



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

**ORDER**  
**JO 7210.54B**

October 1, 2006

**SUBJ:** FAA Contract Tower (FCT) Operation and Administration

- 1. PURPOSE.** This order provides guidance to Federal Aviation Administration (FAA), contractor, and subcontractor personnel for the administration of air traffic control (ATC) operations at airport traffic control towers (ATCT) that are contracted under the FAA Contract Tower (FCT) Program. Terminal Safety and Operations Support, Federal Contract Tower Group, provides technical guidance and direction for service area and national contracts wherein contractor personnel provide ATC services at FCT locations throughout the United States and its territories and possessions.
- 2. DISTRIBUTION.** This order is distributed to director level in selected Washington headquarters Air Traffic Organization (ATO) offices, the Office of Security and Hazardous Materials, Office of Internal Security, Office of Emergency Operations, Aerospace Medicine, and Office of System Safety; to division level in the Terminal and Technical Operations Service Areas; to the regional Security, Logistics, and Aviation Medical divisions; to division level at the FAA Academy, to all Terminal and Technical Operations field offices with a standard distribution; and to all Federal Contract Tower locations.
- 3. CANCELLATION.** FAA Order 7210.54A, FAA Contract Tower (FCT) Operation and Administration, dated April 1, 1998, is canceled.
- 4. EXPLANATION OF CHANGES.** This revision includes additional orders in Appendix 1 that are applicable to FCT's, a new Minimum Equipment List in Appendix 2, and updates subject matter and terminology throughout the order.
- 5. AUTHORITY.** As directed by the Chief Operating Officer, Air Traffic Organization (ATO), the Vice President of Terminal Services is responsible for the FCT Program. The Terminal Safety and Operations Support, Federal Contract Tower Group, have been identified as the office of primary responsibility (OPR) for matters described in this order that are related to the FCT Program.
- 6. POLICY.** This order prescribes guidance necessary to effectively administer operations at FCT facilities. If a conflict arises between the contents of this order and other FAA issuances, FAA managers must request clarification from the Terminal Safety and Operations Support, Federal Contract Tower Group, through the Terminal Service Areas. In the event a conflict arises between this order and the terms of an FCT contract, personnel must abide by the contract and notify Terminal Safety and Operations Support, Federal Contract Tower Group, of

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the conflict. Contract personnel should request clarification from the Terminal Safety and Operations Support, Federal Contract Tower Group, through contractor management personnel.

## 7. DEFINITIONS.

**a. Airport Traffic Control Tower (ATCT)** - A terminal facility that uses air/ground communications, visual signaling, and other devices to provide ATC services to aircraft operating in the vicinity of an airport or on the movement area.

**b. Alternate Contracting Officer Technical Representative (ACOTR)** - A Government agent who technically monitors, directs, and documents the contractor's performance and provides advice/assistance to the contracting officer in the same capacity as a Contracting Officers Technical Representatives (COTR).

**c. Automatic Terminal Information Service (ATIS)** - ATIS provides advance noncontrol airport/terminal area and meteorological information for use by aircraft arriving and departing and operating within the terminal area.

**d. Contact FAA Facility** - The FAA facility that functions as the FCT's point of contact (POC) for daily operational coordination.

**e. Contracting Officer (CO)** - A person with the authority to enter into, administer, and/or terminate contracts and make related determinations and findings and has sole responsibility for modifications and/or changes to that contract.

**f. Contracting Officers Technical Representative (COTR)** - A Government agent who technically monitors, directs, and documents the contractor's performance and provides advice/assistance to the contracting officer.

**g. Contractor** - The person(s), or state or local organization/authority that has a prime contract with FAA for management of one or more FCT's and for provision of ATC services at such locations.

**h. Controller** - A person authorized to provide ATC service. (Also Air Traffic Control Specialist)

**i. Conversion** - A former FAA visual flight rules ATCT that is contracted as an FCT.

**j. Cost Share** - A process through which an airport that has previously qualified for and is a member of the FCT program, but no longer meets the benefit/cost (B/C) eligibility requirements, is made eligible through an agreement to share the cost between FAA and the airport sponsor. This cost sharing is based on the B/C ratio.

**k. Facility Security Coordinator (FSC)** - An individual security POC for staffed FCT's that would be the facility representative in coordinating with the responsible Servicing Security Element (SSE) on security matters.

