



U.S. DEPARTMENT OF TRANSPORTATION  
FEDERAL AVIATION ADMINISTRATION

**ORDER**  
**JO 7000.5E**

Effective Date:  
09/08/2017

**SUBJ:** Procedures for Submitting Changes to Air Traffic Control Publications

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- 1. Purpose of This Order.** This order establishes procedures for submitting changes to Air Traffic Control publications that are administered by the Air Traffic Organization (ATO), Air Traffic Procedures (AJV-8) directorate. This order outlines processes that Offices of Primary Responsibility (OPR) or their designated representatives must follow to ensure modifications are accurately and efficiently incorporated into the appropriate publication(s).
- 2. Audience.** This order applies to agency personnel that support an OPR for the orders and directives listed in Appendix A and Appendix B.
- 3. Where to Find This Order.** This order is available on the FAA websites at [https://faa.gov/air\\_traffic/publications](https://faa.gov/air_traffic/publications) and [https://employees.faa.gov/tools\\_resources/orders\\_notices/](https://employees.faa.gov/tools_resources/orders_notices/).
- 4. What This Order Cancels.** Order JO 7000.5D, Procedures for Submitting Changes to Air Traffic Control Publications, dated July 1, 2016, is canceled.
- 5. Background.** The Air Traffic Procedures directorate supports the ATO and other entities by processing changes to be incorporated in the publications listed in Appendix A. These publications are updated and maintained by AJV-8 and are made available electronically and some are widely distributed in print.
- 6. Program Procedures.** The following procedures must be adhered to effect changes to the publications listed in Appendix A. In addition, AJV-8 will assist OPRs and others to process numerous orders, as stipulated in Appendix B.
  - a. Submission Cutoff and Effective Dates.**
    - (1) Publishing dates vary according to the publication.
    - (2) Refer to the cutoff dates as stipulated in the specific publication you intend to change. The change must then be submitted via the AJV-8 electronic mailbox at [9-AJV-8-HQ-Correspondence@faa.gov](mailto:9-AJV-8-HQ-Correspondence@faa.gov) (later referred to as the MAILBOX).
    - (3) Submit *Publication Ready Changes* on or before the cutoff date for inclusion in the publication. A *Publication Ready Change* is one that meets the criteria highlighted in paragraph 6c (2) of this order.
    - (4) For orders/directives that are not on a normal publication cycle AJV-8 will work with the OPR to meet a desired publication date.
  - b. Authorization for Submission.**

- (1) A publication's OPR is authorized to submit changes to a publication. Editorial changes (such as misspelled words, typographical errors, changes in address, phone numbers, routing symbols, etc.) may be submitted by any organization.
- (2) Changes to publications by an entity other than the OPR must first be coordinated and approved by the OPR.

**NOTE-**

*While existing orders pertaining to Directives Management (FAA Order JO 1320.1 and FAA Order JO 1320.62) only allow for the establishment of one OPR, the ATO recognizes there are numerous orders and manuals (for example FAA Order JO 7210.3, FAA Order JO 7340.1, Aeronautical Information Manual (AIM), Aeronautical Information Publication (AIP), all listed in Appendix A) where various FAA organizations are responsible for the content. Therefore, the term Content Owner is conceived to differentiate the responsibilities. For the purposes of this order only, a Content Owner is deemed to have the full authorization of an OPR to modify or revise sections of the above mentioned orders and manuals that pertain directly to their Line of Business.*

**c. Submit Changes/Material as Follows:**

- (1) With the exception of those orders/publications listed in Appendix B, all changes must be submitted to the MAILBOX using the ATO DCP Form 3101-01 template. (Refer to Appendix C, Document Change Proposal Template and Appendix D, Instructions for Completing a DCP).

