

CHANGE

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

**JO 7400.2P
CHG 1**

Air Traffic Organization Policy

Effective Date:
October 5, 2023

SUBJ: Procedures for Handling Airspace Matters

- 1. Purpose of This Change.** This change transmits revised pages to Federal Aviation Administration Order JO 7400.2P, Procedures for Handling Airspace Matters.
- 2. Audience.** This change applies to all Air Traffic Organization (ATO) personnel and anyone using ATO directives. This order also applies to all regional, service area, and field organizational elements involved in rulemaking and nonrulemaking actions associated with airspace allocation and utilization, obstruction evaluation, obstruction marking and lighting, airport airspace analysis, and the management of air navigation aids.
- 3. Where Can I Find This Change?** This change is available on the FAA website at http://faa.gov/air_traffic/publications and https://employees.faa.gov/tools_resources/orders_notices.
- 4. Explanation of Policy Change.** See the Explanation of Changes attachment that has editorial corrections and changes submitted through normal procedures.
- 5. Distribution.** This change is distributed electronically to all who subscribe to receive email notification through the FAA's website. All organizations are responsible for viewing, downloading, and subscribing to receive email notifications when changes occur to this order. Subscriptions to air traffic directives can be made through the Air Traffic Plans and Publications website at https://www.faa.gov/air_traffic/publications/ or directly via the following link: https://public.govdelivery.com/accounts/USAFAA/subscriber/new?topic_id=USAFAA_39.
- 6. Disposition of Transmittal.** Retain this transmittal until superseded by a new basic order.
- 7. Page Control Chart.** See the page control chart attachment.

For Michael R. Beckles
Director, Policy, AJV-P
Air Traffic Organization

Distribution: Electronic

Initiated By: AJV-0
Vice President, Mission Support Services

Explanation of Changes

Change 1

**Direct questions through appropriate facility/service center office staff
to the Office of Primary Interest (OPI).**

a. 10–2–3. PROPOSALS SUBJECT TO AERONAUTICAL STUDY

This change provides clarification that on–airport aeronautical studies may be conducted on a case–by–case basis as deemed necessary by FAA. This change also amends subparagraph d by adding “as determined necessary by FAA” because aeronautical studies are more on a case–by–case basis. This change amends subparagraph j to address the existing text which conflicts with policy contained in FAA Order 5300.1G, Modifications to Agency Airport Design, Construction, and Equipment Standards. The revised text includes aeronautical studies that can be conducted to assess existing airport conditions not previously studied by FAA to be used to ensure the safety of aircraft movement and its efficient use. The change amends subparagraph k to add the word “aircraft” because there are airport situations that necessitate an aeronautical study as determined by FAA for certain occurring or proposed aircraft ground operations.

b. 32–4–2. NATIONAL HISTORIC PRESERVATION ACT (NHPA) § 106: ACTIONS NOT REQUIRING CONSULTATION

This change adds new guidance to paragraph 32–4–2, and identifies ATO airspace actions that have no potential to cause effects to historic properties. When ATO proposes these types of actions, ATO will not have any further obligations under Section 106 of the National Historic Preservation Act, including consultation.

c. Editorial Changes

Editorial changes include a correction of the title of FIG 6–3–5; updates to the distribution, subscription, and purchase information in Chapter 1, Section 1, and in the Distribution paragraph on the Change cover page; and removing the outdated facsimile method of petitions in paragraph 7-1-4 while aligning certain terms with the GPO style manual.

FAA Order JO 7400.2P
Change 1
Page Control Chart
October 5, 2023

REMOVE PAGES	DATED	INSERT PAGES	DATED
Table of Contents i through xix	5/19/22	Table of Contents i through xix	10/5/23
1-1-1 through 1-1-3	4/20/23	1-1-1 through 1-1-3	10/5/23
6-3-7	4/20/23	6-3-7	4/20/23
6-3-8	4/20/23	6-3-8	10/5/23
7-1-5	4/20/23	7-1-5	4/20/23
7-1-6 through 7-1-8	4/20/23	7-1-6 through 7-1-8	10/5/23
10-2-1	4/20/23	10-2-1	10/5/23
32-4-1 through 32-4-4	4/20/23	32-4-1 through 32-4-5	10/5/23

Order JO 7400.2P Procedures for Handling Airspace Matters

Table of Contents

Part 1. General Procedures for Airspace Management

Chapter 1. General

Section 1. Introduction

Paragraph	Page
1-1-1. PURPOSE OF THIS ORDER	1-1-1
1-1-2. AUDIENCE	1-1-1
1-1-3. WHERE TO FIND THIS ORDER	1-1-1
1-1-4. WHAT THIS ORDER CANCELS	1-1-1
1-1-5. CHANGE AUTHORITY	1-1-1
1-1-6. EXPLANATION OF CHANGES	1-1-1
1-1-7. SUBMISSION CUTOFF AND EFFECTIVE DATES	1-1-2
1-1-8. DELIVERY DATES	1-1-2
1-1-9. RECOMMENDATIONS FOR PROCEDURAL CHANGES	1-1-2
1-1-10. REQUESTS FOR INTERPRETATIONS OR CLARIFICATIONS TO THIS ORDER	1-1-2
1-1-11. DISTRIBUTION	1-1-3
1-1-12. SAFETY MANAGEMENT SYSTEM	1-1-3

Section 2. Authority and Order Use

1-2-1. POLICY	1-2-1
1-2-2. AUTHORITY AND APPLICABILITY	1-2-1
1-2-3. FUNCTIONAL RESPONSIBILITIES	1-2-1
1-2-4. TITLE 14 CODE OF FEDERAL REGULATIONS (CFR) REFERENCES	1-2-2
1-2-5. WORD MEANING	1-2-2
1-2-6. ABBREVIATIONS	1-2-2

Section 3. Airspace Planning and Analysis

1-3-1. BACKGROUND	1-3-1
1-3-2. POLICY	1-3-1

Chapter 2. Rulemaking/Nonrulemaking Airspace Cases

Section 1. Ex Parte Communications

2-1-1. DEFINITION	2-1-1
2-1-2. SCOPE	2-1-1
2-1-3. POLICY	2-1-1
2-1-4. DISCLOSURE	2-1-1
2-1-5. PERMITTED CONTACT	2-1-1

Paragraph	Page
2-1-6. RECORDING CONTACTS	2-1-2
2-1-7. ADVICE FROM COUNSEL	2-1-3
2-1-8. RELEASE OF RULEMAKING AND/OR NONRULEMAKING TEXTS	2-1-3
2-1-9. ADDITIONAL REFERENCES	2-1-3

Section 2. Executive Order 10854

2-2-1. SCOPE	2-2-1
2-2-2. POLICY	2-2-1

Section 3. Processing Rulemaking Airspace Actions

2-3-1. PURPOSE	2-3-1
2-3-2. RESPONSIBILITY	2-3-1
2-3-3. DOCKETS	2-3-1
2-3-4. COMMENT PERIODS	2-3-1
2-3-5. FLIGHT PROCEDURAL DATA	2-3-2
2-3-6. SUBMISSION OF RULEMAKING AIRSPACE CASES TO HEADQUARTERS ..	2-3-2
2-3-7. EFFECTIVE DATE OF FINAL RULES	2-3-3
2-3-8. PUBLICATION IN FEDERAL REGISTER	2-3-3

Section 4. Processing Nonrulemaking Airspace Actions

2-4-1. PURPOSE	2-4-1
2-4-2. IDENTIFICATION	2-4-1
2-4-3. CIRCULARIZATION	2-4-1
2-4-4. CIRCULARIZATION DOCUMENTATION	2-4-1
2-4-5. SUBMISSION OF NONRULEMAKING SUA CASES TO RULES AND REGULATIONS GROUP	2-4-2
2-4-6. EFFECTIVE DATE OF NONRULEMAKING ACTIONS	2-4-2
2-4-7. PUBLICATION OF NONRULEMAKING ACTIONS	2-4-2

Section 5. Informal Airspace Meeting

2-5-1. PURPOSE	2-5-1
2-5-2. POLICY	2-5-1
2-5-3. CLASS B AND C INFORMAL AIRSPACE MEETING NOTIFICATION PROCEDURES	2-5-1
2-5-4. INFORMAL AIRSPACE MEETING NOTIFICATION PROCEDURES FOR AIRSPACE ACTIONS OTHER THAN CLASS B AND CLASS C	2-5-2
2-5-5. LOCATION	2-5-2
2-5-6. AGENDA ITEMS	2-5-2
2-5-7. RECORD OF MEETINGS	2-5-2

Chapter 3. Aeronautical Information

Section 1. General

3-1-1. POLICY	3-1-1
3-1-2. RESPONSIBILITY	3-1-1
3-1-3. TRUE/MAGNETIC DIRECTIONS	3-1-1
3-1-4. NAVIGATIONAL AID COORDINATES	3-1-1
3-1-5. DIRECTIONS	3-1-1

Section 2. Charted Reporting Points

Paragraph	Page
3-2-1. POLICY	3-2-1
3-2-2. CHART SERIES SELECTION	3-2-1
3-2-3. FAA FORM 8260-2, RADIO FIX AND HOLDING DATA RECORD	3-2-1
3-2-4. PREPARATION OF FORM 8260-2	3-2-1

Section 3. Naming of NAVAIDs, Aeronautical Facilities, and Fixes

3-3-1. GENERAL	3-3-1
3-3-2. RESPONSIBILITY	3-3-1
3-3-3. NAMING OF NAVAIDs	3-3-1
3-3-4. NAMING OF WAYPOINTS, INTERSECTIONS, AND DME FIXES	3-3-2

Chapter 4. NAVAIDs

Section 1. General

4-1-1. PURPOSE	4-1-1
4-1-2. POLICY	4-1-1
4-1-3. RESPONSIBILITY FOR FREQUENCY SELECTION	4-1-1
4-1-4. GOVERNING CRITERIA	4-1-1
4-1-5. LONG-RANGE PLANNING	4-1-1
4-1-6. PROPOSED CHANGES	4-1-1

Section 2. FAA NAVAIDs

4-2-1. POLICY	4-2-1
4-2-2. COORDINATION	4-2-1
4-2-3. INFORMAL AIRSPACE MEETINGS	4-2-1
4-2-4. APPROVAL AUTHORITY	4-2-1
4-2-5. DISTRIBUTION	4-2-1
4-2-6. COMMISSIONING DATE	4-2-2
4-2-7. PROCESSING REGULATORY ACTIONS	4-2-2

Section 3. Military NAVAIDs

4-3-1. POLICY	4-3-1
4-3-2. COORDINATION WITH MILITARY	4-3-1
4-3-3. EVALUATION BY TECHNICAL OPERATIONS SERVICES OFFICE	4-3-1
4-3-4. CIRCULARIZATION	4-3-1
4-3-5. DETERMINATION RESPONSIBILITY	4-3-1
4-3-6. NOTIFICATION AND DISTRIBUTION	4-3-1

