

CHANGE

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION
National Policy

JO 7210.54C
CHG 1

Effective Date:
07/25/2018

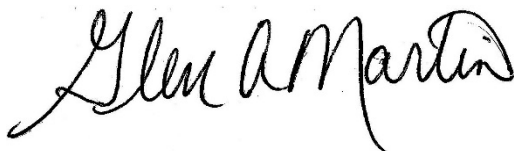
SUBJ: JO 7210.54 FAA Contract Tower Operation and Administration

- 1. Purpose.** This change deletes Appendix B, FAA Contract Tower Minimum Equipment List (MEL).
- 2. Audience.** This order applies to Airport Sponsors that are requesting air traffic control services through the FCT Program, all Air Traffic Organization (ATO) personnel, and anyone using ATO directives.
- 3. Where I can find this order.** This order is available on the FAA Web site at http://faa.gov/air_traffic/publications and on the MyFAA employee website at http://employees.faa.gov/tools_resources/orders_notices/. Audience
- 4. Explanation of Changes.** This change removes the MEL as Appendix B from the FAA JO 7210.54, FAA Contract Tower Operation and Administration. The MEL is updated and added to the FAA JO 7210.78, FAA Contract Tower (FCT) New Start and Replacement Tower Process, Appendix A.

PAGE CHANGE CONTROL CHART

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| 1 | 05/16/2016 | 1 | 07/25/2018 |
| 8 | 05/16/2016 | 8 | 07/25/2018 |
| Appendix B | 05/16/2016 | | |

- 5. Disposition of Transmittal.** Retain this transmittal sheet until the directive is replaced by a new directive.
- 6. Disposition of Transmittal.** Retain this transmittal sheet until the directive is replaced by a new directive. **Distribution.** This order is distributed to all Washington Headquarters and Service Area ATO offices, the Office of Security and Hazardous Materials Safety, Office of National Security Programs and Incident Response, Office of Aerospace Medicine, Office of Aviation Policy and Plans, and Office of Aviation Safety; Acquisitions and Contracting; to the regional Security, Logistics, and Aviation Medical divisions; to the division level at the FAA Academy, to all Air Traffic Services and Technical Operations field offices with a standard distribution; and to all FCT locations.



Glen A. Martin
Vice President, Air Traffic Services
Air Traffic Organization



U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION
Air Traffic Organization Policy

ORDER
JO 7210.54C

Effective Date:
05/16/2016

SUBJ: FAA Contract Tower Operation and Administration

This order prescribes guidance necessary to effectively administer operations at FAA Contract Tower (FCT) facilities. If a conflict arises between the contents of this order and other FAA directives or this order and the FCT contract, FAA managers must request clarification from the FAA Contract Operations Group (AJT-21). FAA contractor personnel should request clarification from the AJT-21, through contractor management personnel.

A handwritten signature in black ink, appearing to read "T. Arel".

Timothy L. Arel
Vice President, Air Traffic Services
Air Traffic Organization

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Chapter 1- General Information

- 1. Purpose of This Order.** This order provides guidance to Federal Aviation Administration (FAA) and contractor personnel for the administration and operation of the FAA Contract Tower (FCT) Program. Air Traffic Services (AJT), Operations Headquarters (AJT-2), Contract Operations Group (AJT-21) provides guidance and direction for headquarters and service area personnel, and national contractors, wherein contractor personnel provide Air Traffic Control (ATC) services at FCT locations throughout the United States and its territories and possessions.
- 2. Audience.** This order applies to all Air Traffic Organization (ATO) personnel, and anyone using ATO directives.
- 3. Where to Find This Order.** This order is available on the MyFAA employee website at https://employees.faa.gov/tools_resources/orders_notices/.
- 4. What This Order Cancels.** This order cancels FAA Order 7210.54B, FAA Contract Tower (FCT) Operation and Administration, dated October 1, 2006.
- 5. Explanation of Policy Changes.** This revision eliminates information found in other FAA Orders, includes additional orders in Appendix A that are applicable to FCTs, and updates subject matter and terminology throughout the order.
- 6. Distribution.** This order is distributed to all Washington Headquarters and Service Area ATO offices, the Office of Security and Hazardous Materials Safety, Office of National Security Programs and Incident Response, Office of Aerospace Medicine, Office of Aviation Policy and Plans, and Office of Aviation Safety; Acquisitions and Contracting; to the regional Security, Logistics, and Aviation Medical divisions; to the division level at the FAA Academy, to all Air Traffic Services and Technical Operations field offices with a standard distribution; and to all FCT locations.
- 7. Authority to Change This Order.** The Vice President of Air Traffic Services is responsible for the FCT Program. AJT-21 has been identified as the Office of Primary Responsibility (OPR) for matters described in this order that are related to the FCT Program.

Chapter 2 – Organizational Responsibilities

1. ATO:

Level of Support. The FCT Program is a federally funded program to provide contract air traffic control services at designated towers. FAA organizations must provide the same level of operational support and guidance to contract towers as provided to similar FAA Air Traffic Control Towers (ATCT).