- i. FAA Contract Tower (FCT)** - A visual flight rules (VFR) ATCT providing ATC services under contract with FAA.
- m. FCT Air Traffic Manager** - The contractor or subcontractor employee assigned responsibility by the contractor for day-to-day operations at an FCT location (the equivalent of an FAA Air Traffic Manager).
- n. FCT National Contracts** - Contracts awarded by geographic area, each including multiple FCT locations, which are administered by a CO and technical staff at FAA Headquarters.
- o. FCT Sole Source Contracts** - Contracts awarded for individual FCT locations, which are administered by a CO and technical staff at FAA terminal service office; oversight is the responsibility of the Terminal Safety and Operations Support, Federal Contract Towers Group.
- p. Federal Aviation Regulations (FAR)** - The general and permanent rules published in the Federal Register by FAA, codified under title 14 of the Code of Federal Regulations (CFR).
- q. Federal Contract Tower Group** - The FAA headquarters office assigned oversight responsibility for the FCT Program.
- r. Government** - The Federal Government and/or FAA and its suborganizations.
- s. Hub Facility (Hub)** - The FAA facility that functions as the FCT's POC for operational and certification matters.
- t. Minimum Equipment List** - The Minimum List of Equipment required in new start sponsor owned facilities.
- u. New Start** - An ATCT that was not previously federally funded which is contracted as an FCT.
- v. Non-Federal Control Tower (NFCT)** - An ATCT that is operated by a company or municipality and not funded by the FAA.
- w. On-the-Job Training (OJT)** - Training which provides direct experience in the work environment.
- x. Office of Primary Responsibility (OPR)** - The office designated and responsible for all matters relating to the administration, operations, or management functions of an organization.
- y. Pilot Deviation** - The actions of a pilot that result in the violation of a Federal Aviation Regulation or a North American Aerospace Defense Command (NORAD) Air Defense Identification Zone (ADIZ) tolerance.
- z. Quality Assurance** - The identification of activities that either enhance or detract from the quality of ATC service, and the establishment of mechanisms to ensure deficiencies are corrected.

**aa. Sponsor-Owned Facility** - An FCT location owned solely by the airport sponsor or operator, who is responsible for the facility maintenance, repairs, upkeep, and janitorial services.

**bb. Subcontractor** - Any supplier, distributor, vendor, or firm that furnishes supplies or services to or for a prime contractor or another subcontractor.

**cc. Visual Flight Rules (VFR)** - Rules that govern the procedures for conducting flight under visual conditions.

## 8. ABBREVIATIONS.

ACOTR	Alternate Contracting Officer Technical Representative
AAM	Office of Aerospace Medicine
ACO	Office of Civil Aviation Security Operations
ADA	Deputy Administrator
AF	Technical Operations
AMA	FAA Academy
ATC	Air Traffic Control
ATCT	Airport Traffic Control Tower
ATIS	Automatic Terminal Information Service
ATM	Air Traffic Manager
CFR	Code of Federal Regulations
CO	Contracting Officer
COTR	Contracting Officer Technical Representative
CTO	Control Tower Operator
FAR	Federal Aviation Regulations
FCT	FAA Contract Tower
FOIA	Freedom of Information Act
FSAS	Facility Safety Assessment System
GFP	Government-Furnished Property
Hub	FAA Hub Facility
LOA	Letter of Agreement
NFCT	Non-Federal Control Tower
OJT	On-the-Job Training
OPR	Office of Primary Responsibility
QA	Quality Assurance
POC	Point of Contact

**9. LEVEL OF SUPPORT.** An FCT is a federally funded facility. FAA organizations must provide the same level of support and guidance to an FCT as is provided to other similar FAA facilities.

**10. 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 care not to require actions of the contractor that falls within the purview of the CO.

## **11. RESPONSIBILITIES.**

### **a. ATO Organizations.**

(1) Terminal Safety and Operations Support Federal Contract Tower Group. The Federal Contract Tower Group is responsible for the FCT Program and must provide:

(a) The names of the COTR's and ACOTR's for the FCT national contracts to the CO.

(b) Timely assistance and technical guidance to FAA and contractor personnel on FCT issues.

(2) Terminal Planning System. The Terminal Systems Engineering Office is responsible for standardization of equipment requirements for Air Traffic facilities.

(3) Terminal Planning. The Terminal Planning Office is responsible for the workforce planning impacts to FAA facilities and cost variances for direct/indirect cost to Terminal.

### **b. Headquarters Organizations.**

(1) Affected headquarters organizations must be familiar with the specific responsibilities outlined in this order.

(a) Acquisition and Business Services, Acquisition Policy and Contracting, must provide the FCT Group with the name of the CO for the FCT national contracts. The CO must coordinate all contract modifications with the Federal Contract Tower Group prior to execution.

(b) All other headquarters organizations must coordinate FCT issues with the Federal Contract Tower Group, including documents, directives, regulations, and all changes thereto.