Section 4. Non-Federal NAVAIDs

4-4-1. POLICY	4-4-1
4-4-2. REQUEST FOR ESTABLISHMENT	4-4-1
4-4-3. RESPONSIBILITY	4-4-1
4-4-4. EXTERNAL COORDINATION	4-4-3
4-4-5. COMPLETION AND NOTIFICATION PROCESS	4-4-3
4-4-6. AERONAUTICAL STUDY RETENTION AND ARCHIVING	4-4-3

Section 5. Discontinuance of FAA NAVAIDs

Paragraph	Page
4-5-1. POLICY	4-5-1
4-5-2. RESPONSIBILITIES	4-5-1
4-5-3. COORDINATION OF PROPOSALS	4-5-1
4-5-4. OBTAINING APPROVAL	4-5-1
4-5-5. DISCONTINUANCE ACTION	4-5-1
4-5-6. CANCELLATION OF CONTROLLED AIRSPACE AND INSTRUMENT PROCEDURES	4-5-1
4-5-7. DECOMMISSIONING DATE	4-5-2
4-5-8. DISCONTINUANCE OF NAVAIDs INCLUDED IN ICAO PLANS	4-5-2
4-5-9. INTERNATIONAL STAFF NOTIFICATION	4-5-2

Section 6. Discontinuance of Military and Non-Federal NAVAIDs

4-6-1. POLICY	4-6-1
4-6-2. RESPONSIBILITY	4-6-1
4-6-3. ACTION PRIOR TO DISCONTINUANCE	4-6-1
4-6-4. DISCONTINUANCE OF NAVAIDs INCLUDED IN ICAO PLANS	4-6-1

Part 2. Objects Affecting Navigable Airspace

Chapter 5. Basic

Section 1. General

5-1-1. PURPOSE	5-1-1
5-1-2. AUTHORITY	5-1-1
5-1-3. POLICY	5-1-1
5-1-4. SCOPE	5-1-1
5-1-5. RESPONSIBILITY	5-1-1
5-1-6. SENSITIVE CASES REFERRED TO WASHINGTON	5-1-2
5-1-7. AUTOMATION	5-1-2
5-1-8. OE/AAA AUTOMATED SYSTEM AIRPORT/RUNWAY DATABASE	5-1-2
5-1-9. TRAINING	5-1-2
5-1-10. RELEASE OF INFORMATION	5-1-2

Section 2. Notices

5-2-1. REQUIREMENTS	5-2-1
5-2-2. PROCESSING	5-2-1
5-2-3. FAA FORMS	5-2-1

Chapter 6. Aeronautical Studies

Section 1. General

6-1-1. POLICY	6-1-1
6-1-2. AERONAUTICAL STUDY NUMBERS	6-1-1
6-1-3. STUDY OF EXISTING STRUCTURES	6-1-1
6-1-4. PROPOSALS UNDER CONSTRUCTION	6-1-2

Paragraph	Page
6-1-5. STRUCTURES EXCEEDING 2,000 FEET	6-1-2
6-1-6. FEASIBILITY STUDIES	6-1-3
6-1-7. TOWER OWNERSHIP	6-1-3

Section 2. Initial Processing/Verification

6-2-1. VERIFICATION/E-FILING	6-2-1
6-2-2. VERIFICATION/PAPER-FILING	6-2-1
6-2-3. DIVISION COORDINATION	6-2-2
6-2-4. ADDITIONAL COORDINATION	6-2-2

Section 3. Identifying/Evaluating Aeronautical Effect

6-3-1. POLICY	6-3-1
6-3-2. SCOPE	6-3-1
6-3-3. DETERMINING ADVERSE EFFECT	6-3-1
6-3-4. DETERMINING SIGNIFICANT VOLUME OF ACTIVITY	6-3-2
6-3-5. SUBSTANTIAL ADVERSE EFFECT	6-3-2
6-3-6. RESPONSIBILITY	6-3-2
6-3-7. AIRPORT SURFACES AND CLEARANCE AREAS	6-3-11
6-3-8. EVALUATING EFFECT ON VFR OPERATIONS	6-3-11
6-3-9. EVALUATING EFFECT ON IFR OPERATIONS	6-3-18
6-3-10. EVALUATING EFFECT ON AIR NAVIGATION AND COMMUNICATION FACILITIES	6-3-20
6-3-11. EVALUATING PLANNED OR FUTURE AIRPORT DEVELOPMENT PROGRAMS	6-3-22
6-3-12. EVALUATING TEMPORARY CONSTRUCTION	6-3-23
6-3-13. CONSIDERING SHIELDING	6-3-23
6-3-14. CONSIDERING SHADOW PLANE	6-3-24
6-3-15. RECOMMENDING MARKING AND LIGHTING OF STRUCTURES	6-3-24
6-3-16. NEGOTIATIONS	6-3-26
6-3-17. CIRCULARIZATION	6-3-26

Chapter 7. Determinations

Section 1. Issuing Determinations

7-1-1. POLICY	7-1-1
7-1-2. RESPONSIBILITY	7-1-1
7-1-3. DETERMINATIONS	7-1-1
7-1-4. DETERMINATION CONTENT AND OPTIONS	7-1-2
7-1-5. DETERMINATION DATES	7-1-7
7-1-6. EXISTING STRUCTURES	7-1-7
7-1-7. DISTRIBUTION OF DETERMINATIONS	7-1-7

Section 2. Extension of Determinations

7-2-1. AUTHORITY	7-2-1
7-2-2. CONDITIONS	7-2-1
7-2-3. COORDINATION	7-2-1
7-2-4. EXTENSION PERIOD	7-2-1
7-2-5. REVIEW PROVISIONS FOR PETITION	7-2-1

Paragraph	Page
7-2-6. DISTRIBUTION	7-2-1

Section 3. Revision, Correction, and Termination of Determination

7-3-1. REVISIONS AND TERMINATIONS BASED ON NEW FACTS	7-3-1
7-3-2. CORRECTION	7-3-1
7-3-3. STANDARD FORMAT	7-3-1
7-3-4. DISTRIBUTION	7-3-1

Chapter 8. Post Determination Action

Section 1. Action

8-1-1. FOLLOW-UP ACTION	8-1-1
8-1-2. RECEIPT OF COMPLETED PSR	8-1-1
8-1-3. RECEIPT OF COMPLETED FORM 7460-2	8-1-1
8-1-4. PROCESSING PROJECT ABANDONED NOTIFICATION	8-1-2
8-1-5. PROCESSING DISMANTLEMENT NOTIFICATION	8-1-2

Chapter 9. Discretionary Review Process

Section 1. General

9-1-1. AUTHORITY	9-1-1
9-1-2. OEG RESPONSIBILITY	9-1-1
9-1-3. JURISDICTION	9-1-1

Section 2. Petition Processing

9-2-1. ADMINISTRATIVE PROCESSING	9-2-1
9-2-2. RECOMMENDATIONS	9-2-1
9-2-3. DISTRIBUTION OF NOTICES TO GRANT DISCRETIONARY REVIEW	9-2-1
9-2-4. OEG PARTICIPATION	9-2-1
9-2-5. FINAL DECISION	9-2-1
9-2-6. DISTRIBUTION OF DECISION	9-2-2

Part 3. Airport Airspace Analysis

Chapter 10. Basic

Section 1. Policy

10-1-1. PURPOSE	10-1-1
10-1-2. AUTHORITY	10-1-1
10-1-3. AIRPORT PROGRAMS	10-1-1
10-1-4. FUNDING RESPONSIBILITY	10-1-2
10-1-5. RESPONSIBILITY	10-1-2

Section 2. Airport Study

Paragraph	Page
10-2-1. PURPOSE	10-2-1
10-2-2. STUDY NUMBER ASSIGNMENT	10-2-1
10-2-3. PROPOSALS SUBJECT TO AERONAUTICAL STUDY	10-2-1

Section 3. Airport Standards

10-3-1. DESIGN STANDARDS	10-3-1
10-3-2. AIRPORT SPACING GUIDELINES AND TRAFFIC PATTERN AIRSPACE AREAS	10-3-1
10-3-3. DESIGNATION OF INSTRUMENT RUNWAYS, CHANGES OF AIRPORT STATUS VFR TO IFR AND LOWERING MINIMUMS	10-3-3
10-3-4. AIRSPACE FEASIBILITY STUDY	10-3-3
10-3-5. ONSITE EVALUATION	10-3-3
10-3-6. FORMULATION OF FAA DETERMINATION	10-3-4

Section 4. Airport Charting and Publication of Airport Data

10-4-1. POLICY	10-4-1
10-4-2. RESPONSIBILITY	10-4-1
10-4-3. AIRPORT CHARTING	10-4-1

Chapter 11. Evaluating Aeronautical Effect

Section 1. General

11-1-1. EXISTING AND PROPOSED OBJECTS	11-1-1
11-1-2. AIRPORT TRAFFIC PATTERNS	11-1-1
11-1-3. INSTRUMENT FLIGHT PROCEDURES	11-1-1
11-1-4. AIR TRAFFIC CONTROL PROCEDURES	11-1-1
11-1-5. SAFETY OF PERSONS AND PROPERTY ON THE GROUND	11-1-1
11-1-6. NOISE CONSIDERATION	11-1-2
11-1-7. AERONAUTICAL ACTIVITY	11-1-2
11-1-8. WIND ROSE DATA	11-1-2
11-1-9. HELICOPTER INGRESS-EGRESS ROUTES	11-1-2
11-1-10. DISPLACED THRESHOLDS AND CHANGING THE RUNWAY END	11-1-2
11-1-11. EXISTING AIRPORTS	11-1-3

Section 2. Processing of Airport Proposals By Regional Airports Offices

11-2-1. PROPOSALS	11-2-1
11-2-2. AIRPORT LAYOUT PLANS (ALP)	11-2-2
11-2-3. NON-PART 157 PROPOSED CONSTRUCTION OR ALTERATION ON NON-OBLIGATED PUBLIC-USE AIRPORTS	11-2-2
11-2-4. FAA COORDINATION	11-2-2
11-2-5. NEGOTIATION WITH SPONSOR	11-2-3
11-2-6. CIRCULARIZATION	11-2-4
11-2-7. EVALUATE COMMENTS AND AERONAUTICAL EFFECT	11-2-4
11-2-8. INFORMAL AIRSPACE MEETINGS	11-2-4
11-2-9. ISSUE DETERMINATION	11-2-4

Section 3. Processing of Airport Proposals By Regional Flight Standards Offices

Paragraph	Page
11-3-1. EFFECT ON SAFETY OF FLIGHT	11-3-1
11-3-2. EFFECT ON SAFETY OF PERSONS AND PROPERTY ON THE GROUND	11-3-1
11-3-3. ONSITE EVALUATIONS	11-3-1

Section 4. Processing of Airport Proposals By Operations Support Group Flight Procedures Teams