**NOTE-**

*A DCP is not required if the publication is being rewritten in its entirety. In such cases, submit the rewrite to the MAILBOX as a Word document. Afterwards, the Publications Specialists will make the appropriate changes to the order.*

- (2) The AJV-8 Publications Coordinator, a publications specialist within the Air Traffic Standards and Procedures group, must receive the following documentation via the MAILBOX, for review, before changes will be submitted to the AJV-8 publications team:
  - (a) Completed coordination with stakeholders (in accordance with FAA Order JO 1320.62) in the form of a signed Clearance Record.
  - (b) Appropriately coordinated and signed Safety Risk Management (SRM) documentation.
  - (c) Final, signed DCPs; send both Word document and PDF format copy of the DCP.
- (3) In most cases, submit a separate, signed, DCP for each paragraph that is to be changed. In cases where a single change spans multiple paragraphs in the same order, you may combine multiple paragraphs on one DCP form. If the submitted change alters the naming/numbering convention of remaining paragraphs, indicate this information on the DCP. If the Index of a publication requires a change/deletion, also indicate this information on the DCP.
- (4) An editorial change such as a misspelled word, typographical error, address change, routing symbol change, new telephone number, etc., does not require a DCP. Due to the nature of the change, submit email requests directly to the MAILBOX.
- (5) All graphics submitted for inclusion must be of high quality and in camera-ready form.

This means it is in the right form and of good enough quality to be reproduced photographically onto a printing plate. Acceptable formats include: PDF, JPEG, TIFF, or BMP. The graphic must be submitted as a separate attachment, and should be embedded within the document if possible. Graphics may be submitted in color or black and white.

**NOTE–**

*In most cases, if you make a change to the AIM, you must also make a change to the AIP. The AIP is the international version of the [domestic] AIM and should be synched when possible. A separate DCP is required for each change.*

**7. Responsibilities.** The processing, coordination, and publishing of DCPs are delegated to Air Traffic Procedures (AJV-8).

**a. AJV-8 must:**

- (1) Establish and maintain a process for submitting changes, updates, and material to the publications listed in Appendix A.
- (2) Review incoming documentation to ensure that procedures are followed for efficient processing.
- (3) Ensure submission complies with process requirements.
- (4) Evaluate operational impact on other Air Traffic Control orders and other publications, like the AIM and AIP.
- (5) Ensure the submitter is the publication's OPR, or has the OPR's approval for the change submitted.
- (6) Ensure appropriate SMS documentation is provided.
- (7) Return requests to the OPR that do not meet the procedures stated herein, with a clear statement of what is needed to process the changes.
- (8) Provide the OPR with the draft layout for review prior to finalizing for print.
- (9) Submit proposed change documents to FAA Field facilities and other stakeholders for a 45-day comment/review period.
- (10) Coordinate the printing and publishing efforts with the appropriate offices to ensure timely publication of changes.
- (11) Prepare applicable publications for printing and distribution by the Government Printing Office.
- (12) Prepare and post a PDF version of publication(s) online in accordance with delivery dates as stipulated in the specified orders. Based on those timelines, the publications can be accessed online at the following websites: [https://faa.gov/air\\_traffic/publications](https://faa.gov/air_traffic/publications) and [https://employees.faa.gov/tools\\_resources/orders\\_notices/](https://employees.faa.gov/tools_resources/orders_notices/).

**b. The Office of Primary Responsibility (OPR) must:**

- (1) Ensure all changes to publications are submitted in accordance with the procedures specified in this order and Directives Management Orders FAA Order JO 1320.1 and FAA Order JO 1320.62.
- (2) Notify Air Traffic Standards and Procedures Support Group (AJV-81) of any change

in OPRs. A change in OPR requires proper collaboration and mutual concurrence amongst affected entities.

- (3) Review all drafts to ensure that changes have been accurately captured and are presented in the document as intended. During this phase the OPR must ensure that a thorough Plain Language Review is conducted in accordance with FAA Order JO 1320.62, Paragraph 4-5, Preparing the Draft Directive.
- (4) Provide concurrence within the timeframe designated. If you do not approve of the presented layout, please send an email to the MAILBOX immediately with your non-concurrence and suggested change(s).
- (5) Ensure SMS documentation is provided as stipulated in the current version of the ATO SMS Manual.
- (6) Notify AJV-81 which organizations to coordinate with on the proposed change by checking the appropriate boxes on the Coordination Cover Sheet (ATO DCP Form 3101-2).
- (7) Adjudicate all comments received from reviewers.
- (8) Resolve any non-concurrences with contesting Subject Matter Expert or office.
- (9) Ensure Union notification, as applicable.