(c) The OPR for new or revised directives must identify the applicability of the directive to FCT's and ensure the appropriate level of coordination is accomplished.

(2) Terminal Service Area Offices must be familiar with the specific responsibilities outlined in this order.

(a) The Terminal Service Area Office must:

1 Provide the FCT Group with a POC for the FCT Program.

2 Ensure that affected facilities and organizations within the area are aware of the service area POC.

3 Assign each FCT to a Hub facility.

4 Provide the appropriate service area logistics division with the name of the COTR for each FCT sole source contract.

(b) Terminal Service Area FCT issues, including Terminal Service Area supplements, directives, etc., must be coordinated with the Terminal Service Area POC prior to action or implementation.

(c) The Terminal Service Area POC must coordinate issues that impact FCT contracts with the Federal Contract Tower Group.

(d) The Technical Operations Service Area must provide the Terminal Service Area with a POC for the FCT Program.

(e) The Terminal Service Area logistics office must provide the Terminal Service Area POC with the name of the CO for each FCT sole source contract.

(f) The CO must coordinate all sole source contract modifications with the Terminal Service Area POC prior to execution.

*NOTE* - The CO may work directly with the FCT Group regarding FCT funding issues.

(g) The Terminal Service Area COTR for each FCT sole source contract must coordinate contract issues with the Terminal Service Area POC.

(3) Hub. Hubs must be familiar with the specific responsibilities outlined in this order.

(a) FCT issues that cannot be resolved at the Hub level must be coordinated with the Terminal Service Area POC.

(b) The HUB may delegate day-to-day operational support and/or certification responsibilities to other FAA facilities.

(4) ATC Facilities. ATC facilities that interface with an FCT must contact the Hub whenever FCT issues cannot be resolved at the local level.

**c. Contractors.**

*NOTE* - Throughout this document, contractor requirements also apply to the subcontractor, as appropriate.

(1) Contractual issues must be coordinated with the CO.

(2) Technical issues associated with the FCT national contracts must be coordinated with the Federal Contract Tower Group.

(3) Technical issues associated with an FCT sole source contract must be coordinated with the Terminal Service Area COTR and/or Terminal Service Area POC.

(4) FCT air traffic managers and/or supervisory personnel must coordinate issues that cannot be resolved at the local level with contractor management personnel.

## **12. OPERATIONS AND STAFFING.**

### **a. Operational Interface.**

(1) The Terminal Service Area Office must forward the following information regarding Hub assignment, and any changes thereto, to the Federal Contract Tower Group for each FCT:

- (a) Name of assigned Hub;
- (b) Hub telephone number; and
- (c) Name of Hub contact person.

**b. 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. *Modifications to a contract can only be effected by the CO.*

### **c. FAA Supplemental Staffing for Special Events.**

(1) The Federal Contract Tower Group will coordinate dates of the event, the number of FAA controllers to be assigned, and the supervisory plan (see paragraph 12c (2) (c) below) with the contractor, or may delegate this responsibility to the Terminal Service Area Office.

(2) The Terminal Service Area Office must:

(a) Apprise the Federal Contract Tower Group whenever FAA supplemental staffing for special events will be needed at an FCT and provide details concerning the event.

(b) When requested by the Federal Contract Tower Group, coordinate with the contractor regarding dates of the event, the number of FAA controllers to be assigned, and the supervisory plan (see paragraph 12c (2)(c), below).

(c) Ensure that FAA personnel are onsite for the duration of the event to act as a focal point and provide leadership. An FAA manager, supervisor, or controller-in-charge must be on duty whenever FAA controllers are working positions of operation, and must assume supervisory responsibility for the operation. At no time will contractor personnel be responsible for supervision of FAA personnel.

**d. Letters of Agreement (LOA).** FCT's are authorized to negotiate with, and enter into LOA's with FAA facilities, National Airspace System users, and airport operators/tenants in accordance with FAA directives.

(1) The Hub must provide assistance to the FCT air traffic manager for the development of local procedures, facility LOA's, etc.

(2) The contractor must comply with the service area's LOA processing procedures.

(3) Contractors are not authorized to use LOA's signed by the former FAA or contractor managers, and must negotiate changes to the signature pages as soon as feasible after operational responsibility transfer.

*NOTE* - A memo to the files signed by the FCT Air Traffic Manager acknowledging the validity of the current LOA's can be used until the signature changes have been made.

**e. Emergency and Contingency Situations.** FAA facilities must provide assistance to FCT's during emergency and/or contingency situations. Requests outside the scope of an LOA must be coordinated through the Terminal Service Area Office; however, the Hub must take action necessary to prevent a lapse in service to the users.

