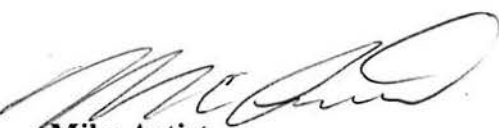**CHANGE**

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

Air Traffic Organization Policy

1900.47E
CHG 1

Effective Date:
May 01, 2017

SUBJ: Air Traffic Control Operational Contingency Plans

1.   Purpose of This Change. This change transmits revised pages to Federal Aviation Administration Order JO 1900.47E, Air Traffic Control Operational Contingency Plans.

2.   Audience. This change applies to all Air Traffic Organizational (ATO) personnel and anyone using ATO directives.

3.   Where Can I Find This Change? This change is available on the FAA Web site at https://employees.faa.gov/tools_resources/orders_notices/index.cfm/go/document.list

4.   Explanation of Policy Change. See the Explanation of Changes attachment which has editorial corrections and changes submitted through normal procedures.

5.   Distribution. Air Traffic Services (AJT), Technical Operations (AJW), Mission Support (AJV), System Operations Services (AJR), Safety and Technical Training (AJI), FCT service providers, and all FAA ATC facilities; ATC services within Washington headquarters; the William J. Hughes Technical Center (WJHTC); the Mike Monroney Aeronautical Center (MMAC) and the Department of Defense (DoD).

6.   Disposition of Transmittal. Retain this transmittal until superseded by a new basic order.

7.   Page Control Chart.

Remove Pages	Dated	Insert Pages	Dated
3-5	1/21/16	3-5	5/01/17

Mike Artist
Vice President, System Operations
Air Traffic Organization

Date: APR 2 7 2017

Explanation of Changes
Change 1

a. 2-A Vice President, System Operations (AJR) serves as the ATO focal, changed from Mission Support Services (AJV).

b. 2-A Vice President, System Operations (AJR) manages and supports the National Database, changed from ATCSCC Manager.

CHAPTER 2. GENERAL ROLES AND RESPONSIBILITIES

This section contains an overview of administrative roles and responsibilities for OCPs.

2-A.   Vice President, System Operations Services (AJR)

The Vice President, AJR must:

1. Serve as the national focal point for ATO OCPs, including being responsible for coordinating with the other affected service units included in this section.

2. Provide oversight and approval for national OCP-related actions, corrective plans, and decisions that will affect traffic management procedures, FAA and contract flight service procedures, requirements, budget, staffing, equipment, operations, and training.

3. Manage and support the National OCP Database.

    a. Designate an administrator to provide oversight of the National OCP Database.

    b. Ensure supporting contingency plans and agreements are maintained.

    c. Ensure guidance and training support for the OCP database is provided for the service center administrators

2-B.   Vice President, Air Traffic Services (AJT)

The Vice President, AJT must provide oversight and approval for OCP-related actions and decisions that will affect staffing and operations.

2-C.   Vice President, Mission Support (AJV)

The Vice President, AJV must provide oversight and approval for OCP-related actions and decisions that will affect procedures and requirements.

2-D.   Vice President, Technical Operations Services (AJW)

The Vice President, AJW must provide oversight and approval for OCP-related actions, corrective plans, and decisions that will affect equipment.

2-E.   Vice President, Safety and Technical Training (AJI)

The Vice President, AJI must provide oversight and approval for OCP-related training and corrective plans.

2-F.   Air Traffic Services Directors of Operations

Air Traffic Services Directors of Operations must:

1. Provide oversight to ensure that OCPs are developed in accordance with this order.

2. Provide oversight to ensure that action plans are developed to correct identified deficiencies.

2-G.   Technical Operations Service Area Directors

Technical Operations Service Area Directors must ensure cooperation at the field facility level with respect to the content of subparagraphs 2.K.4 and 2.K.6.

2-H.   Service Center Directors

Service Center Directors must:

1. Provide resources necessary to ensure OCPs are developed in accordance with this order.

2. Provide resources necessary to ensure action plans are developed to correct identified deficiencies.

2-I.   Operations Support Group (OSG) Managers

Designate a service center Point of Contact (POC) to perform the following OCP-related tasks:

1. Serve as the liaison between System Operations, the service area lines of business, and other ATC facilities on all matters relating to OCPs, the National OCP Database, and Contingency Plan Support System (CPSS).

2. Review OCPs and lessons learned in the National OCP Database and review the routes in the CPSS.

3. Serve as an information and training resource for service area facilities to help them maintain current and accurate information in the National OCP Database and CPSS.

4. Review certifications and exercise reports for facilities within the service area to help meet requirements.

5. Provide a report each January to the Service Area Directors regarding the status of all facility certifications and exercises for the prior calendar year.

6. Maintain facility and personnel accounts that have access to the National OCP Database.

NOTE: The Automated Contingency Tool is the application currently used as the National OCP Database.

2-J.   ATCSCC Manager

ATCSCC Manager must:

1. Designate a facility-level administrator to manage development and maintenance of the ATCSCC OCP.

a. Develop and approve work aids in coordination with AJW and other groups as necessary.

b. Ensure that ATCSCC OCPs are current in the National OCP Data base.

c. Coordinate changes to OCPs in advance with all affected support facilities.

d. Ensure that a Network Support Agreement is developed between the ATCSCC and its network of supporting facilities (i.e., its OCP network). If specialized assets or assistance are identified in an OCP, coordinate and secure approval with supporting organizations.

2. Support ATCSCC ATC Zero events and exercises:

a. Chair the Crisis Response Team (CRT).

b. Serve as the primary focal point for external stakeholder contact and coordination.

3. Ensure guidance and training is provided to ATCSCC air traffic personnel.

4. By December 31 of each calendar year, ensure the following:

a. An ATCSCC OCP ATC Zero exercise is conducted unless an ATCSCC ATC Zero event occurred during the year.

b. ATC Zero Table-Top Exercises (TTX) are conducted for ARTCCs and, at a minimum, all TRACONs that overlie Core airports.

c. An annual TTX schedule is published.

NOTE: The TTX schedule is available from the service center contingency POC or the ATCSCC procedures office.

2.K.   Terminal, FSS, and ARTCC Air Traffic Managers (ATMs)

Terminal, FSS, and ARTCC Air Traffic Facility Managers must:

1. Develop an OCP network of support facilities.

a. Ensure a Network Support Agreement is developed between the impacted facility and its OCP network.

b. At a minimum, the OCP network will consist of the impacted facility and the primary support facility.

c. The OCP network should include all facilities with which the impacted facility has a Letter of Agreement (LOA) for normal operations and may include other facilities as needed (e.g. military ATC facilities and non-U.S. ATC facilities).

d. A new Network Support Agreement should be made when a support facility is added or deleted, or when the content changes in a manner that requires approval of all participants in a given OCP Network.