**NOTE-**

*The OPR has the responsibility of engaging any impacted union(s) as appropriate, based on any existing FAA agreements.*

*Original signed by Karen Chiodini for*

Heather Hemdal  
Director, Air Traffic Procedures  
Air Traffic Organization

Date 9/07/2017

**Appendix A. Publications for which Air Traffic Procedures (AJV-8) has a Publications Requirement**

- FAA Order JO 7110.10 Flight Services
- FAA Order JO 7110.65 Air Traffic Control
- FAA Order JO 7210.3 Facility Operations and Administration
- FAA Order JO 7340.2 Contractions
- FAA Order JO 7350.9 Location Identifiers
- FAA Order JO 7400.2 Procedures for Handling Airspace Matters
- FAA Order JO 7610.4 Special Operations
- FAA Order JO 7930.2 Notices to Airmen (NOTAM)
- AIM Aeronautical Information Manual
- AIP Aeronautical Information Publication United States of America
- NTAP Notices to Airmen Publication (Domestic/International)
- PCG Pilot/Controller Glossary

**Appendix B. Publications for which Air Traffic Procedures (AJV-8) Provides Processing Assistance to Other Operational Service Units**

**1. Responsibilities:**

- a.** In order to ensure consistency in the processing of orders listed in this Appendix, AJV-8 agrees to provide the following services:
- (1) Review and compare with other similar orders for consistency of language and format.
  - (2) Evaluate any operational impact on other Air Traffic Orders and publications.
  - (3) Submit the draft order for coordination to those Lines of Business (LOB) the OPR has identified.
  - (4) Validate stakeholder coordination list within 10 days of receipt of KSN notification.
  - (5) Forward all comments to the OPR for adjudication.
  - (6) Post and/or publish the order accordingly.
- b.** The OPR retains the responsibilities and authority designated by FAA Order 1320.1 and FAA Order 1320.62. Also, the OPR has the responsibility of engaging any impacted Union(s) as appropriate, based on any existing FAA agreements.

**2. Orders/Publications:**

- |                         |   |
|-------------------------|---|
| • FAA Order JO 3000.24  | ATO Terminal Automation Specialist Training   |
| • FAA Order JO 3400.20  | Individual Performance Management (IPM) for Operational Personnel                                   |
| • FAA Order JO 7000.6   | Identification and Notification of Differences between ATO Products and Services and ICAO Documents |
| • FAA Order JO 7110.315 | Mobile Airport Traffic Control Tower Siting Criteria  |
| • FAA Order JO 7210.57  | Traffic Counting, Reporting, and Processing for Determining Facility Classification Levels          |
| • FAA Order JO 7110.67  | Air Traffic Management Security Services for Special Activities                                     |
| • FAA Order JO 7210.632 | Air Traffic Organization Occurrence Reporting   |
| • FAA Order JO 7210.633 | Air Traffic Organization Quality Assurance Program  |
| • FAA Order JO 7210.634 | Air Traffic Organization (ATO) Quality Control  |
| • FAA Order JO 7200.20  | Voluntary Safety Reporting Program (VSRP)   |
| • FAA Order JO 7220.4   | FAA Certification of Pilot Weather Briefing   |
| • FAA Order JO 7450.1   | Special Use Airspace Management System  |

Appendix C. Document Change Proposal (DCP) Template

FIG C-1

[Redacted]

**Document Change Proposal/Briefing Sheet**

**INITIAL**

Order/Publication: [Redacted] KSN Tracking #: [Redacted]

Change: [Redacted]

Effective Date: [Redacted]

HQ Control Lead/Routing: [Redacted] [Redacted] ([Redacted]) [Redacted] - [Redacted]

HQ Specialist/Routing: [Redacted] [Redacted] ([Redacted]) [Redacted] - [Redacted]

Field Office Change Initiator: [Redacted] [Redacted] ([Redacted]) [Redacted] - [Redacted]

1. Paragraph Number and Title:  
[Redacted] - [Redacted] - [Redacted]. [Redacted]

2. Background: [Redacted]

3. Explanation of Change: [Redacted]

4. Change:

OLD	NEW
Sample text sample text sample text 1234 56789	Sample text sample text sample text 1234 56789

No further changes to paragraph.