11-4-1. EFFECT ON INSTRUMENT PROCEDURES	11-4-1
11-4-2. EVALUATION OF PART 77 AERONAUTICAL STUDIES	11-4-1
11-4-3. EVALUATION OF PART 157 AERONAUTICAL STUDIES	11-4-1
11-4-4. EVALUATION OF CONSTRUCTION SAFETY AND PHASING PLANS	11-4-1
11-4-5. EVALUATION OF AIRPORT LAYOUT PLANS (ALP)	11-4-1

Section 5. Processing of Airport Proposals By Technical Operations Services Area Offices

11-5-1. ELECTROMAGNETIC OR LINE-OF-SIGHT INTERFERENCE	11-5-1
11-5-2. EVALUATION OF INSTRUMENT RUNWAY DESIGNATION	11-5-1
11-5-3. CHANGE IN AIRPORT STATUS FROM VFR TO IFR	11-5-1
11-5-4. AIRPORT PROPOSALS	11-5-1

Section 6. Processing of Airport Proposals By Service Area Offices

11-6-1. EFFECT ON AIR TRAFFIC CONTROL OPERATIONS	11-6-1
11-6-2. COORDINATION	11-6-1
11-6-3. AIRPORT TRAFFIC PATTERNS	11-6-1
11-6-4. PART 77 REVIEW	11-6-2
11-6-5. DESIGNATION OF INSTRUMENT RUNWAY/CHANGE IN AIRPORT STATUS VFR TO IFR	11-6-2
11-6-6. ONSITE EVALUATION	11-6-2

Chapter 12. Airport Determinations

Section 1. General

12-1-1. RESPONSIBILITY	12-1-1
12-1-2. TERMINOLOGY	12-1-1
12-1-3. CONDITIONAL DETERMINATIONS	12-1-1
12-1-4. EXPIRATION DATES	12-1-2
12-1-5. STATEMENT IN DETERMINATIONS	12-1-2
12-1-6. AIRPORT MASTER RECORD	12-1-3
12-1-7. ADVISE FEDERAL AGREEMENT AIRPORT SPONSORS	12-1-3
12-1-8. DISSEMINATION OF STUDY RESULTS	12-1-3
12-1-9. REVIEW OF SENSITIVE OR CONTROVERSIAL CASES AND PART 157 DETERMINATIONS	12-1-3
12-1-10. DISPOSAL OF FEDERAL SURPLUS REAL PROPERTY FOR PUBLIC AIRPORT PURPOSES	12-1-4

Chapter 13. Military, NASA, and Other Agency Airport Proposals

Section 1. GeneralDoD

Paragraph	Page
13-1-1. PRIOR NOTICE TO FAA	13-1-1
13-1-2. FORM OF NOTICE	13-1-1
13-1-3. FAA HEADQUARTERS REVIEWS	13-1-1
13-1-4. REGIONAL/SERVICE AREA OFFICE REVIEW	13-1-1
13-1-5. MILITARY PROPOSALS OTHER THAN MCP	13-1-1

Part 4. Terminal and En Route Airspace

Chapter 14. Designation of Airspace Classes

Section 1. General

14-1-1. PURPOSE	14-1-1
14-1-2. CONTROLLED AIRSPACE	14-1-1
14-1-3. UNCONTROLLED AIRSPACE	14-1-2
14-1-4. FRACTIONAL MILES	14-1-2
14-1-5. AIRSPACE LEGAL DESCRIPTION	14-1-2
14-1-6. EXAMPLES OF TERMINAL AIRSPACE LEGAL DESCRIPTIONS	14-1-3

Section 2. Ad Hoc Committee Procedures for Class B and Class C Airspace Actions

14-2-1. BACKGROUND	14-2-1
14-2-2. POLICY AND PURPOSE	14-2-1
14-2-3. COMMITTEE FORMATION	14-2-1
14-2-4. FAA PARTICIPATION	14-2-1
14-2-5. COMMITTEE PROCESS	14-2-1
14-2-6. FAA ACTION ON COMMITTEE RECOMMENDATIONS	14-2-2

Chapter 15. Class B Airspace

Section 1. General

15-1-1. PURPOSE	15-1-1
15-1-2. NONRULEMAKING ALTERNATIVES	15-1-1
15-1-3. RESPONSIBILITIES	15-1-1
15-1-4. SERVICE CENTER EVALUATION	15-1-1

Section 2. Class B Airspace Planning

15-2-1. CRITERIA	15-2-1
15-2-2. DESIGNATION	15-2-1
15-2-3. CONFIGURATION	15-2-1
15-2-4. IFR TRANSITION ROUTES	15-2-2
15-2-5. VFR CONSIDERATIONS	15-2-2
15-2-6. CHART ENHANCEMENTS	15-2-3

Section 3. Class B Airspace Processing

Paragraph	Page
15-3-1. OVERVIEW	15-3-1
15-3-2. STAFF STUDY	15-3-1
15-3-3. PRE-NPRM AIRSPACE USER COORDINATION	15-3-3
15-3-4. NPRM PHASE	15-3-3
15-3-5. POST-NPRM PROCESSING	15-3-3
15-3-6. REVOKING CLASS B AIRSPACE	15-3-4

Chapter 16. Class C Airspace

Section 1. General

16-1-1. PURPOSE	16-1-1
16-1-2. NONRULEMAKING ALTERNATIVES	16-1-1
16-1-3. RESPONSIBILITIES	16-1-1
16-1-4. SERVICE CENTER EVALUATION	16-1-1

Section 2. Class C Airspace Planning

16-2-1. CRITERIA	16-2-1
16-2-2. DESIGNATION	16-2-1
16-2-3. CONFIGURATION	16-2-1
16-2-4. TIME OF DESIGNATION	16-2-2

Section 3. Class C Airspace Processing

16-3-1. STAFF STUDY	16-3-1
16-3-2. PRE-NPRM AIRSPACE USER COORDINATION	16-3-2
16-3-3. NPRM PHASE	16-3-2
16-3-4. POST-NPRM PROCESSING	16-3-2
16-3-5. PUBLICITY	16-3-3

Chapter 17. Class D Airspace

Section 1. General

17-1-1. PURPOSE	17-1-1
17-1-2. REGIONAL/SERVICE AREA OFFICE EVALUATION	17-1-1
17-1-3. DESIGNATION	17-1-1
17-1-4. TIME OF DESIGNATION	17-1-1
17-1-5. PART TIME SURFACE AREAS	17-1-2

Section 2. Class D Airspace Standards

17-2-1. CONFIGURATION	17-2-1
17-2-2. AIRPORT REFERENCE POINT/GEOGRAPHIC POSITION	17-2-1
17-2-3. SATELLITE AIRPORTS	17-2-1
17-2-4. ADJOINING CLASS D AIRSPACE AREAS	17-2-1
17-2-5. DETERMINING CLASS D AREA SIZE	17-2-1
17-2-6. DEPARTURES	17-2-1
17-2-7. ARRIVAL EXTENSION	17-2-2

Paragraph	Page
17-2-8. VERTICAL LIMITS	17-2-2
17-2-9. COMMUNICATIONS	17-2-2
17-2-10. WEATHER OBSERVATIONS AND REPORTING	17-2-2
17-2-11. LOSS OF COMMUNICATION OR WEATHER REPORTING CAPABILITY ...	17-2-3

Chapter 18. Class E Airspace

Section 1. General

18-1-1. INTRODUCTION	18-1-1
18-1-2. CLASS E SURFACE AREAS	18-1-1
18-1-3. DESIGNATION	18-1-1

Section 2. Transitional Airspace

18-2-1. PURPOSE	18-2-1
18-2-2. 700/1,200-FOOT CLASS E AIRSPACE	18-2-1
18-2-3. 700-FOOT CLASS E AIRSPACE	18-2-1
18-2-4. 1,200-FOOT CLASS E AIRSPACE	18-2-1
18-2-5. CLASS E AIRSPACE FLOORS ABOVE 1,200 FEET	18-2-1
18-2-6. COORDINATION OF MISSED APPROACH ALTITUDES	18-2-1

Section 3. Transitional Airspace Area Criteria

18-3-1. DEPARTURE AREA	18-3-1
18-3-2. LENGTHY DEPARTURE CLASS E AIRSPACE EXTENSIONS	18-3-1
18-3-3. ARRIVAL AREA	18-3-1
18-3-4. ARRIVAL EXTENSION	18-3-1
18-3-5. PROCEDURE TURN PROTECTION	18-3-2
18-3-6. DETERMINING BASE ALTITUDES	18-3-2

Chapter 19. Other Airspace Areas

Section 1. General

19-1-1. EN ROUTE DOMESTIC AIRSPACE AREAS	19-1-1
19-1-2. OFFSHORE/CONTROL AIRSPACE AREAS	19-1-1
19-1-3. DESIGNATION	19-1-1
19-1-4. PROCESSING	19-1-2

Chapter 20. Air Traffic Service Route

Section 1. General

20-1-1. PURPOSE	20-1-1
20-1-2. CONTROLLED AIRSPACE	20-1-1
20-1-3. DESIGNATION OF ATS ROUTES	20-1-1
20-1-4. RESPONSIBILITIES	20-1-1
20-1-5. ROUTE IDENTIFICATION	20-1-2
20-1-6. BASE ALTITUDES	20-1-2
20-1-7. MINIMUM EN ROUTE ALTITUDES	20-1-3

Paragraph	Page
20-1-8. PROCEDURAL REQUIREMENTS	20-1-3
20-1-9. ACTION TO RAISE BASE OF TRANSITION AREAS	20-1-3

Section 2. Flight Inspection Requirements

20-2-1. FLIGHT INSPECTION REQUESTS	20-2-1
20-2-2. REQUEST FOR FLIGHT INSPECTION DATA	20-2-1
20-2-3. FLIGHT INSPECTION REPORT	20-2-1
20-2-4. FLIGHT INSPECTION DATA DISTRIBUTION	20-2-1

Section 3. Federal Airways

20-3-1. DEFINITION	20-3-1
20-3-2. NAVAID SPACING	20-3-1
20-3-3. VERTICAL AND LATERAL EXTENT	20-3-1
20-3-4. WIDTH REDUCTIONS	20-3-2

Section 4. Jet Routes

20-4-1. DEFINITION	20-4-1
20-4-2. NAVAID SPACING	20-4-1
20-4-3. JET ROUTE WIDTH	20-4-1

Section 5. Area Navigation (RNAV) Routes

20-5-1. PURPOSE	20-5-1
20-5-2. RNAV ROUTE CRITERIA	20-5-1
20-5-3. WAYPOINTS	20-5-1
20-5-4. LATERAL PROTECTED AIRSPACE CRITERIA FOR RNAV EN ROUTE SEGMENTS	20-5-1
20-5-5. RNAV ROUTE DESCRIPTIONS	20-5-1