2. FAA Headquarters:

a. AJT-2 is responsible for providing operational guidance for the FCT Program and must provide:

(1) The name of the Contracting Officer's Representative (COR) for the FCT national contracts to the Contracting Officer (CO).

(2) Timely assistance and technical guidance to FAA and contractor personnel on operational issues.

b. AAQ-1, FAA Acquisition and Contracting

(1) **Contract Limitations.** The CO has sole responsibility for modifications and/or changes to the contract. Other FAA personnel that deal directly with contractor personnel must be familiar with the terms of the contract and must use caution not to require actions of the contractor that fall within the purview of the CO.

(2) AAQ-1 must designate a CO for the FCT national contracts.

(3) The CO must coordinate all contract modifications with AJT-21 prior to execution.

3. ATO Service Centers:

a. Planning & Requirements Group (PRG) must:

(1) The FCT Project Implementation Manager (PIM) is the point of contact (POC) at the Service Center for coordinating issues affecting the FCT Program. The FCT PIM must coordinate issues that impact FCT contracts with AJT-21.

(2) Provide FCT applicant contact information to appropriate FAA lines of business (LOB).

b. Operations Support Group (OSG) must provide a point of contact for coordinating FCT issues.

c. Quality Control Group (QCG) must provide a point of contact for coordinating FCT issues.

d. Assign each FCT to a District and forward the name of the assigned District and any changes to AJT-21.

4. AJT District Offices: ATC facilities that interface with an FCT must contact the District whenever FCT issues cannot be resolved at the local level.

a. Operational FCT issues that cannot be resolved at the District level must be coordinated with the respective OSG.

b. Non-operational FCT issues that cannot be resolved at the District level must be coordinated with the respective FCT PIM.

c. The District may delegate day-to-day operational support and/or certification responsibilities to other FAA facilities.

Chapter 3 - Operations and Staffing

1. Requests for Additional Services. The FCT contracts specify the terms under which ATC services will be provided, including hours of operation for each FCT. FAA personnel must use care not to require actions of the contractor which fall outside the scope of the contract; e.g., extension of the hours of operation or requests for additional staffing. Only the CO can effect modifications to a contract.

2. FAA Supplemental Staffing for Special Events. AJT District Offices must coordinate with AJT-21 whenever FAA supplemental staffing for special events (i.e. Sun-n-Fun, EAA AirVenture-Oshkosh, etc.) will be needed at an FCT and provide staffing and supervisory schedules for the tower during the event.

3. Letters of Agreement (LOA). FCTs are authorized to negotiate with, and enter into LOAs with FAA facilities, National Airspace System (NAS) users, and airport operators/tenants in accordance with FAA directives.

a. The AJT district must provide assistance to the FCT air traffic manager for the development of local procedures, facility LOAs, etc.

b. The contractor must comply with the service area's LOA processing procedures.

c. Within 90 days of assuming air traffic manager responsibilities, the Air Traffic Manager (ATM) will conduct and document a review of the facility LOAs to determine if they are operationally valid and accurately reflect the facility's procedures.

4. Emergency and Contingency Situations. FAA facilities must provide assistance to FCTs during emergency and/or contingency situations. Requests outside the scope of an LOA or approved Contingency Plan must be coordinated through the Service Center.

5. Facility Directives Repository (FDR). In addition to other required directives, ATMs will ensure the most current version of all facility LOAs are uploaded into the Facility Directives Repository. Directives deemed proprietary will have only the dated or revision-numbered cover page uploaded.

NOTE: Per FAA Order JO 7210.3, LOAs containing contingency plan information must not be posted to the FDR. LOAs with such information must be posted to the National Operational Contingency Plan database.

6. FCT Air Traffic Controller Eligibility.

a. To be an air traffic controller in the FAA FCT Program:

(1) A person must meet the requirements of Code of Federal Regulations (CFR), Title 14, Aeronautics and Space, Part 65 and Part 67 and,

(2) FCT controllers must have held a previous Control Tower Operator Certificate or FAA, Air Traffic Safety Oversight Credentials.

- b.** There is no maximum age restriction for FCT air traffic controllers.

Chapter 4 - Training

1. Testing and Certification.

a. The AJT District must ensure that facility rating, control tower operator (CTO) certification or FAA Air Traffic Safety Oversight Credentials are performed. The FCT ATM must contact the District in a timely manner to schedule CTO certification.

b. At Limited Aviation Weather Reporting Stations (LAWRS) designated FCTs, the ATM must arrange initial LAWRS observer training and testing via CBI or ELMS and coordinate certification or certificate transfer with AJT-21 via email requests to 9-AJT-HQ-ASWO@faa.gov.

2. Briefing/Training Items.

a. ATO Headquarters organizations, service center offices, and districts must ensure that required briefing materials are distributed in a format that can be utilized by FCT facilities.

b. AJT Districts must ensure that all required briefing items are forwarded to their assigned FCTs.