*NOTE* - This does not mean to imply that the FAA will provide supplementary staffing for the contractor.

**13. CONVERSIONS AND NEW STARTS.** FAA personnel must work with contractor personnel to facilitate the conversion of FAA facilities to contract operations and the commissioning of new start FCT locations.

**a. Local Area Knowledge Packet.** The Hub must ensure that a local area knowledge packet is prepared for use in the classroom training of contract controllers. This packet must be available for the contractor at least 60 days prior to the planned conversion or startup date.

**b. Directives Library.** The Hub must ensure that copies of each directive listed in Appendix 1, operational documents, directives, and regulations (excluding FAR's and CFR's), are available in the facility at each conversion or new start FCT location.

**c. Retention of FAA Documents.** The Hub must make arrangements to remove documents from converted FAA towers for disposal and/or storage prior to the date the contractor assumes responsibility for the operation. Such documents would include tape recordings, accident and/or incident packages, operational forms, correspondence, time and attendance records, etc. If operational tapes are removed, enough tapes must be provided as required to conduct the operation.

**d. Transfer of Operational Responsibility.** On the conversion date, FAA Form 7230-4, Daily Record of Facility Operation, must include a statement denoting the time that operational responsibility was transferred from the FAA to the contractor. The FAA Air Traffic Manager and the FCT Air Traffic Manager must both sign FAA Form 7230-4 if the transfer occurs before close of business.

*Example - Provision of ATC services assumed by (enter contractor name).*

#### **14. Training.**

**a. Phase-In Period.** During the phase-in period, the Terminal Service Area Office must ensure that adequate field facility resources for training and certification are made available so that the contractor can assume responsibility for ATC operations within 30 days of the startup date at the FCT location. An extension of time may be authorized on an individual facility basis.

**b. On-the-Job Training (OJT).**

(1) During the phase-in period for conversions, FAA controllers who are certified OJT instructors must provide OJT for contract control personnel in accordance with guidelines issued by the Acquisitions and Business Services, ATO Workforce Development, Controller Training Group.

**NOTE** - Contractor personnel may also provide OJT during the phase-in.

(2) After the phase-in period, all OJT must be conducted by contractor personnel in accordance with the FAA-approved contractor-training program.

**c. Testing and Certification.**

(1) The Hub must ensure that facility rating and control tower operators (CTO) certifications are performed, and must coordinate weather testing and certification with the National Weather Service.

(2) The contractor must contact the Hub in a timely manner to schedule facility rating certification, CTO testing and certification, and weather testing and certification.

(3) Recertification due to involvement in an operational error must be handled in accordance with FAA Order 7210.56, Air Traffic Quality Assurance.

**d. Briefing/Training Items.**

(1) Headquarters organizations, terminal service area offices, and Hubs must ensure that required briefing materials are distributed in a format that can be utilized by FCT facilities.

(2) Hubs must ensure that all required briefing items are forwarded to their assigned FCTs.

**15. QUALITY ASSURANCE (QA).**

**a. Evaluation Process.**

(1) The Air Traffic Organization Safety Evaluations Office must:

(a) Ensure that facility audits are performed at FCT's in accordance with applicable FAA directives.

(b) During evaluations, assess service area office and hub responsibilities as addressed in this order.

(c) Coordinate checklist revisions with the Federal Contract Tower Group.

(d) Provide the Federal Contract Tower Group with a copy of FCT facility audit report.

(e) Advise the Federal Contract Tower Group when contractor written responses to facility audits are not timely.

(2) The Hub must:

(a) Include FCTs in their QA program.

(b) Provide assistance, as necessary, to their assigned FCTs on written responses regarding corrective actions for any problems identified and/or remaining open as a result of a facility audit and/or internal evaluation.

(3) The contractor must:

(a) Perform internal audits in accordance with the contractor's FAA-approved QA Plan and FAA Order 7010.1

(b) Complete mitigation plans using FSAS IAW FAA Order 7010.1.

**b. Accident/Incident Reporting.**

(1) The Federal Contract Tower Group must ensure that the Office of Emergency Operations (AEO) and the Safety Evaluations Office are provided with current administrative, pager, and home telephone numbers for the Federal Contract Tower Group.

(2) The Terminal Service Area representative will advise the Safety Evaluations Office during the notification whenever a report concerns an FCT.

(3) Safety Evaluations Office will initiate contact with the Federal Contract Tower Group Manager, through AEO, as soon as they become aware of an accident, incident, or newsworthy event involving an FCT.