Part 5. Special Use Airspace

Chapter 21. General

Section 1. Policy

21-1-1. PURPOSE	21-1-1
21-1-2. SCOPE	21-1-1
21-1-3. DEFINITION AND TYPES	21-1-1
21-1-4. CATEGORIES	21-1-1
21-1-5. SUA APPROVAL AUTHORITY	21-1-1
21-1-6. MINIMUM VOLUME AND TIMES	21-1-2
21-1-7. OPTIMUM USE OF AIRSPACE	21-1-2
21-1-8. JOINT-USE POLICY	21-1-2
21-1-9. ENVIRONMENTAL ANALYSIS	21-1-2
21-1-10. CONTROLLING AGENCY	21-1-3
21-1-11. USING AGENCY	21-1-3
21-1-12. WAIVERS	21-1-3
21-1-13. PUBLIC NOTICE PROCEDURES	21-1-3
21-1-14. SUA NONRULEMAKING CIRCULARS	21-1-4

Paragraph	Page
21-1-15. CHARTING AND PUBLICATION REQUIREMENTS	21-1-5
21-1-16. CERTIFICATION OF SUA GEOGRAPHIC POSITIONAL DATA	21-1-5
21-1-17. LEAD SERVICE CENTER	21-1-6

Section 2. SUA Legal Descriptions

21-2-1. GENERAL	21-2-1
21-2-2. BOUNDARIES	21-2-1
21-2-3. ALTITUDES	21-2-1
21-2-4. TIME OF DESIGNATION (RULEMAKING SUA) / TIMES OF USE (NON- RULEMAKING SUA)	21-2-2
21-2-5. CONTROLLING AGENCY	21-2-3
21-2-6. USING AGENCY	21-2-3
21-2-7. SUA LEGAL DESCRIPTION AMENDMENTS	21-2-3

Section 3. SUA Proposals

21-3-1. GENERAL	21-3-1
21-3-2. CLASSIFIED INFORMATION	21-3-1
21-3-3. PROPOSAL CONTENT	21-3-1
21-3-4. ABBREVIATED PROPOSALS	21-3-3

Section 4. Coordination of Proposals

21-4-1. POLICY	21-4-1
21-4-2. PRE-PROPOSAL COORDINATION	21-4-1
21-4-3. ATC FACILITY COORDINATION	21-4-1
21-4-4. SUBMISSION OF PROPOSALS	21-4-1

Section 5. Service Center OSG Actions

21-5-1. GENERAL	21-5-1
21-5-2. SERVICE CENTER OSG PROCESSING REQUIREMENTS	21-5-1
21-5-3. AERONAUTICAL IMPACT CONSIDERATION	21-5-2
21-5-4. ENVIRONMENTAL DOCUMENT REVIEW	21-5-2
21-5-5. SERVICE CENTER DETERMINATION	21-5-2
21-5-6. DISAPPROVAL OF PROPOSALS	21-5-2
21-5-7. SUBMISSION OF APPROVAL RECOMMENDATIONS TO FAA HEADQUARTERS	21-5-3
21-5-8. HANDLING OF PROPOSALS TO REDUCE OR REVOKE SUA	21-5-3
21-5-9. FAA INITIATED SUA PROPOSALS	21-5-4

Section 6. Aeronautical Study

21-6-1. PURPOSE	21-6-1
21-6-2. POLICY	21-6-1
21-6-3. CONTENT OF STUDY	21-6-1

Section 7. Restricted Area and MOA Annual Utilization Reports

21-7-1. PURPOSE	21-7-1
21-7-2. REPORTING REQUIREMENTS	21-7-1
21-7-3. SUPPLEMENTARY REPORTS	21-7-1
21-7-4. UTILIZATION REPORT TERMS	21-7-1

Paragraph	Page
21-7-5. REVIEW REQUIREMENT	21-7-2
21-7-6. REVIEW SUMMARY	21-7-2

Section 8. SUA Review and Analysis

21-8-1. GENERAL	21-8-1
21-8-2. POLICY	21-8-1
21-8-3. SOURCES OF INFORMATION	21-8-1
21-8-4. UTILIZATION STANDARDS	21-8-2
21-8-5. SUA REVIEW GUIDE	21-8-2
21-8-6. SUA REVIEW FOLLOW UP ACTION	21-8-4

Chapter 22. Prohibited Areas

Section 1. General

22-1-1. DEFINITION	22-1-1
22-1-2. PURPOSE	22-1-1
22-1-3. IDENTIFICATION	22-1-1
22-1-4. DESCRIPTION	22-1-1
22-1-5. WAIVERS/AUTHORIZATION	22-1-1
22-1-6. USING AGENCY	22-1-1

Section 2. Processing

22-2-1. SUBMISSION OF PROPOSALS	22-2-1
---------------------------------------	--------

Chapter 23. Restricted Areas

Section 1. General

23-1-1. DEFINITION	23-1-1
23-1-2. PURPOSE	23-1-1
23-1-3. IDENTIFICATION	23-1-1
23-1-4. RESTRICTED AREA FLOOR	23-1-1
23-1-5. JOINT-USE	23-1-1
23-1-6. TEMPORARY RESTRICTED AREAS	23-1-2

Section 2. Processing

23-2-1. SUBMISSION OF PROPOSALS	23-2-1
23-2-2. TEMPORARY RESTRICTED AREA PROPOSALS	23-2-1

Chapter 24. Warning Areas

Section 1. General

24-1-1. BACKGROUND	24-1-1
24-1-2. DEFINITION AND PURPOSE	24-1-2
24-1-3. POLICY	24-1-2
24-1-4. IDENTIFICATION	24-1-2
24-1-5. JOINT-USE	24-1-2

Section 2. Processing

Paragraph	Page
24-2-1. SUBMISSION OF PROPOSALS	24-2-1
24-2-2. EXECUTIVE ORDER 10854 COORDINATION	24-2-1
24-2-3. ENVIRONMENTAL REVIEW	24-2-1

Chapter 25. Military Operations Areas

Section 1. General

25-1-1. DEFINITION	25-1-1
25-1-2. PURPOSE	25-1-1
25-1-3. IDENTIFICATION	25-1-1
25-1-4. MOA FLOOR	25-1-1
25-1-5. LOCATION	25-1-1
25-1-6. JOINT USE	25-1-1
25-1-7. TEMPORARY MOAs	25-1-2
25-1-8. MOAs IN CLASS G AIRSPACE	25-1-2

Section 2. Processing

25-2-1. SUBMISSION OF PROPOSALS	25-2-1
25-2-2. TEMPORARY MOA PROPOSALS	25-2-1

Chapter 26. Alert Areas

Section 1. General

26-1-1. DEFINITION	26-1-1
26-1-2. PURPOSE	26-1-1
26-1-3. IDENTIFICATION	26-1-1
26-1-4. LOCATION	26-1-1
26-1-5. ACTIVITIES	26-1-1

Section 2. Criteria

26-2-1. ESTABLISHMENT	26-2-1
26-2-2. TYPES OF OPERATIONS	26-2-1

Section 3. Processing

26-3-1. ALERT AREA PROPOSALS	26-3-1
26-3-2. SUBMISSION OF PROPOSALS	26-3-1

Chapter 27. Controlled Firing Areas

Section 1. General

27-1-1. DEFINITION	27-1-1
27-1-2. PURPOSE	27-1-1
27-1-3. CRITERIA	27-1-1
27-1-4. CHARTING	27-1-1

Paragraph	Page
27-1-5. DIMENSIONS	27-1-1
27-1-6. ACTIVITIES	27-1-1
27-1-7. APPROVAL	27-1-2
27-1-8. SUSPENSION OR REVOCATION	27-1-2

Section 2. Processing

27-2-1. SUBMISSION REQUIREMENTS	27-2-1
27-2-2. CFA PROPOSALS	27-2-1
27-2-3. SERVICE CENTER OSG ACTION	27-2-1
27-2-4. APPROVAL LETTER	27-2-1

Section 3. Safety Precautions

27-3-1. USER RESPONSIBILITIES	27-3-1
27-3-2. PRECAUTIONARY MEASURES	27-3-1
27-3-3. AREA SURVEILLANCE	27-3-1

Chapter 28. National Security Areas

Section 1. General

28-1-1. DEFINITION	28-1-1
28-1-2. PURPOSE	28-1-1
28-1-3. CRITERIA	28-1-1
28-1-4. DIMENSIONS	28-1-1
28-1-5. CHARTING	28-1-1
28-1-6. REVOCATION	28-1-1

Section 2. Processing

28-2-1. SUBMISSION OF PROPOSALS	28-2-1
---------------------------------------	--------

Part 6. Miscellaneous Procedures

Chapter 29. Outdoor Laser Operations

Section 1. General

29-1-1. PURPOSE	29-1-1
29-1-2. AUTHORITY	29-1-1
29-1-3. POLICY	29-1-1
29-1-4. RESPONSIBILITIES	29-1-1
29-1-5. DEFINITIONS	29-1-1

Section 2. Evaluating Aeronautical Effect

29-2-1. SERVICE CENTER COORDINATION	29-2-1
29-2-2. AERONAUTICAL REVIEW	29-2-1
29-2-3. LOCAL LASER WORKING GROUP (LLWG)	29-2-2
29-2-4. PROTECTION DISTANCE CALCULATIONS	29-2-2
29-2-5. CONTROL MEASURES	29-2-2

Section 3. Aeronautical Determinations

Paragraph	Page
29-3-1. FINDINGS	29-3-1
29-3-2. CONTENT OF DETERMINATIONS	29-3-1
29-3-3. PUBLICATION OF LASER OPERATIONS IN THE NAS	29-3-1

Section 4. Notices to Air Missions

29-4-1. ISSUANCE OF NOTICES TO AIR MISSIONS (NOTAM)	29-4-1
---	--------

Section 5. Aircraft Illumination Actions

29-5-1. PROCEDURES	29-5-1
--------------------------	--------

Chapter 30. High Intensity Light Operations

Section 1. General

30-1-1. PURPOSE	30-1-1
30-1-2. POLICY	30-1-1
30-1-3. AUTHORITY	30-1-1
30-1-4. DEFINITIONS	30-1-1

Section 2. Aeronautical Review/Determinations

30-2-1. EVALUATION OF AFFECTED AIRSPACE AREAS	30-2-1
30-2-2. AERONAUTICAL STUDY	30-2-1
30-2-3. CONTENT OF DETERMINATION	30-2-1

Chapter 31. Amateur Rocket and Commercial Space Operations

Section 1. General

31-1-1. PURPOSE	31-1-1
31-1-2. AUTHORITY	31-1-1
31-1-3. POLICY	31-1-1
31-1-4. CONTROLLING FACILITY	31-1-1
31-1-5. DEFINITIONS	31-1-1
31-1-6. RESOURCES	31-1-2

Section 2. Amateur Rockets

31-2-1. RESPONSIBILITIES	31-2-1
31-2-2. GENERAL OPERATING LIMITATIONS	31-2-1
31-2-3. AMATEUR ROCKET PROCESS	31-2-1
31-2-4. AERONAUTICAL ANALYSIS	31-2-3
31-2-5. AIRSPACE MANAGEMENT	31-2-3
31-2-6. WAIVER/AUTHORIZATION FORMAT AND CONTENT	31-2-3
31-2-7. NOTIFICATION TO AIR TRAFFIC FACILITIES	31-2-4
31-2-8. NOTAMS	31-2-4