5. Index Changes: [Redacted]

6. Reference Changes: [Redacted]

7. Graphics: [Redacted]

8. Genot/Notice: [Redacted]

9. Safety Risk Management: (Check appropriate box).

- Safety Finding With Hazards.** In this scenario, a NAS change or existing safety issue is assessed by an SRM panel, and the panel perceives or determines that hazards could be introduced or that safety risk could increase. (Refer to SMS Manual, Section 5.4.3)
- Safety Finding Without Hazards.** An SRM panel uses an SRM document to reflect a safety analysis that was performed but did not reveal new hazards or any perceived or calculated increase in safety risk. (Refer to SMS Manual, Section 5.4.3).
- No Safety Documentation Required.** The proposed change does not meet the requirements for performing a Safety Analysis as highlighted in the ATO Safety Management System Manual, Paragraph 3.2.1. Note that editorial and administrative changes (i.e., any changes that do not affect the substantive elements of a procedure or system) do not require SRM.

10. ICAO Differences: Yes  No

11. [Redacted]

12. Date: [Redacted]



### Appendix D. Instructions for Completing a DCP

1. The DCP Template (ATO DCP Form 3101-01), highlighted in Appendix C, must be used for submitting changes to the following publications:
  - FAA Order JO 7110.10      Flight Services
  - FAA Order JO 7110.65      Air Traffic Control
  - FAA Order JO 7210.3      Facility Operation and Administration
  - FAA Order JO 7610.4      Special Operations
  - FAA Order JO 7930.2      Notices to Airmen (NOTAM) (see exceptions at Appendix F)
  - AIM      Aeronautical Information Manual
  - AIP      Aeronautical Information Publication, United States
2. The most common mistakes that result in the delay of processing DCPs include:
  - a. Using an outdated version of the directive/order being changed in the **OLD** column.
  - b. Not following the correct **bolding** and underlining guidelines in the **OLD** and **NEW** columns.
  - c. Failing to capture the correct charts or graphs within the change.
  - d. Having incomplete safety documentation completed.
3. Throughout the DCP template, there are gray boxes that contain drop-down lists. Click on each box to select the activity that best applies to your change request. The first box, below the title, contains three choices: INITIAL, FINAL DISPOSITION, FINAL DISPOSITION (INITIAL not required). Select one of these three options, depending on the requirements of the submitting entity.

**ORDER/PUBLICATION:** Order Number or Title of Publication (7110.65, AIM, etc.)

**CHANGE:** Select one of the following: Basic, [Change] 1, [Change] 2 or [Change] 3. *For the AIP only, select Amendment 1, Amendment 2 or Amendment 3, whichever applies for the change cycle.*

**KSN TRACKING #:** This is a KSN generated number that the AJV-8 specialist will populate.

**EFFECTIVE DATE:** This is the date when the change will be published based on the established publication schedule.

**HQ CONTROL LEAD/ROUTING:** The name, routing symbol, and telephone number of the responsible AJV-8 manager is populated by the HQ specialist who prepares the form.

**HQ SPECIALIST/ROUTING:** The name, routing symbol, and telephone number of responsible AJV-8 specialist.

**FIELD OFFICE CHANGE INITIATOR:** The name, routing symbol, and telephone number of person who is responsible for processing the change for his/her organization, working with the AJV-8 specialist. For example, this person can be located at the FAA Washington HQ or in one of the Service Centers.

**NOTE -**

Completion of the grayed out boxes is the same for the Control Lead, HQ Specialist, or Field Office Change Initiator. Insert the first and last name in the first box, the Routing Symbol in the second, and the 10 digits of their telephone number in the last three boxes.

**1. PARAGRAPH NUMBER AND TITLE:**

- a. Enter paragraph number(s) in single digits, in the three boxes that are separated by dashes, e.g., 3-4-5. Do not put three numbers in one block. The boxes will also accommodate paragraphs with double digits, e.g., 3-4-12. *Exception: When referencing AIM and AIP paragraph numbers you may deviate from the single box rule.*
- b. For convenience, the fourth box is programmed to default to all capital letters. Enter the paragraph title in this box.