(4) The Hub must support FCT's as follows: (If required)

(a) Provide assistance to ensure compliance with applicable FAA directives on accident/incident reporting;

(b) Ensure that completed accident/incident reports are forwarded in accordance with FAA directives; and

(c) Provide current information regarding regional notification procedures.

(5) The contractor must:

(a) Forward completed accident/incident reports to the Terminal Service Area Office IAW FAAO 8020.16.

(b) In addition to internal contractor procedures, follow Terminal Service Area notification procedures when reporting accidents/incidents.

**NOTE** - Post-accident drug and alcohol testing determinations at FCT's are the sole responsibility of the contractor.

## **16. ANTI-DRUG AND ALCOHOL MISUSE PREVENTION PROGRAMS.**

### **a. The FCT Group must:**

(1) Submit anti-drug plans and alcohol misuse prevention program certification statements included in contract proposals to the Office of Aerospace Medicine for review and approval. Submissions must include the contract and/or authorization number.

(2) Keep the Office of Aerospace Medicine apprised of FCT locations, names of contractors, and date of conversion or startup of services.

**b. Contractors must** comply with the requirements of their approved anti-drug plan and alcohol misuse prevention program.

## **17. DOCUMENTS, FORMS, AND CHARTS.**

### **a. Operational Directives.**

(1) The Federal Contract Tower Group must:

(a) Ensure that the Office of System Operations Airspace & AIM, Publications Group, has current information on:

1 FCT locations that are added to or deleted from the FCT Program; if deleted, also identify the facility's new status; e.g., Non-Federal Control Tower (NFCT), etc.;

2 Names and addresses of contractors with FCT national contracts; and

3 (Z) list publications required by the contracts (see Appendix 1).

(b) For non - (Z) list publications, notify the OPR to include ZAT-464 (FCT list) in the distribution.

(2) Terminal Service Area POC must ensure that FCT locations are included on the ZAT-464 distribution list.

(3) Other headquarters offices must ensure the ZAT-464 distribution list is included in document distributions when requested by the FCT Group.

(4) The Terminal Service Area office must ensure that a copy of FAA Form 1100-1, Directory Distribution Change Notice, accessible through the internet at <http://www.faa.gov/atpubs>, is forwarded to the Office of System Operations Airspace & AIM, Publications Group, for:

- (a) All facilities, either FAA or NFCT, that are converted to an FCT; and
- (b) Each new start FCT location.

NOTE - DO NOT mail the distribution card and a request for removal to the Department of Transportation.

(5) Hubs must:

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

(b) Assist FCTs when additional copies are requested.

(6) Contractors must:

(a) Notify the Hub whenever additional copies of the regulations and FAA directives listed in Appendix 1 are needed.

(b) Complete FAA Form 1100-1 and forward a copy to the Office of System Operations Airspace & AIM, Publications Group, whenever:

- 1 Address information changes; or
- 2 Increased/decreased quantities of particular documents are required.

(c) Complete FAA Form 1100-1 and forward to the Terminal Service Area representative, listed in the current FAA On-line Employee Directory, whenever address or telephone information changes. The official URL to browse to this site is <http://FIND.faa.gov>. For access to the directory over the internet, the URL is <http://directory.faa.gov>.

#### **b. Provision of Information and Data.**

(1) The Terminal Service Area Office and/or Hub may request operational information from FCTs and/or ask for access to operational data. Voluminous or unusual requests should be routed to the Federal Contract Tower Group, through the Terminal Service Area POC, for direct coordination with contractor management personnel.

(2) The contractor must provide:

(a) Monthly traffic count and other required data to the FAA in accordance with applicable directives.

(b) Access to all operational data, such as voice recordings, daily/monthly traffic count, and operational position sign-on/off information, etc.

(c) Information in response to requests from FAA, such as data for aeronautical studies, operational statistics, etc.

**c. Forms and Charts. The hubs must ensure that FCT's are provided with a sufficient supply of:**

(1) Operational forms required by the documents, directives, and regulations listed in Appendix 1 (excluding FARs and CFRs).

(2) Current operational charts and publications, such as terminal area charts, sectionals, etc.

**d. Terminal Proficiency and Refresher Units.**

(1) The Terminal Training Section, AMA-513, must ensure all locations on the ZAT-464 distribution list are provided with copies of new and/or revised units via the media currently in use, i.e., Video Tapes, CD Rom, or paper copy.

(2) The contractor must contact the hub to request additional copies of any unit.

## **18. MAINTENANCE AND EQUIPMENT.**

**a. Maintenance.**

(1) The Technical Operations Service Area Office is responsible for maintenance, repairs, upkeep and janitorial services at FAA-owned or leased space.

