Operations representative</li> <li>• Bargaining unit representative(s), if applicable</li> </ul>
Designated exercise facilitator	Designated OCP POC
Management, bargaining unit, or Technical Operations representative who is not a member of the CRT	Management, bargaining unit, or Technical Operations representative who is not a member of the CRT
Airport authority representative (for ATCTs only)	

(f) Prepare and send the following information to all identified participants prior to the exercise. See the Contingency Planning Toolbox (<https://my.faa.gov/go/contingencyplanning.html>) for optional invitation templates.

- i. Invitation email
- ii. Operational contingency exercise agenda
- iii. Logistical details
- iv. Impacted Facility OCP
- v. Any additional supporting documentation (e.g., LOAs, Standard Operating Procedures)

(3) All participants must review the Impacted Facility's OCP and identify its strengths, challenges, and any areas of concern in preparation for the exercise.

**b. Convening the Operational Contingency Exercise (Conduct and Analyze)**

(1) Participants must conduct the exercise as planned and determined by the exercise facilitator.

(a) Walk through the scenario utilizing the selected or locally adapted scenario script.

(b) Document the following for entry into ACT2 after the exercise:

- i. Exercise date and start/stop times;
- ii. Description of the trigger that led to the OCL declaration;

- iii. Timeline outlining each step taken from the OCL declaration to resumption of operations at the normal location;
- iv. Participating facilities and affected stakeholders;
- v. Exercise summary (i.e., a synopsis of the activities that transpired during and resulting from the OCL declaration); and
- vi. Lessons learned (to include proposed solutions and actions).

**c. After the Exercise (Improve)**

- (1) The exercise facilitator must create an exercise report in ACT2 using the above information within seven calendar days of exercise completion. The exercise facilitator must also ensure all documentation is consolidated and stored as directed by the Impacted Facility ATM.
  - (a) Support Facilities are not required, nor are they able, to submit support event responses for exercises in ACT2 directly; however, Support Facilities may contribute exercise feedback for inclusion in ACT2 by the Impacted Facility if needed.
- (2) The Impacted Facility ATM must complete the following tasks, which cannot be delegated:
  - (a) Ensure all required exercise information is entered into ACT2 (see [Chapter 6-3\(b\)](#) of this order for required information).
  - (b) Identify required updates to the Impacted Facility's and Support Facilities' OCPs based on results from the operational contingency exercise.
  - (c) Identify required updates to the Impacted Facility's locally adapted OCP training in accordance with this order, to include operationally relevant information, results, and lessons learned from the operational contingency exercise.
  - (d) Track lessons learned and assigned actions in ACT2.

**4. Additional Annual Requirements.** By December 31, the ATCSCC ATM must establish a schedule for Communication Verification Drills for the following calendar year and provide that schedule to Service Center contingency POCs. Communication Verification Drills are conducted for all ARTCCs and all TRACONs overlying Tier 1 facilities to validate facilities' notification lists and ATCSCC programming of preset conferences.

## Chapter 7. Administrative Information

**1. Distribution.** This order is distributed to selected offices in Washington HQ, regional offices, Service Area offices, the William J. Hughes Technical Center, and the Mike Monroney Aeronautical Center for further distribution.

**2. Authority to Change This Order.** The issuance, revision, or cancelation of the material in this order is the responsibility of the Office of Primary Responsibility (OPR).

**3. Related Publications:**

- a. FAA JO 7110.65, *Air Traffic Control*
- b. FAA JO 7210.3, *Facility Operation and Administration*
- c. FAA JO 7110.10, *Flight Services*
- d. FAA JO 3120.4, *Air Traffic Technical Training*
- e. FAA Order 7930.2, *Notices to Air Missions (NOTAM)*
- f. Notice 7930.112, Change to FAA Order 7930.2S, *Chapter 5, NOTAM Criteria, Section 5, Services NOTAMs*
- g. FAA Order 8000.369, *Safety Management System*
- h. FAA Order 1600.75, *Protecting Sensitive Unclassified Information (SUI)*
- i. FAA JO 7200.25, *Joint Air Traffic Operations Command (JATOC)*

**4. Forms and Reports.** Please visit the Contingency Planning Toolbox (<https://my.faa.gov/go/contingencyplanning.html>) for all AJR-approved forms and reports.