Section 3. Launch and Reentry Vehicle Operations

Paragraph	Page
31-3-1. RESPONSIBILITIES	31-3-1
31-3-2. NOTICE TO AIR MISSIONS (NOTAM)	31-3-2
31-3-3. LAUNCH AND REENTRY PROCESS	31-3-2

Chapter 32. Environmental Matters

Section 1. General Information

32-1-1. PURPOSE	32-1-1
32-1-2. POLICY	32-1-1
32-1-3. BACKGROUND	32-1-1
32-1-4. DELEGATION OF AUTHORITY	32-1-2
32-1-5. RESPONSIBILITIES	32-1-2

Section 2. Environmental Processing

32-2-1. THE PROCESS	32-2-1
32-2-2. ENVIRONMENTAL REVIEW OF FLIGHT PROCEDURES AND OTHER AIR TRAFFIC ACTIONS	32-2-7
32-2-3. SPECIAL USE AIRSPACE (SUA)	32-2-9
32-2-4. CFR PART 150 STUDIES	32-2-9
32-2-5. ENVIRONMENTAL REVIEW OF LETTERS OF AGREEMENT AND OTHER AIRSPACE AND AERONAUTICAL DOCUMENTS	32-2-10

Section 3. Environmental Impact Categories and Other Topics

32-3-1. ENVIRONMENTAL IMPACT CATEGORIES TO BE INCLUDED IN ANALYSIS	32-3-1
32-3-2. ENVIRONMENTAL IMPACT CATEGORIES EXCLUDED FROM ANALYSIS ..	32-3-2
32-3-3. ENVIRONMENTAL SCREENING AND MODELING TOOLS	32-3-4
32-3-4. RECORDS RETENTION	32-3-5

Section 4. Air Traffic-Specific Environmental Guidance and Requirements

32-4-1. DEPARTMENT OF TRANSPORTATION (DOT) ACT SECTION 4(f) (RECODIFIED AS 49 USC SECTION 303(c))	32-4-1
32-4-2. NATIONAL HISTORIC PRESERVATION ACT (NHPA) § 106: ACTIONS NOT REQUIRING CONSULTATION.	32-4-1
32-4-3. ENVIRONMENTAL JUSTICE (TITLE VI/NEPA)	32-4-1
32-4-4. COMMUNITY INVOLVEMENT	32-4-2
32-4-5. SEGMENTATION, INDEPENDENT UTILITY, AND CUMULATIVE IMPACTS ..	32-4-2
32-4-6. DIVERSE VECTOR AREAS (DVA)	32-4-3
32-4-7. NATIONAL SECURITY AREAS (NSAs)	32-4-3
32-4-8. PROHIBITED AREA AND ALERT AREA DESIGNATIONS	32-4-3
32-4-9. RECORDS RETENTION	32-4-3
32-4-10. APPENDICES	32-4-4
32-4-11. MEMORANDUMS AND EMAILS SUPERSEDED BY THIS ORDER	32-4-4

Chapter 33. Parasail Operations

Section 1. General

Paragraph	Page
33-1-1. PURPOSE	33-1-1
33-1-2. AUTHORITY	33-1-1
33-1-3. POLICY	33-1-1
33-1-4. CONTROLLING FACILITY	33-1-1
33-1-5. RESOURCES	33-1-1

Section 2. Waivers

33-2-1. RESPONSIBILITIES	33-2-1
33-2-2. GENERAL OPERATING LIMITATIONS	33-2-1
33-2-3. WAIVERS	33-2-1
33-2-4. WAIVER PROCESS	33-2-1
33-2-5. AERONAUTICAL ANALYSIS	33-2-2
33-2-6. FACILITY COORDINATION	33-2-2
33-2-7. WAIVER/AUTHORIZATION FORMAT AND CONTENT	33-2-2

Appendices

Appendix 1. Environmental Study Process Flow Chart	Appendix 1-1
Appendix 2. FAA Procedures for Processing SUA Actions	Appendix 2-1
Appendix 3. Procedures for Processing SUA Actions Aeronautical Process Flow Chart	Appendix 3-1
Appendix 4. FAA Procedures for Processing SUA Actions: Aeronautical and Environmental Summary Table	Appendix 4-1
Appendix 5. Air Traffic Initial Environmental Review (IER)	Appendix 5-1
Appendix 6. Sample DOT FAA Categorical Exclusion Declaration	Appendix 6-1
Appendix 7. FAA/DOD Memorandum of Understanding	Appendix 7-1
Appendix 8. FAA Special Use Airspace Environmental Processing Procedures	Appendix 8-1
Appendix 9. Noise Policy for Management of Airspace Over Federally Managed Lands ...	Appendix 9-1
Appendix 10. Community Involvement Policy	Appendix 10-1
Appendix 11. Federal Aviation Administration (FAA) Notification of Proposed Project(s) Template	Appendix 11-1
Appendix 12. Evaluating Air Traffic Impacts for Wind Turbine Farm Proposals	Appendix 12-1
Appendix 13. Template for Memorandum of Assessment of Potential Impact on the NAS ..	Appendix 13-1

Part 1. General Procedures for Airspace Management

Chapter 1. General

Section 1. Introduction

1-1-1. PURPOSE OF THIS ORDER

a. This order prescribes policy, criteria, guidelines, and procedures applicable to the System Operations Services; Mission Support Services; Aeronautical Information Services; Technical Operations Services; Technical Operations Spectrum Engineering Services Group/Spectrum Assignment and Engineering Team; Technical Operations Technical Services; the Office of Airport Planning and Programming, (APP); the Office of Airport Safety and Standards, (AAS); Airports District Office (ADO); and the Flight Standards Service.

b. While this order provides procedures for handling airspace matters, additional procedures and criteria to supplement those contained herein may be set forth in other directives and should be consulted.

1-1-2. AUDIENCE

a. This order applies to all ATO personnel and anyone using ATO directives.

b. This order also applies to all regional, Service Centers, Instrument Flight Procedure (IFP) Service Providers, and field organizational elements involved in rulemaking and nonrulemaking actions associated with airspace allocation and utilization, obstruction evaluation, obstruction marking and lighting, airport airspace analysis, and the management of air navigation aids. States that participate in the State Block Grant Program (SBGP) assist the Office of Airport Safety and Standards in these actions, but the overall responsibility remains with the Office of Airports. Participating states include Georgia, Illinois, Michigan, Missouri, New Hampshire, North Carolina, Pennsylvania, Tennessee, Texas, and Wisconsin.

1-1-3. WHERE TO FIND THIS ORDER

This order is available on the FAA's Air Traffic Plans and Publications website at http://faa.gov/air_traffic/publications and Orders & Notices website at https://www.faa.gov/regulations_policies/orders_notices/.

1-1-4. WHAT THIS ORDER CANCELS

FAA Order JO 7400.2N, Procedures for Handling Airspace Matters, dated June 17, 2021, and all changes to it are canceled.

1-1-5. CHANGE AUTHORITY

The Director of Policy (AJV-P) will issue changes to this directive after obtaining concurrence from the affected Headquarters offices/services/service units on the cover of this order.

1-1-6. EXPLANATION OF CHANGES

a. The significant changes to this order are identified in the Explanation of Changes page(s). It is advisable to retain the page(s) throughout the duration of the basic order.

b. If further information is desired, please direct questions through the appropriate facility/service area/regional office to the headquarters office of primary responsibility.

1-1-7. SUBMISSION CUTOFF AND EFFECTIVE DATES

This order and its changes are scheduled to be published to coincide with AIRAC dates. However, due to the infrequent nature of changes submitted for this order, publishing may be postponed.

Publication Schedule		
Basic or Change	Cutoff Date for Submission	Effective Date of Publication
JO 7400.2P	11/3/22	4/20/23
Change 1	4/20/23	10/5/23
Change 2	10/5/23	3/21/24
Change 3	3/21/24	9/5/24
JO 7400.2R	9/5/24	2/20/25
Change 1	2/20/25	8/7/25
Change 2	8/7/25	1/22/26
Change 3	1/22/26	7/9/26

1-1-8. DELIVERY DATES

This order will be available on the FAA website 30 days prior to its effective date.

1-1-9. RECOMMENDATIONS FOR PROCEDURAL CHANGES

a. The responsibility for processing and coordinating revisions to this order is delegated to the Rules and Regulations Group Manager.

b. Proposed changes or recommended revisions must be submitted, in writing, to the Rules and Regulations Group. The proposal should include a description of the change or revision, the language to be inserted in the order, and the rationale for the change or revision.

c. The Rules and Regulations Group will review and revise proposed changes as necessary and submit supported proposals to Policy (AJV-P). When appropriate, the Rules and Regulations Group may convene a workgroup for this purpose. Composition of the workgroup will be determined by the subject matter and the expertise required. The Rules and Regulations Group is responsible for the selection of the members of the workgroup, and for appointing the chairperson of the group.

d. The Policy directorate is responsible for ensuring all approved revisions are published.

e. When revised, reprinted, or additional pages are issued, they will be marked as follows:

1. Each revised or added page will show the change number and effective date of the change.

2. Bold vertical lines in the margin of the text will mark the location of substantive procedural, operational, or policy changes (for example, when material that affects the performance of duty is added, revised, or deleted).

1-1-10. REQUESTS FOR INTERPRETATIONS OR CLARIFICATIONS TO THIS ORDER

a. Interpretation and clarification requests from field air traffic personnel or Service Center personnel must be submitted as follows:

1. The request must be submitted, in writing, by an Air Traffic Facility ATM/general manager, or Service Center Group Manager to their Service Area Director or Service Center Director. All requests must include:

(a) A point of contact to direct any follow-up questions to;

(b) The complete title and number of the paragraph in question, a clear and concise statement of the issue creating the interpretation or clarification request, and any relevant background information.

2. The Service Area Director/Service Center Director must review the request and determine if more than one interpretation of the meaning and/or intent of the language can be inferred.

3. If the Service Area Director/Service Center Director determines that an interpretation is required, submit the request, in writing, to the Policy Directorate at 9-AJV-P-HQ-Correspondence@faa.gov, for a response.

b. Interpretation and clarification requests from other ATO or FAA offices or entities/agencies outside the FAA must be submitted, in writing, to the Policy Directorate at 9-AJV-P-HQ-Correspondence@faa.gov. The request must include:

1. Requester's contact information including name, entity/agency, phone number, and e-mail address;

2. The complete title and number of the paragraph in question, a clear and concise statement of the issue creating the interpretation or clarification request, and any relevant background information.