Chapter 5 – Documents, Forms and Charts

1. Operational Directives.

a. The FCT PIM must ensure that “New Start” FCT locations are included on the distribution list.

b. Districts must:

(1) Ensure that FCTs receive copies of regulations and FAA directives listed in Appendix A (excluding FARs and CFRs), including changes and/or amendments to those directives; and

(2) Assist FCTs when additional copies are requested.

c. Contractors must notify the District whenever additional copies of the regulations and FAA directives listed in Appendix A are needed.

2. Provision of Information and Data.

a. The Service Center and/or District may request operational information from FCTs and/or ask for access to operational data. Voluminous or unusual requests should be routed to AJT-21, through the Service Area POC, for direct coordination with contractor management personnel.

b. The contractor must provide hourly traffic count data to the FAA in addition to operational data reporting requirements, per FAA Order JO 7210.55.

3. Forms and Charts.

a. The Districts must ensure that FCTs are provided with a sufficient supply of operational forms required by the documents, directives, and regulations listed in Appendix A (excluding FARs and CFRs); and

b. Current operational charts and publications, such as terminal area charts, sectionals, etc.

4. Training Material

a. Federal Aviation Administration must ensure all locations are provided with required training material.

b. The contractor must contact the District to request additional material.

Chapter 6 – Air Traffic Control Operations Agreement

Air Traffic Control Operations Agreement.

The Air Traffic Control Operations Agreement will document:

1. Roles and Responsibilities of the FAA
2. Operating Hours
3. Roles and Responsibilities of the Airport Sponsor
4. Facility Maintenance (i.e. repair, refurbishment, and replacement) of sponsor-owned space and non-FAA equipment. The Airport Sponsor is responsible for providing the facilities and equipment specified in the Minimum Equipment List located in Appendix A of FAA Order JO 7210.78.
5. Access and Security
6. Contributions of the Parties for ATC Service.
 - a. The Airport Sponsor is aware of the current FAA procedure to recalculate benefit/cost ratios to determine the percentage of funds for which the FAA and the airport are responsible.
 - b. The Airport Sponsor is aware that requests for ATC Services outside of FAA approved tower hours of operation will be at the expense of the sponsor.

APPENDIX A**OPERATIONAL DOCUMENTS, DIRECTIVES, and REGULATIONS**

The following documents, directives, and regulations are applicable and incorporated by reference in whole or relevant part and required to be available (print or digital copy) at each facility. Other FAA orders, directives or policies may contain additional pertinent information beneficial to operation of an FCT.

1. 14 Code of Federal Regulations (CFR) Parts 1, 65, (excluding Subpart B, Paragraph 65.46), 67, 91, 93; and 121, Appendix I; and 49 CFR 830.2; and 49 CFR Part 40)

NOTE: Copies of CFRs listed above are not required to be on site at FCTs, but will be maintained at contractor corporate offices.

- 2.** Aeronautical Information Manual (AIM)
- 3.** FAA Order JO 1000.37, Air Traffic Organization Safety Management System
- 4.** FAA Order 1100.161, Air Traffic Safety Oversight
- 5.** FAA Order JO 1030.3 Initial Event Response
- 6.** FAA Order 1600.69, FAA Facility Security Management Program (FSMP)
- 7.** FAA Order 1900.1, FAA Emergency Operations Plan
- 8.** FAA Order JO 1900.47, Air Traffic Control Operational Contingency Plans
- 9.** FAA Order JO 3120.4, Air Traffic Technical Training
- 10.** FAA Order JO 7010.14, Air Traffic Audits and Assessments Programs
- 11.** FAA Order 7050.1, National Runway Safety Program
- 12.** FAA Order JO 7110.65, Air Traffic Control
- 13.** FAA Order JO 7110.67, Special Aircraft Operations
- 14.** FAA Order JO 7210.3, Facility Operation and Administration
- 15.** FAA Order JO 7210.54, FAA Contract Tower (FCT) Operation and Administration
- 16.** FAA Order JO 7210.55, Operational Data Reporting Requirements
- 17.** FAA Order JO 7210.632, Air Traffic Organization Occurrence Reporting
- 18.** FAA Order JO 7210.633, Air Traffic Organization Quality Assurance Program

- 19.** FAA Order JO 7210.634, Air Traffic Organization Quality Control
- 20.** FAA Order JO 7232.5, Changing Operating Hours for Terminal Facilities
- 21.** FAA Order JO 7340.2, Contractions
- 22.** FAA Order JO 7350.8, Location Identifiers
- 23.** FAA Order JO 7400.2, Procedures for Handling Airspace Matters
- 24.** FAA Order JO 7610.4, Special Military Operations (R model for non-FAA)
- 25.** FAA Order JO 7900.5, Surface Weather Observing – METAR
- 26.** FAA Order JO 7930.2, Notices to Airmen
- 27.** FAA Order 8000.90, Air Traffic Safety Oversight Credentialing and Control Tower Operator Certification Program
- 28.** FAA Order 8020.11, Aircraft Accident and Incident Notification, Investigation, and Reporting
- 29.** FAA Order JO 8020.16, Air Traffic Organization Aircraft Accident and Incident Notification, Investigation, and Reporting