**NOTE** - The contractor must provide janitorial services in the secure, exclusive use access space provided for their use (i.e., manager's office).

(2) The Technical Operations Service Area Office is responsible for upkeep of the grounds at FAA-owned or leased properties.

(3) The airport sponsor is responsible for maintenance; repairs, upkeep and janitorial services at non-FAA owned or leased space.

**b. Equipment and Property.**

(1) The Technical Operations Service Area Office must:

(a) Provide routine and corrective maintenance for all FAA-owned operational equipment and property at FCT locations.

(b) Identify a Technical Operations POC for each FCT location to call in the event of equipment problems.

(c) When required, ensure that training for new, different, or modified Government-furnished equipment and operational equipment at FCTs is accomplished.

(2) The FCT must:

(a) Initiate trouble calls to the Technical Operations System Operation Command Center (OCC) when troubles occur with FAA-owned equipment and property.

(b) Provide necessary coordination and assistance to technical operations personnel to accomplish maintenance during normal hours of operation.

(c) Advise the Terminal Service Area Office POC whenever problems that affect the ATC operation arise with buildings and/or equipment that are not FAA-owned/maintained and cannot be resolved with the owner/maintainer in a timely manner.

**c. Voice Recorder Tapes.** The FCT must check, change, and handle operational voice recorder tapes in accordance with the provisions in FAA Order 7210.3. At locations where the recorders are Government-owned and not convenient to the operating quarters, the contractor must execute a written agreement with the technical operations manager to assign responsibility for checking and changing recorder tapes.

**d. Itemized Government-Furnished Property (GFP) Inventory.** The Federal Contract Tower Group will provide for the coordination of the issue, receipt, and disposition of all GFP provided to the contractor.

**e. Computer Based Instruction (CBI) Platforms.** CBI platforms will be provided to all FCTs.

**f. Equipment Siting.** At FCTs that are FAA-owned/leased or where FAA maintains any tower equipment, contractor personnel must obtain written approval from the FAA Terminal Program Operations prior to the use or installation of any equipment or appliance within, or in proximity to, the ATCT.

**g. Minimum Equipment List.** Appendix 2 contains a minimum equipment list that is applicable to all towers included in and/or requesting inclusion in the FCT program. For new starts, the Terminal Service Area Office POC will provide the airport with a copy of this minimum equipment list as early in the tower construction as possible. This will allow the airport to budget for and comply with this requirement.

**h. Sample Evaluation Checklist.** Appendix 3 contains a sample evaluation checklist that can be used during the evaluation phase. All towers will be evaluated prior to inclusion in the FCT program.

**19. BUDGET.** FAA offices must ensure that sufficient resources are allocated to support FCTs in accordance with this order.

**20. SECURITY.**

**a. Forms and Fingerprint Cards.** The contractor must:

- (1) Designate one person as a POC with the Regional Security Office.
- (2) For each new applicant, forward a completed Standard Form SF-85P, Questionnaire for Public Trust Positions, to: Federal Aviation Administration Headquarters Personnel Security Division, via fax.
- (3) Ensure that an approval of interim suitability has been received prior to an employee providing air traffic services.
- (4) When notified by Security that a SF-85P has errors or is incomplete, be responsible for having the employee make the necessary corrections and resubmit the form.
- (5) Once interim suitability approval has been received, forward the original SF-85P and fingerprint cards to: AIN-400, Room 315, 800 Independence Ave, SW., Washington, D.C. 20591.

**b. Security Investigations.** AIN-400 must:

- (1) Complete an interim suitability investigation within 3 working days. This time line is contingent upon forms being complete and accurate.
- (2) After determining the interim status of an employee (approved or denied), notify the contracting office and the appropriate contractor via email.
- (3) If a SF-85P is identified as being incomplete or having errors, fax a check sheet outlining the errors to the appropriate contractor.

**c. Security Inspections.** Security inspections at FCT locations must be accomplished in accordance with the requirements in FAA Order 1600.69, FAA Facility Security Management Program (FSMP) for FAA Facilities.

**21. FREEDOM OF INFORMATION ACT (FOIA).** The FAA receives numerous requests for information under the FOIA concerning information relevant to FCT locations. The FOIA applies to records in the control and possession of the FAA. Any information in the possession of the FAA (i.e., tapes, accident packages) is subject to the FOIA. However, much of this

information is often solely in the possession of the contractor. Records solely in the possession of the contractor are not subject to the FOIA.

a. All requests for information pertaining to FCT locations, received by the FAA, must be forwarded to the appropriate FAA FOIA coordinator.

b. If the requested documents, such as information contained in accident/incident packages, personnel statements, tapes, etc., are in the possession of the FAA, they must be released in accordance with established FOIA procedures.

c. If the requested information is solely in the possession of the contractor, the requester must be notified that the records are not subject to the FOIA, and that the requester may contact the contractor directly to request the information.