1-1-11. DISTRIBUTION

This order is distributed electronically to all who subscribe to receive email notifications through FAA's website. All organizations are responsible for viewing, downloading, and subscribing to receive email notifications when changes occur to this order. Subscriptions to air traffic directives can be made through the Air Traffic Plans and Publications website at https://www.faa.gov/air_traffic/publications/ or directly via the following link: https://public.govdelivery.com/accounts/USAFAA/subscriber/new?topic_id=USAFAA_39

1-1-12. SAFETY MANAGEMENT SYSTEM

Every employee is responsible for ensuring the safety of equipment and procedures used in the provision of services within the National Airspace System (NAS).

a. Risk assessment techniques and mitigations, as appropriate, are intended for implementation of any planned safety significant changes within the NAS, as directed by FAA Order 1100.161, Air Traffic Safety Oversight.

b. Direction regarding the Safety Management System and its application can be found in the Air Traffic Organization Safety Management System Manual; FAA Order JO 1000.37, Air Traffic Organization Safety Management System; and FAA Order 1100.161, Air Traffic Safety Oversight.

FIG 6-3-4
 DEPARTMENT OF DEFENSE AIRPORT IMAGINARY SURFACES

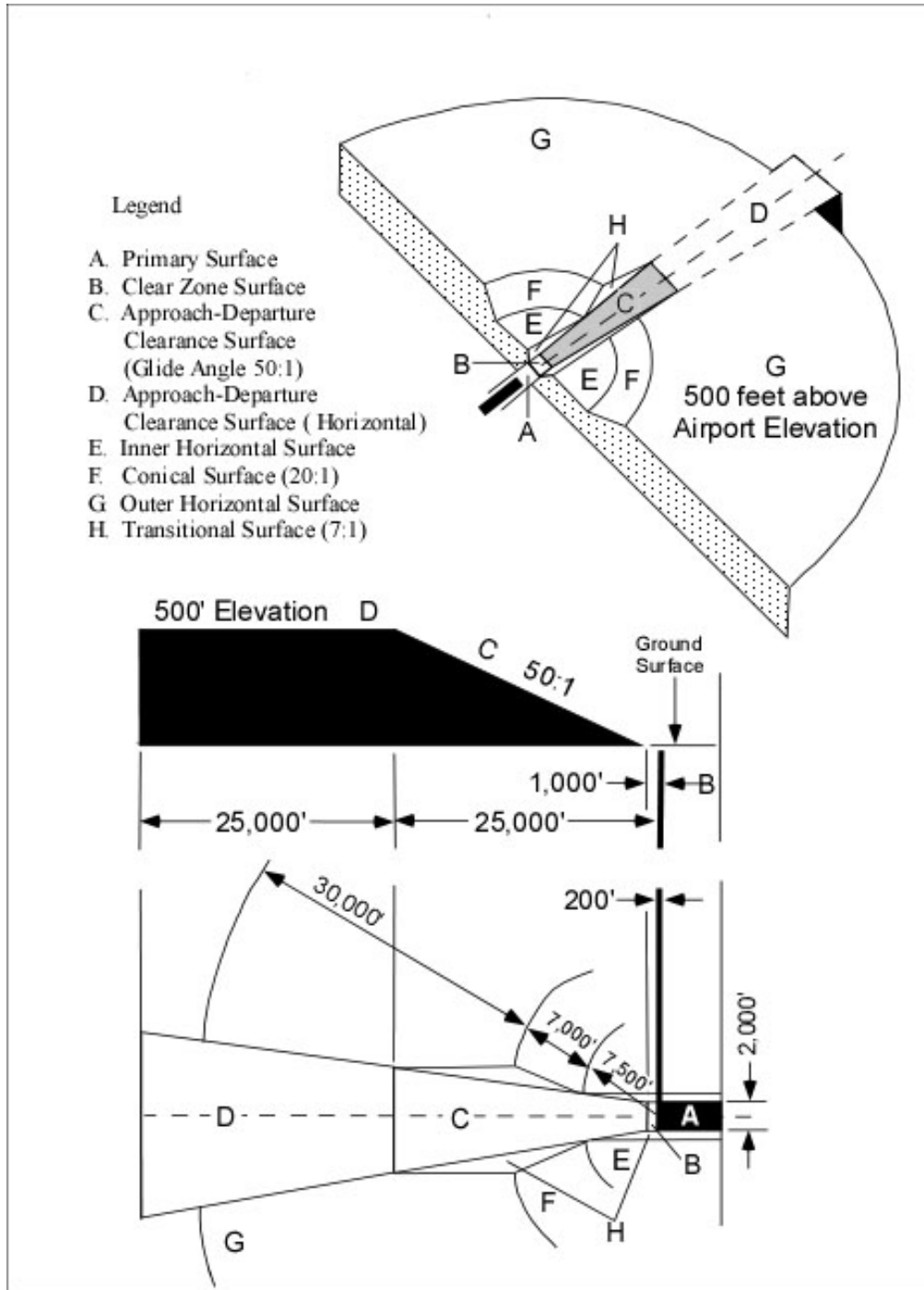
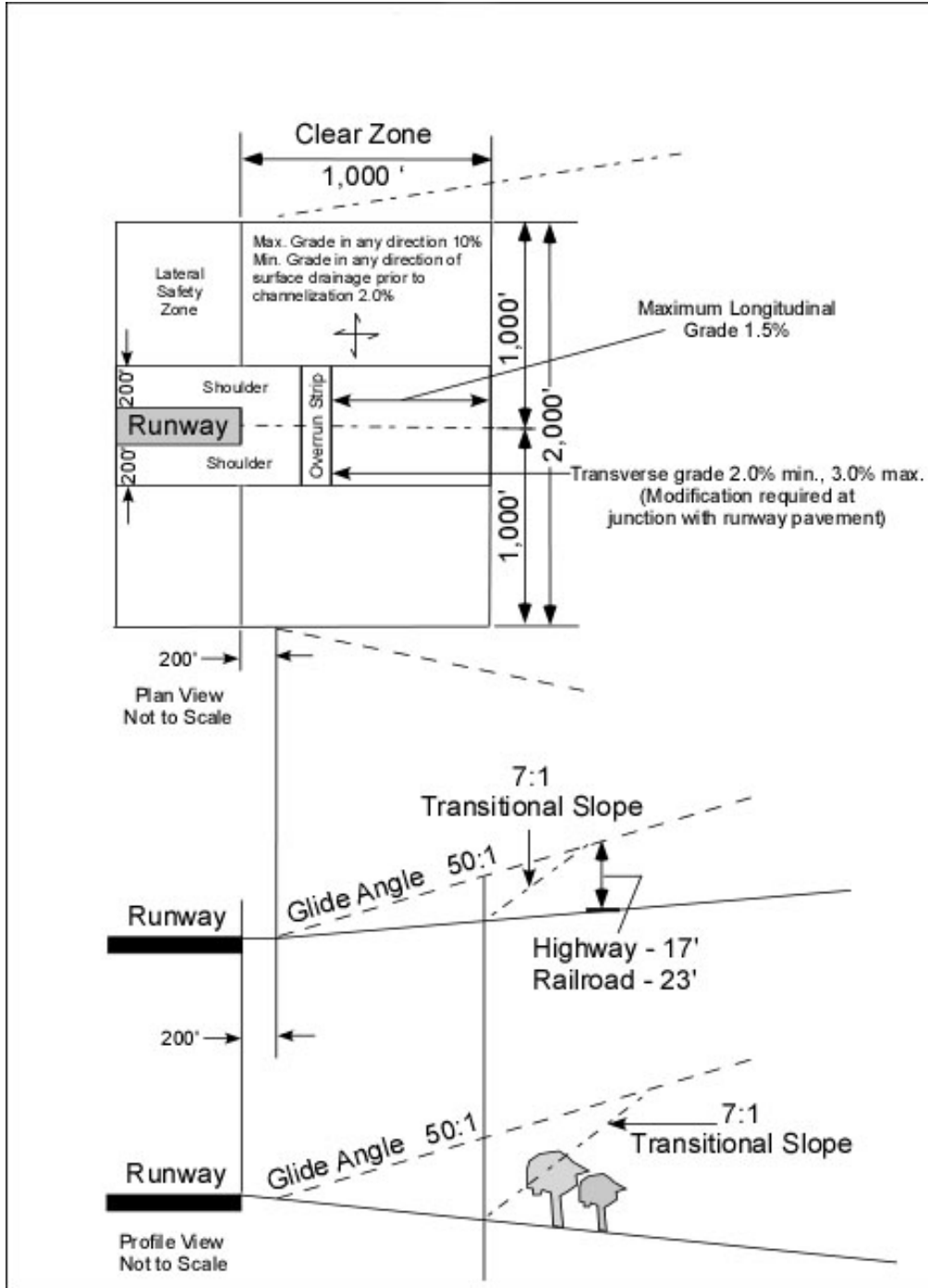


FIG 6-3-5
DEPARTMENT OF DEFENSE AIRPORT SURFACES - CLEAR ZONE



(a) Issues pertaining to noise can be addressed as a statement in the determination with the following language: “The structure considered under this study lies in proximity to an airport and occupants may be subjected to noise from aircraft operating to and from the airport.”

(b) When requested by the military, issues pertaining to military training areas/routes can be addressed in a determination with the following language: “While the structure does not constitute a hazard to air navigation, it would be located within or near a military training area and/or route.”

(c) Issues pertaining to a runway protection zone can be addressed in the determination as follows: “While the structure does not constitute a hazard to air navigation, it would be located within the Runway Protection Zone (RPZ) of the airport/runway. Structures, which will result in the congregation of people within an RPZ, are strongly discouraged in the interest of protecting people and property on the ground. In cases where the airport owner can control the use of the property, such structures are prohibited. In cases where the airport owner exercises no such control, advisory recommendations are issued to inform the sponsor of the inadvisability of the project from the standpoint of safety to personnel and property.”

(d) Issues pertaining to municipal solid waste landfills can be addressed in the determination as follows: “The FAA has identified the need for an analysis of potential wildlife hazards to aircraft as described in Advisory Circular 150/5200–33, Hazardous Wildlife Attractants on or Near Airports, to be accomplished for this proposal in accordance with 40 Code of Federal Regulation (CFR) 258 section 258.10.

Owners or operators of new, existing, and lateral expansions of Municipal Solid Waste Landfill (MSWLF) units that are located within 10,000 feet of any airport runway end used by turbojet aircraft, or within 5,000 feet of any airport runway end used by only piston–type aircraft, must demonstrate the MSWLF units design and operation do not pose a bird hazard to aircraft.

When the services of a wildlife damage management biologist are required, the FAA recommends that land use developers contact a consultant specializing in wildlife damage management or the appropriate United States Department of Agriculture (USDA) State Director of Wildlife Services. The USDA’s state offices can be found on their website: (<https://www.aphis.usda.gov>).