**5. Suggestions for Improvements.** Your suggestions are welcome. Please submit all comments on deficiencies, clarifications, or improvements regarding the contents of this order using any of the following methods:

- a. Email the Directives Management Officer (DMO) at [9-AWA-AJR-X-Operational-Readiness@faa.gov](mailto:9-AWA-AJR-X-Operational-Readiness@faa.gov);
- b. Submit an AJR-X Policy Change Request Form at [https://my.faa.gov/content/dam/myfaa/org/linebusiness/ato/system\\_operations/operational\\_readiness/media/Policy\\_Change\\_Request\\_Form\\_\(002\).pdf](https://my.faa.gov/content/dam/myfaa/org/linebusiness/ato/system_operations/operational_readiness/media/Policy_Change_Request_Form_(002).pdf); or
- c. Submit FAA Form 1320-19, *Directive Feedback Information*, located in Appendix C of this order.

**6. Records Management.** Refer to FAA Order 0000.1, *FAA Standard Subject Classification System*; FAA Order 1350.14, *Records Management*; or your office Records Management Officer / DMO for guidance regarding retention or disposition of records.

## Appendix A. Definitions

**Adjacent.** Any airspace that borders another.

**Alternate Location.** Any location other than the normal location used for providing services. Examples include: a training lab within the Impacted Facility, positions at another Federal Aviation Administration (FAA) facility, an FAA mobile Air Traffic Control Tower (ATCT) unit, a non-FAA building, or an ad hoc location on an airport, among others.

**Air Traffic Control (ATC)-Alert.** A precautionary notification made when a facility remains in normal operations but anticipates disruptive condition(s) or experiences a loss of redundancy that may indicate a potential interruption in services. ATC-Alert is not an Operational Contingency Level (OCL).

**ATC-Limited.** The OCL declared when any of the following occur:

- a. A combined Tower / Terminal Radar Approach Control (TRACON) (“up/down”) facility is unable to provide services from one area (Tower Cab or TRACON), but the other area remains in operation;
- b. A multi-area facility is unable to provide services from one or more areas, but other areas remain in operation;
- c. A facility is providing services with its facility personnel from an alternate location; or
- d. A facility has transferred all services during published operating hours to another facility whose personnel routinely work the transferred airspace or services.

*NOTE – Tower services cannot be transferred to a TRACON or Air Route Traffic Control Center (ARTCC) facility.*

**ATC-Zero.** The OCL declared when any of the following occur:

- a. A facility is unable to provide services, or traffic flow management in the case of the David J. Hurley Air Traffic Control System Command Center (ATCSCC), during published operating hours with its facility personnel or with personnel that routinely work the transferred airspace or services from either the normal location or any alternate location.
- b. A facility transfers services to another facility whose personnel do not routinely work the transferred airspace or services.

**Automated Contingency Tool (ACT2).** A web-based, administrative application located at <https://act2.faa.gov/>. It is used to collect, organize, maintain, modify, display, share, publish, and distribute information related to Operational Contingency Plans (OCPs). All references to ACT2 within this order will apply to any future automated contingency tools developed by System Operations Services (AJR) Operational Readiness, AJR-X, to improve the system and address changing requirements.



**Combined Tower/TRACON (“Up/Down”).** A facility with a single location identifier that provides both Tower Cab and radar option services.

**Communications Verification Drill.** An ATCSCC-led exercise to validate designated facilities’ OCP phone notification lists and ATCSCC programming of preset conferences.

**Contingency Capability Performance Value (CCPV).** The value determined collaboratively with AJR and a Tier 1 facility to express its estimated capability during contingency operations.

**Contingency Operations.** Methods of providing services outside of normal operations in which ATC specialists employ operating position(s) and/or equipment other than those on which they have received qualification training. While alternate operations are loosely compatible with, and reasonably similar to, normal operations, specialists in the transferred airspace or location may provide services in a manner not maintained or provided for in local orders and Standard Operating Procedures.

**Contingency Route.** A pre-determined and coordinated route for use during a contingency event. These may be radar (or other surveillance capability if available) routes and/or non-radar routes.