**22. COORDINATION.** This order has been coordinated with the Vice President for Technical Operations, Vice President for Safety, Vice President for En Route & Oceanic, Vice President for System Operations, and the Director of Terminal Safety & Operations Support, Director of Terminal Program Operations, Director of Terminal Planning, chief counsel, aerospace medicine, civil aviation security operations, operations center, logistics, evaluations and investigations, acquisitions, and FAA Academy offices.

  
David B. Johnson  
Vice President, Terminal Services

## **APPENDIX 1**

### **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 at each facility:

- Federal Aviation Regulations, (FAR) Parts 1, 65 (excluding Subpart B, paragraph 65.46), 67, 91, and 93
- 14 Code of Federal Regulations (CFR) Parts 1, 65, 67, 91, 93; and 121, Appendices I and J; 49 CFR 830.2; and 49 CFR Part 40)

**NOTE** - Copies of FAR's and CFR's listed above are not required to be on site at FCT's, but will be maintained at contractor corporate offices.

- Aeronautical Information Manual (AIM)
- FAA Order 1350.15, Records Organization, Transfer, and Destruction Standards
- FAA Order 1600.69, FAA Facility Security Management Program (FSMP)
- FAA Order 1600.72A, Contractor and Industrial Security Program
- FAA Order 1600.75, Protecting Sensitive Unclassified Information (SUI)
- FAA Order 1650.7, Office of Civil Aviation Security Operations Program Guidelines
- FAA Order 1900.1, FAA Emergency Operations Plan
- FAA Order 1900.47, Air Traffic Services Contingency Plan
- FAA Order 3120.4, Air Traffic Technical Training
- FAA Order 7010.1, Air Traffic Control Safety Evaluations and Audits
- FAA Order 7050.1, National Runway Safety Program
- FAA Order 7110.52, Suspected Illegal Use of Aircraft
- FAA Order 7110.65, Air Traffic Control
- FAA Order 7110.67, Special Aircraft Operations By Law Enforcement/Military Organizations
- FAA Order 7110.118, Land and Hold Short Operations

- FAA Notice 7110.422, Aircraft Hijack and Suspicious Inflight Activities – Response and Notification Procedures
- FAA Order 7210.3, Facility Operation and Administration
- FAA Order 7210.54, FAA Contract Tower (FCT) Operation and Administration
- FAA Order 7210.55, Operational Data Reporting Requirements
- FAA Order 7210.56, Air Traffic Quality Assurance
- FAA Order 7220.1, Certification and Rating Procedures
- FAA Order 7232.5, Reduced or Increased Operating Hours for Airport Traffic Control Towers/Approach Control Facilities
- FAA Order 7340.1, Contractions
- FAA Order 7350.7, Location Identifiers
- FAA Order 7400.2, Procedures for Handling Airspace Matters
- FAA Order 7610.4, Special Military Operations
- FAA Order 7900.5, Surface Weather Observing - METAR
- FAA Order 7930.2, Notices to Airmen
- FAA Order 8020.11, Aircraft Accident and Incident Notification, Investigation, and Reporting
- FAA Order 8020.16, Air Traffic Organization Aircraft Accident and Incident Notification, Investigation, and Reporting

## APPENDIX 2

### FCT MINIMUM EQUIPMENT LIST

- a. Voice switch communication equipment capable of radio and telephone ATC communication as appropriate. This must include the capability of headset use and instructor/student override capabilities.
  - b. One headset per controller and one handset per position with appropriate spares.
  - c. Very High Frequency radios for ground/air communication, as required, to support level of traffic; i.e., Local Control, Ground Control, Automated Terminal Information Service, Clearance Delivery, and Emergency; one transmitter and one receiver for each frequency. Handheld radios are not authorized as primary units.
  - d. Ultra High Frequency radios for ground/air communication, as required, to support military operations. Handheld radios are not authorized as primary units.
  - e. Landline communication system with direct access line to controlling instrument flight rules facility.
  - f. Tunable emergency backup transceiver with battery backup supply.
  - g. Dual deck, multi-channel, voice recorder system, for continuous unattended recording of each position used for receiving/transmitting ATC clearances, coordination, and instructions. Capabilities must include: synchronized recording of time, playback without recording interruption, re-recording to suitable portable storage media and/or a portable recorder with re-recording capability, any internal storage media must be configurable to preclude retention of data older than 45 days, remote alarm. Appropriate storage media must be provided (one for each of 45 days, plus spares). Additionally, the portable recorder should be capable of stereo recording in order to record data on one channel and the time source on the other channel.
  - h. Back up power source for essential equipment, i.e., radios, voice switch, cab HVAC, etc.
  - i. Two altimeter-setting indicators. A certifiable Digital Altimeter Setting Indicator (DASI) is preferred and required if ASOS/AWOS or a "traceable pressure standard" is not available within 10 miles for precision approaches and 25 miles for non-precision approaches. Re: FAA Order 7210.3, Section 8 and FAA Notice 7210.477. Aircraft altimeters are not acceptable.
- Note: DASI requires documentation to validate traceability to the National Institute of Standards (NIST). If manufacturer cannot provide it, DASI cannot be used at LAWRS sites.**
- j. Temperature and Dew Point Equipment
  - k. Two direct reading wind information indicators.