(e) Issues pertaining to other proposals that may create an environment that attracts birds and other wildlife can be addressed in the determination as follows:

“The proposal has the potential to attract hazardous wildlife on or near a public–use airport. The FAA recommends, and local code may require, adherence to guidance in Advisory Circular 150/5200–33, Hazardous Wildlife Attractants on or Near Airports. The FAA encourages the sponsor to coordinate with the local airport owner/operator prior to any construction at the site and to verify that no potential exists to attract hazardous wildlife on or near the public–use airport.”

b. In addition to the above items, a DNH must also include or address:

1. Obstruction standards exceeded.
2. Effect on VFR/IFR aeronautical departure/arrival and en route operations, procedures, and minimum flight altitudes.
3. Effect on existing public–use airports and aeronautical facilities.
4. Effect on all planned public–use airports and aeronautical facilities.
5. Cumulative impact resulting from the proposed construction or alteration of a structure when combined with the impact of other existing or proposed structures.
6. Information and comments received as a result of circularization, informal airspace meetings, and negotiations.
7. Reasons and basis for the determination that the structure will not be a hazard to air navigation and any accommodations necessary by aeronautical users or sponsors.

8. Consideration given to any valid aeronautical comments received during the aeronautical study. The official FAA determination must be a composite of the comments and findings received from other interested FAA offices.

9. Conditions of the determination including recommendations for marking and/or lighting of a structure, changes in procedures and/or altitudes that are necessary to accommodate the structure. The “conditions” should include a statement that appropriate action will be taken to amend the effected procedure(s) and/or altitude(s) upon notification to the FAA by the sponsor prior to the start of construction or alteration.

10. Limitations, if any.

11. Petitioning information regardless of whether the structure is proposed or existing, using the following specific language: “This determination is subject to review if an interested party files a petition that is received by the FAA [30 days from issued date]. In the event an interested party files a petition for review, it must contain a full statement of the basis upon which the petition is made. Petitions can be submitted to the Manager, Rules and Regulations Group via email at OEPetitions@faa.gov, or via mail to Federal Aviation Administration, Air Traffic Organization, Rules and Regulations Group, Room 425, 800 Independence Avenue, SW., Washington, DC 20591. FAA encourages the use of email to ensure timely processing. This determination becomes final on [40 days from issued date] unless a petition is timely filed. In which case, this determination will not become final pending disposition of the petition. Interested parties will be notified of the grant of any review. Any questions regarding your petition, contact the Rules and Regulations Group via telephone (202) 267–8783.”

c. A DOH must include or address:

1. FULL DESCRIPTION. A full description of the structure, project, proposal, etc. including all submitted frequencies and ERP must be included. Use exact information to clearly identify the nature of the project. Use wording, such as microwave antenna tower, FM or AM antenna tower, suspension bridge, TV antenna tower, or four–stack power plant.

2. LATITUDE, LONGITUDE, AND HEIGHT. Specify the latitude, longitude, and height(s) of each structure. When an obstruction evaluation study concerns an array of antennas or other multiple–type structures, specific information on each structure should be included.

3. BASIS FOR THE DETERMINATION. The reasons and basis for the determination must include the adverse effect of the proposal upon the safe and efficient use of the navigable airspace by aircraft and upon air navigation facilities. Also, state the reasons the affected aeronautical operations or the procedure cannot be adjusted to alleviate or eliminate the conflicting demands for the airspace. As a minimum, the determination must address the following:

(a) Obstruction standards exceeded.

(b) The effect on VFR/IFR aeronautical departure/arrival and en route operations, procedures, and the minimum flight altitudes effect on existing public–use airports and aeronautical facilities.

(c) The effect on all planned public–use airports and aeronautical facilities on file with the FAA or for which the FAA has received adequate notice.

(d) The cumulative impact resulting from the proposed construction or alteration of a structure when combined with the impact of other existing or proposed structures.

(e) Information and comments received as a result of circularization, informal airspace meetings and negotiations.

(f) Reasons and basis for the determination as to why the structure would be a hazard to air navigation (for example, a clear showing of substantial adverse effect).

4. PETITIONING INFORMATION– Include petitioning information regardless of whether the structure is proposed or existing, using the following specific language: “This determination is subject to review if an interested party files a petition that is received by the FAA [30 days from issued date]. In the event an interested

party files a petition for review, it must contain a full statement of the basis upon which the petition is made. Petitions can be submitted to the Manager, Rules and Regulations Group via email at OEPetitions@faa.gov, or via mail to Federal Aviation Administration, Air Traffic Organization, Rules and Regulations Group, Room 425, 800 Independence Avenue, SW., Washington, DC 20591. FAA encourages the use of email to ensure timely processing. This determination becomes final on [40 days from issued date] unless a petition is timely filed. In which case, this determination will not become final pending disposition of the petition. Interested parties will be notified of the grant of any review. Any questions regarding your petition, contact the Rules and Regulations Group via telephone (202) 267-8783.”

7-1-5. DETERMINATION DATES

- a. ISSUED DATE – The issuance date of a determination is the date the determination is distributed.
- b. PETITION DEADLINE – For determinations that involve petition rights, the deadline for receipt of petition must be 30 days from the date of issuance.
- c. EFFECTIVE DATE –
 - 1. The effective date of determinations that do not involve petition rights must be the date of issuance.
 - 2. The effective date of determinations that involve petition rights, whether for existing or proposed structures, must be 40 days from the date of issuance provided a petition for review is not filed. If a petition for review is filed, the determination will not become final pending disposition of the petition.

NOTE–

The effective date and the issued date may or may not be the same. The effective date may also be referred to as the final date.

7-1-6. EXISTING STRUCTURES

A determination issued as a result of the study of an existing structure may be written in the following forms:

- a. As a DOH or DNH.
- b. As a formal letter outlining the effects of the structure and perhaps recommending to the sponsor that the structure be marked and/or lighted, specifying that it be reduced in height, or specifying that it be removed.
- c. As an informal letter or staff study making an internal FAA recommendation.
- d. As a formal letter to the FCC recommending the dismantling of an abandoned tower.

7-1-7. DISTRIBUTION OF DETERMINATIONS

A record of the distribution for each determination whether original, revised, extended, or affirmed must be maintained in the aeronautical study file. When appropriate, a reference to the distribution code, a mailing list, or any other evidence of distribution will be sufficient.

- a. Copies of all determinations must be sent to the:
 - 1. Sponsor (with FAA Form 7460-2 as necessary)
 - 2. Sponsor’s representative (if any).
 - 3. FCC (if the structure is subject to its licensing authority).
 - 4. AeroNav in lieu of FAA Form 7460-2 (if the structure is existing and does not involve a proposed physical alteration). Copies of the determination must always be accompanied by a copy of the submitted map and, if applicable, a copy of the survey; or if the determination involves a change to marking and/or lighting of an existing structure for which the sponsor has been requested to notify AeroNav directly of the change.
 - 5. Copies of the determination must always be accompanied by a copy of the submitted map and, if applicable, a copy of the surveys.

- 6.** Other persons, offices, or entities as deemed necessary or as requested.
- b.** In addition to the above distribution, copies of a DNH and DOH must also be sent to:
 - 1.** AeroNav.
 - 2.** Military representatives.
 - 3.** All other interested persons.

Section 2. Airport Study

10-2-1. PURPOSE

a. The purpose of an aeronautical study is to determine what effect the proposal may have on compliance with Airports Programs, the safe and efficient utilization of the navigable airspace by aircraft, and the safety of persons and property on the ground.

b. A complete study consists of an airspace analysis, a flight safety review, and a review of the proposal's potential effect on air traffic control operations and air navigation facilities.

c. Each phase of the airport aeronautical study requires complete and accurate data to enable the FAA to provide the best possible advice regarding the merits of the proposal on the NAS.

10-2-2. STUDY NUMBER ASSIGNMENT

Regional Airports Division personnel must assign a nonrule airports (NRA) aeronautical study number to each airport case in accordance with paragraph 2-4-2. Construction or alteration of navigation and communication aids may either be handled by the specific Technical Operations Services area office as a nonrule (NR) aeronautical study or by the specific Airports Division personnel as a NRA case.

10-2-3. PROPOSALS SUBJECT TO AERONAUTICAL STUDY

To the extent required, conduct an aeronautical study of the following:

a. Airport proposals submitted under the provisions of Part 157. Airport proposals on public-use airports, not requiring notice under Part 157, may require notice under Part 77.

b. Construction safety plans as appropriate for Airport Improvement Program requests for aid and the Airports Regional Capital Improvement Program.

c. Notices of existing airports where prior notice of the airport construction or alteration was not provided as required by Part 157.

d. The disposal and conveyance of Federal surplus and non-surplus real property for public airport purposes, as determined necessary by FAA.

e. Airport layout plans, including consideration of the effect of structures which may restrict control tower line-of-sight capability and effects upon electronic and visual aids to air navigation.

f. Military proposals for military airports used only by the armed forces.

g. Military proposals on joint-use (civil/military) airports.

h. Proposed designation of instrument runways.

i. Airport site selection feasibility studies and recommendations.

j. Existing airport conditions not meeting applicable design standards, as determined necessary by FAA.

k. Any other airport case when deemed necessary to assess the safe and efficient use of the navigable airspace by aircraft and/or the safety of aircraft, persons, and property on the ground.

Section 4. Air Traffic–Specific Environmental Guidance and Requirements

32–4–1. DEPARTMENT OF TRANSPORTATION (DOT) ACT SECTION 4(f) (RECODIFIED AS 49 USC SECTION 303(c))

Air Traffic personnel need to consult with all appropriate Federal, state and local officials having jurisdiction over affected Section 4(f) resource when determining whether project–related noise impacts would constitute a use of those resources.

FAA Order 1050.1, Appendix B, provides guidance on matters relevant to Section 4(f). (See also Appendix 9, Noise Policy for Management of Airspace Over Federally Managed Lands.)

32–4–2. NATIONAL HISTORIC PRESERVATION ACT (NHPA) § 106: ACTIONS NOT REQUIRING CONSULTATION

The types of undertakings listed in subparts a–e are presumed to have “no potential to cause effects” pursuant to 36 CFR § 800.3(a). When an action falls into one of these types of actions, it must be documented in the environmental record such as the Environmental Pre–screening Filter Tool or the project file. ATO is not required to consult when taking these actions. Once documentation is completed, then Section 106 obligations are concluded.

a. Air traffic actions that decrease/reduce the times of use or dimensions of Special Use Airspace (SUA) and do not change the existing operations within SUA.

b. Air traffic actions that change the controlling agency or technical descriptions of SUA and do not change the operations within SUA.

c. Air traffic actions that do not change the location of existing flight tracks, do not lower altitudes of existing flight tracks, and do not increase the number of aircraft operations, concentrations of aircraft or aircraft types. Examples include but are not limited to: adjusting speeds at waypoints, adding/removing waypoints along existing flight tracks, overlays that replace existing conventional flight tracks with satellite based navigation, and increasing altitudes of existing flight tracks or SUA.

d. Air traffic actions that do not introduce new aircraft, new types of aircraft, or air traffic where it does not currently exist. The proposed changes must pass FAA’s noise screening using currently approved tools and methodologies, and do not introduce reportable noise. Such actions must move aircraft to areas already experiencing aircraft noise.

e. Cancellation of flight procedures or routes when there is no planned replacement for them.