**Crisis Response Team (CRT).** A team convened by the Impacted Facility Air Traffic Manager (ATM) that collaborates and coordinates the actions to be taken in response to an operational contingency event(s). The makeup of the CRT may vary depending on the timing and nature of the event. The CRT will be convened by the Primary Support Facility ATM if the Impacted Facility is unable to do so.

**Impacted Facility.** The originating ATC facility that is at risk of becoming unable to provide some or all services, leading to an ATC-Alert notification and/or a declaration of an OCL.

**Multi-Area Facility.** A TRACON or ARTCC where facility directives establish separate areas with distinct certification, currency, and staffing requirements. This includes facilities with separate oceanic and domestic operations.

**National Airspace System (NAS) Contingency Capability Report.** An annual report produced collaboratively by AJR, Technical Operations, Air Traffic Services, and the Program Management Organization to document the previous year’s CCPVs for all Tier 1 facilities.

**Normal Location.** The location(s) at which ATC specialists are certified and where they maintain currency for providing services.

**Normal Operations.** The method of providing services at the location and operating position(s) at which ATC specialists have completed the required qualification training and would perform all duties associated with that operating position except in case of special need or emergency.

**OCP Network.** The Impacted Facility, Primary Support Facility, all Support Facilities, and all additional Air Traffic Organization representatives necessary to support the Impacted Facility’s contingency plans.

**OCL.** A declared ATC-Limited or ATC-Zero status at the Impacted Facility. OCLs are used to notify FAA leadership of a facility's operational status upon a degradation or loss of ability to provide services.

**Operational Contingency Exercise.** A comprehensive walk-through of the information and procedures detailed within a facility's OCP to identify strengths and areas for improvement. Exercises simulate movement of personnel and equipment and other appropriate actions to respond to a contingency event.

**OCP.** A pre-coordinated plan containing operational and administrative instructions and procedures for ATC-Limited (if applicable) and ATC-Zero events, as well as ATC-Alert notification procedures, for both an Impacted Facility and that facility's OCP network. The plan guides the OCP network when an Impacted Facility experiences a potential or actual degradation or loss of ability to provide services. The OCP should contain all information needed to support continuity of services, which includes ATC-Alert notification procedures as outlined in [Chapter 4-3\(f\)](#) of this order.

**Primary Support Facility.** An ATC facility that has entered into a support agreement with another ATC facility to be responsible for notifications in the event the Impacted Facility is unable to make its own notifications. The Primary Support Facility also has certain roles and responsibilities in the event of a non-responsive facility and an OCL declaration. It may also have other duties as an OCP network Support Facility. The Primary Support Facility is to be considered the primary source for implementation of the Impacted Facility's OCP during ATC-Zero operations.

**Response Level.** The estimated time for restoration of services at the normal location following an ATC-Limited or ATC-Zero event.

**Service Delivery Point (SDP).** A staffed ATC facility or traffic management facility where personnel provide NAS services. SDPs include all ARTCC, Center Radar Approach Control (CERAP), ATCT, TRACON, and Flight Service Station facilities, as well as the ATCSCC and the United States Notices to Air Missions Office.

**Services.** For the purposes of this order, "services" refers to those provided during a facility's published hours of operation, as prescribed in FAA JO 7110.65, *Air Traffic Control*; FAA JO 7210.3, *Facility Operation and Administration*; and FAA JO 7110.10, *Flight Services*.

- a. For ATCT facilities: Movement area clearances and runway separation (FAA JO 7110.65, Chapter 3, *Airport Traffic Control – Terminal*, and Chapter 7, *Visual*)
- b. For Radar (ARTCC, TRACON, CERAP, etc.) facilities:
  - (1) Departure and approach clearances (FAA JO 7110.65, Chapter 4, *IFR*)
  - (2) Instrument Flight Rules (IFR) separation (FAA JO 7110.65 Chapter 5, *Radar*; Chapter 6, *Nonradar*; and Chapter 8, *Offshore/Oceanic Procedures*)

- (3) Visual Flight Rules / IFR separation in Class B and C Airspace (FAA JO 7110.65, Chapter 8, *Visual*)

**Single Point of Failure.** Any non-redundant component of a system that would cause the entire system to fail if it became non-functional.