- l. If AWOS/ASOS is available on the airport, locate ASOS/AWOS Operator Input Device (OID) in the tower cab. Include an ASOS/ATIS interface device.
- m. Two pair of operable binoculars.(7x50 or greater)
- n. Signal light gun with a back-up power source.
- o. At least one 24-hour clock with seconds display, i.e., digital LED.
- p. Alert system to notify airport emergency equipment operator.
- q. Airport lighting controls.
- r. Window shading as prescribed in FAA regulations for all tower cab windows (adjustable). (FAA specification E 2470)
- s. Mechanical or electronic traffic counting device.
- t. Position lighting (to support established operating positions with rheostat control).
- u. Electro Static Discharge (ESD) resistant controller chairs of appropriate height for the conduct of tower operational duties.
- v. Floor covering must be ESD resistant.

**Note - U and V:** other floor grounding apparatus may be necessary dependant upon specifications of the electronic equipment installed.

- w. Administrative telephone with handsets in the operating and administrative quarters.
- x. Automatic Terminal Information Service (ATIS)
- y. Appropriate non-operational space and equipment will also be provided. This must include:

- (1) Lockable Air Traffic Managers office
- (2) Restroom one floor below the tower cab
- (3) Training/break room
- (4) Appropriate desk, chairs, table, and locking file cabinet

**Appendix 3**  
**SAMPLE EVALUATION CHECKLIST**

Section 1 - Tower Structures	Remarks
CHAPTER 2: 113 Location	
114 Height	
115 Orientation	
116 Runway/Helipad Visibility	
117 Traffic Pattern	
118 Taxiway Visibility	
119 Other Movement Area Visibility	
120 Depth Perception	
121 Parking	
122 Accessibility	
123 Physical Condition/Appearance	
124 Fire Protection	
125 Air Quality	
126 Catwalks	
127 Stair	
128 Elevators	
129 Toilet Room	
130 Security	
<i>Section 1 Totals</i>	
Section 2 - Control Cab	
CHAPTER 3: 141 Cab Size	
142 Cab Shape	
143 Lighting – General	
144 Lighting – Task	
145 Ceiling – Height	
146 Ceiling – Color	
147 Acoustics	
148 Visibility & Obstructions - Internal	
149 Noise External	
150 Physical Condition/Appearance	
151 Air Quality	
152 Glare	
153 Stray Illumination	
154 Proximity to TRACON Room	
155 Proximity to Training Room	
156 Proximity to Break Room/Locker Room	



244 Conference Room	
245 Break Room/Locker Room	
246 Toilet Rooms	
247 Tape Playback Room	
248 Storage	
249 Computer Based Instruction (CBI) Laboratory	
250 Janitor's Closet	
251 Functional Arrangement of Administrative Space	
252 Expansion	
253 Air Quality	
254 Lighting	
255 Physical Condition	
256 Acoustics	
257 Security	
258 Drinking Fountains	
259 Noise –Internal	
260 Noise –External	
261 Parking	
262 Accessibility	
263 Copy Machine Space	
264 Word Processing Space	
<i>Section 4 Totals</i>	
<b>DEFICIENCY SCORE KEY</b>	
No Deficiency	0
Minor Deficiency	1 A detectable problem, which has only a minor affect on the facility.
CHAPTER 4: Moderate Deficiency	2 An obvious problem, which is affecting the facility or its operation and has an impact between minor and significant.
Significant Deficiency	3 A problem, which is readily apparent and needs to be dealt with through future action and has an adverse affect on the facility.
Major Deficiency	4 Efforts to deal with this class of deficiency require actions, which go beyond usual measures.

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