The actions listed in subpart f are not undertakings and therefore are not subject to Section 106 obligations.

f. New, amended, or deleted missed approach procedures to be published.

32–4–3. ENVIRONMENTAL JUSTICE (TITLE VI/NEPA)

a. Environmental Specialists need to know the process and requirements for environmental justice compliance.

b. DOT Order 5610.2, Environmental Justice, requires analysis of impacts of proposed FAA actions to ensure that minority and low–income population groups are not disproportionately affected. Additionally, FAA Order 1050.1, Appendix B, paragraph B-1.5; Chapter 2, paragraphs 2-2.1.b(2)(a), 2-5.2.b, and Chapter 4, paragraph 4-1, summarize the requirements and procedures to be used in environmental impact analysis related to environmental justice, as well as other socioeconomic impacts and children’s environmental health and safety risks.

c. Environmental Specialists should identify who potentially benefits and who is potentially adversely impacted by the proposed actions, while noting impacts on specific subgroups.

■ 32-4-4. COMMUNITY INVOLVEMENT

a. Community involvement is the process of engaging in dialogue and collaboration with communities affected by FAA actions. Collaboration means all parties taking responsibility to engage in meaningful dialogue with their counterparts. This includes making a genuine effort to ensure that the interests of all have been identified and as many as possible have been addressed before an outcome is determined.

b. The FAA is committed to open dialogue with communities and regards community input as an important consideration in decisions that affect the airspace. Because the FAA must prioritize the safe and efficient operation of the National Airspace System, community involvement does not guarantee outcomes that satisfy everyone. However, decisions that take community input into consideration are more likely to reflect the collective public interest, receive broader community acceptance, and experience fewer implementation and post-implementation problems.

REFERENCE-

FAA Community Involvement Manual, February 2016, Section 1.1 "Background."

c. Therefore, ATO personnel should reference the following materials to determine the type and extent of community involvement, if any, for a project or action:

1. *FAA Order 1050.1*
2. *FAA Community Involvement Manual (CIM)*
3. *FAA Air Traffic Organization Community Involvement Plan (ATO CIP)*
4. *FAA Community Involvement Performance Based Navigation Desk Guide (CIPDG)*
5. *FAA Order JO 7400.2, Appendix 10, FAA's "Community Involvement Policy" statement.*
6. *FAA Scenario-Based Guidance for Community Engagement.*

d. Community involvement should be considered early in the project development process. Note that the type of community involvement (workshops, airport meetings, roundtables, presentations, etc.) must be determined on a case-by-case basis.

■ 32-4-5. SEGMENTATION, INDEPENDENT UTILITY, AND CUMULATIVE IMPACTS

a. Environmental Specialists must ensure that projects that do not have independent utility are not separated into smaller components (segmented) in order to avoid analyzing the overall impact of the project. A project has independent utility when it can reasonably satisfy the agency's purpose and need for the project even if no other project (or related portion of the project) is implemented. In contrast, projects are connected actions if they would not exist without the other project. Environmental Specialists should ensure that a project does not involve actions by multiple FAA LOB/SOs. Connected actions, as defined in FAA Order 1050.1F, Paragraph 2-3.2 (b)(1), must be considered together to prevent dividing a project into several smaller actions, each of which might have an insignificant impact when considered in isolation, but that taken as a whole, could have a substantial impact.

b. Environmental Specialists must ensure that cumulative impacts are appropriately addressed in all EAs or EISs for air traffic actions.

1. Cumulative impacts are those that result from the incremental impact of an action when added to other past, present, and reasonably foreseeable future actions, regardless of what agency (Federal and non-Federal) or person undertakes such other actions.

2. Cumulative impacts may result from individually minor, but collectively significant actions taking place over a period of time. (See FAA Order 1050.1, paragraph 4-2.d (3) and also "Considering Cumulative Effects Under the National Environmental Policy Act (1997).")

32-4-6. DIVERSE VECTOR AREAS (DVA)

a. According to FAA Order 8260.3, United States Standard for Terminal Instrument Procedures (TERPS), a DVA is an area established to avoid obstacles.

1. A DVA is used by air traffic control (ATC) radar facilities to allow the radar vectoring of aircraft below the minimum vectoring altitude (MVA), or for en route facilities, the minimum instrument flight rules altitude (MIA).

2. A DVA consists of designated airspace associated with a departure runway where the use of the applicable departure criteria, specified in FAA Order 8260.3, and this order have been applied to identify and avoid obstacles that penetrate the departure obstacle clearance surface (OCS).

3. Avoidance of obstacles is achieved through the application of a sloping OCS within the boundaries of the DVA. Since a sloping OCS is applicable to climb segments, a DVA is valid only when aircraft are permitted to climb uninterrupted from the departure runway to the MVA/MIA (or higher). A DVA is not applicable once an aircraft's climb is arrested.

b. Since DVAs generally do not define a specific route to avoid potential obstacles, this type of action is not considered a major Federal action under NEPA and therefore, FAA Order 1050.1, paragraph 2-1.2.b, Advisory Actions, applies.

c. In accordance with FAA Order 1050.1, paragraph 2-1.2.b, the establishment of a DVA could result in subsequent action that may be subject to NEPA. Facility and Service Center specialists working on these subsequent actions must consult with their environmental specialist to determine if that action is subject to NEPA. (See questions in paragraph 32-2-1.)

32-4-7. NATIONAL SECURITY AREAS (NSAs)

a. According to paragraph 28-1-1, Definition, a National Security Area (NSA) consists of airspace of defined vertical and lateral dimensions established at locations where there is a requirement for increased security of ground facilities. Pilots are requested to voluntarily avoid flying through an NSA. When it is necessary to provide a greater level of security, flight in an NSA may be temporarily prohibited pursuant to the provisions of 14 CFR 99.7, Special Security Instructions.

b. In accordance with paragraph 28-2-1, NSA Proposals, NSAs do not require environmental analysis; therefore, this type of action is not considered a major Federal action under NEPA, and FAA Order 1050.1, paragraph 2-1.2.b, Advisory Actions, applies.

32-4-8. PROHIBITED AREA AND ALERT AREA DESIGNATIONS

In accordance with paragraph 21-1-9, Environmental Analysis, prohibited area and alert area designations are actions that are neither permissive nor enabling, and therefore, environmental assessments or statements are not required when designating these areas.

32-4-9. RECORDS RETENTION

Records retention must be in accordance with the appropriate paragraph(s) in FAA Order 1350.15, Records Organization, Transfer, and Destruction Standards.

NOTE-

Although chapter 10 of FAA Order 1350.15 contains Air Traffic-specific information, guidance for retention of environmental documentation is contained in that portion of the order specific to the Airports Division.

a. Environmental record-keeping should receive special attention at the field facility level. If an action requires preparation of an EA or an EIS, the Service Center Environmental Specialist must maintain the Administrative File. The Administrative File is important in the environmental process because it is a compilation of all the information relied upon by FAA in the decision-making process.

b. Since some environmental projects may extend over several years, the Administrative File becomes a history of events. In the event of a legal challenge, the Administrative File will be used to develop the Administrative Record. The Administrative Record will be reviewed by the U.S. Court of Appeals to determine if the FAA complied with the requirements of NEPA. The data and documentation contained in the File can also be used to initiate any subsequent environmental studies.

c. Field facility personnel must consult with their Service Center Environmental Specialist to obtain guidance on what should or should not become part of the Administrative File. Regional counsel or AGC-620, as appropriate, should also be consulted on this. Federal court rules provide that when an FAA action is challenged in court, the agency has 40 days to compile the Administrative Record, make necessary copies, and file an index to the Record with the court. Therefore, it is preferable to begin development of the Administrative Record by maintaining an accurate Administrative File from the earliest stages of a project, instead of waiting until a lawsuit is filed.

■ 32-4-10. APPENDICES

- a.** Appendix 1. Environmental Study Process Flow Chart.
- b.** Appendix 2. Special Use Airspace Aeronautical Processing Flow Chart
- c.** Appendix 3. Special Use Airspace Environmental Processing Flow Chart
- d.** Appendix 4. FAA Procedures for Processing SUA Actions Summary Table
- e.** Appendix 5. Air Traffic Initial Environmental Review (IER)
- f.** Appendix 6. Sample Categorical Exclusion Declaration.
- g.** Appendix 7. FAA/DoD Memorandum of Understanding.
- h.** Appendix 8. FAA Special Use Airspace Environmental Processing Procedures.
- i.** Appendix 9. Noise Policy for Management of Airspace Over Federally Managed Lands.
- j.** Appendix 10. Community Involvement Policy.

■ 32-4-11. MEMORANDUMS AND EMAILS SUPERSEDED BY THIS ORDER

The following guidance memorandums (memos) and emails have been incorporated and therefore cancelled.

- a.** ATA-1 Memo dated January 17, 2001, Change in Air Traffic Noise Screen Policy (Federal Register/Vol. 65, No. 235/Wednesday, December 6, 2000/Notices, p. 76339).
- b.** ATA-300 Memo dated September 15, 2003, Altitude Cut-Off for National Airspace redesign (NAR) Environmental Analyses.
- c.** AJR-34 Memo dated August 21, 2009, Environmental Guidance for Actions Involving Propeller-Driven Aircraft.
- d.** AJR-34 Memo dated August 21, 2009, Guidance Regarding the Number of Procedures for Noise Screening.
- e.** AJV-1 Memo dated December 15, 2010, Guidance for Conducting Environmental Review of Proposed Performance Based Navigation (PBN) Flight Procedures.
- f.** AEE-400 Guidance Memo #1 dated December 20, 2010, Clarification of CATEXs 311g and 311i for Procedural Actions; FAA Order 1050.1E.
- g.** AEE-400 Memo #2 dated January 10, 2011, Guidance on Preparing Focused, Concise and Timely Environmental Assessments.
- h.** AEE-400 Guidance Memo #4 dated March 21, 2012, Guidance on Using AEDT2a to Conduct Environmental Modeling for FAA Air Traffic Airspace and Procedure Actions.

- i.** D. Warren email dated March 23, 2012; In accordance with FAA Order 1050.1, National Security Areas (NSAs) are considered Advisory Actions and do not require environmental analysis.
- j.** D. Warren email, dated May 8, 2012, CATEXs for Departure.
- k.** AJV-114 memo dated July 17, 2012, Interim Guidance: Using the Lateral Movement Tests (LAT Tests) for Noise Screening of Air Traffic Actions.
- l.** AJV-11 memo dated January 4, 2013, Authorized Use of the MITRE Noise Screening Guidance Document, dated December 2012.
- m.** D. Warren email dated March 11, 2013, Diverse Vector Areas (DVAs).
- n.** AJV-0 Memo dated March 21, 2013, Signature Authority and Process for Environmental Findings and Decision Documents Related to Performance Based Navigation and Airspace Redesign.
- o.** AJV-0 Guidance Memo dated September 19, 2013, Implementation of the Re-engineered Environmental Review Process for Instrument Flight Procedures: FAA Order JO 7400.2J.