**SkyWatch.** A data entry program that allows for tracking and paging of events that occur within the NAS.

**Support Facility.** Any ATC facility or entity, including Department of Defense and non-U.S. Air Navigation Service Providers or other entities (e.g., airport authorities), that provides pre-coordinated assistance to the Impacted Facility during an ATC-Limited or ATC-Zero event. A documented agreement is required between the Impacted and Support Facility detailing the specific support to be provided.

**Tier 1 Facilities.** Those facilities comprising the following:

- a. ATCTs serving airports with greater than 1 percent total annual enplanements,
- b. ATCTs serving airports with annual landed cargo weight of ten billion pounds or greater,
- c. Andrews Air Force Base ATCT,
- d. Approach Control Facilities serving the foregoing ATCTs,
- e. Combined Control Facilities Guam, Honolulu, and San Juan Center Radar Approach Control, and
- f. All ARTCCs.

*NOTE – See the Contingency Planning Toolbox (<https://my.faa.gov/go/contingencyplanning.html>) for the current listing of Tier 1 facilities.*

**Up/Down Facility.** See “[Combined Tower/TRACON](#).”

## Appendix B. Abbreviations and Acronyms

<b>TERM</b>	<b>DEFINITION</b>
ACT2	Automated Contingency Tool
AJI	Safety and Technical Training
AJM	Program Management Organization
AJR	System Operations Services
AJT	Air Traffic Services
AJV	Mission Support Services
AJW	Technical Operations
ANSP	Air Navigation Service Provider
ARFF	Aircraft Rescue and Fire Fighting
ARTCC	Air Route Traffic Control Center
ATC	Air Traffic Control
ATCSCC	David J. Hurley Air Traffic Control System Command Center
ATCT	Airport Traffic Control Tower
ATM	Air Traffic Manager
ATO	Air Traffic Organization
ATSC	Air Traffic Safety Coordinator
AWO	Air Traffic Organization Watch Officer
CCPV	Contingency Capability Performance Value
CERAP	Center Radar Approach Control
CRT	Crisis Response Team
CTAF	Common Traffic Advisory Frequency
DEN	Domestic Events Network
DMO	Directives Management Officer
DoD	Department of Defense
FAA	Federal Aviation Administration
FAST	Facility Automation Support Team
FCT	FAA Contract Tower
FDC	Flight Data Center
FDR	Facility Directives Repository
FOUO	For Official Use Only
FSS	Flight Service Station
HQ	Headquarters
ICT	Incident Command Team
IFR	Instrument Flight Rules
JATOC	Joint Air Traffic Operations Command

LOA	Letter of Agreement
NAS	National Airspace System
NOCC	National Operations Control Center
NOM	National Operations Manager
NOTAM	Notice to Air Mission
NTML	National Traffic Management Log
NTSO	National Tactical Security Operations
OCC	Operations Control Center
OCL	Operational Contingency Level
OCPL	Operational Contingency Plan
OSF	Operational Support Facility
OSG	Operations Support Group
POC	Point of Contact
POFM	Program Office Field Manager
QCG	Quality Control Group
ROC	Regional Operations Center
SDP	Service Delivery Point
SOC	Service Operations Center
SSCM	System Support Center Manager
TRACON	Terminal Radar Approach Control
U/S	Unserviceable
USNOF	United States NOTAM Office
VFR	Visual Flight Rules
WOC	Washington Operations Center

**Appendix C. Directive Feedback Information**

Please submit any written comments or recommendations for improving this directive, or suggest new items or subjects to be added to it. Also, if you find an error, please tell us about it.

Subject: FAA JO 1900.47G, *Air Traffic Control Operational Readiness and Contingency Planning*

To: Directive Management Officer, 9-AWA-AJR-X-Operational-Readiness@faa.gov

*Please mark all appropriate line items:*

☐ An error (procedural or typographical) has been noted in paragraph \_\_\_\_\_ on page \_\_\_\_\_.

☐ Recommend paragraph \_\_\_\_\_ on page \_\_\_\_\_ be changed as follows:  
(Attached separate sheet if necessary.)

☐ In a future change to this order, please cover the following subject:  
(Briefly describe what you want added.)

☐ Other comments:

☐ I would like to discuss the above. Please contact me.

Submitted by: \_\_\_\_\_ Date: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Routing Symbol: \_\_\_\_\_