2. **BACKGROUND:** It is easy to get wordy in this section; however; this information will be included in the order's Briefing Guide, that explains the changes that were made to an order, where applicable. Therefore, descriptions must be factual and easy to understand. Enter a concise, yet thorough statement that describes how and why the change is being made. Bear in mind that brevity should not leave the reader guessing about how the change evolved.

3. **EXPLANATION OF CHANGE:** Similar to the rule in the BACKGROUND, be factual and make the idea of the change stick in the reader's mind. Enter a brief statement to explain the change; let it jump off the page, like an executive summary. This information will be included in the Explanation of Changes page as well. Do not simply state "deleted paragraph d." You must describe the content being deleted.

**4. CHANGE:**

- a. The *left* column is labeled **OLD** and contains paragraphs/subparagraphs current at the time of submission.
- b. The *right* column is labeled **NEW** and contains the new, modified, or added paragraphs/ subparagraphs.
- c. Paragraph numbers and titles must be included beneath the headers labeled **OLD** and **NEW**. Paragraph numbers and titles must be in **bold** print and titles must be **CAPITALIZED**. This is how the information is published in the orders.
- d. Paragraphs and subparagraphs must be aligned and numbers and letters must be in **bold** print. (e.g., **a., 1., (a), (1)**)
- e. If there is a deletion of any part of a paragraph, indicate this deletion by underlining the words/text you wish to delete in the **OLD** column.
- f. The new information in the right column must be underlined and in **bold** print.
- g. List only those paragraphs that are modified, added, deleted or not changed (see special circumstances).

- (1) The statement *No further changes to paragraph* is automatically included at the end of **OLD/NEW** section of the DCP to indicate as it states. For DCPs with multiple paragraphs, when you change the first few subparagraphs from a section but you do not amend the remainder of the paragraph, type the statement in both columns at the end of the applicable paragraphs. This tells the reader that you did not make any amendments to the remaining paragraphs in the affected order or publication.
- (2) When you do not change the preceding subparagraph, but it is followed by another subparagraph that must be changed, insert or describe (“subparagraph b”) the unaffected subparagraph in the **OLD** column then type the phrase ‘No change’ in the **NEW** column. (See Page D-5). The ‘No change’ phrase is not underlined or bolded.
- (3) Changes to Phraseology, Notes, Examples, and References must follow the same format used for updating subparagraphs, with the appropriate font.
- h.** When it is necessary to delete an entire chapter—even if it creates a very lengthy DCP—you must list and underline every paragraph, subparagraph, note, and reference of that chapter in the **OLD** column. Under the **NEW** column, type “Delete,” adjacent to the first line of every subparagraph that is being deleted. If the deleted chapter is being significantly rewritten, add the new paragraphs below the “Delete” instructions in **NEW**, with “Add” in the **OLD** column.

**NOTE-**

*Listing the entire contents of a chapter for deletion will result in lengthy DCPs; however, this is the required method that allows the history of the change to be documented.*

- i.** When inserting Figures into DCPs:
  - (1) Place them within the body of the DCP template as appropriate.
  - (2) When the Figures or charts are too large for the available space, you are authorized to attach the figure or chart on a separate page, with any relevant descriptions. In some cases, you may also add attachments to the DCP template to complete your work.

**FIG D-1**  
**Header and Paragraph Number**

<b>OLD</b>	<b>NEW</b>
<p><b>1-1-1. GENERAL</b> The paragraph number and title must always be typed, in the <b>OLD</b> section, at the beginning of every change.</p>	<p><b>1-1-1. GENERAL</b> The paragraph number and title must always be typed, in the <b>NEW</b> section, at the beginning of every change.</p>

**FIG D-2**  
**Modifying a Paragraph**

OLD	NEW
c. This is how, <u>what currently appears in the order/publication, an old</u> subparagraph is to be shown in a Document Change Proposal.	c. This is how <b>a new</b> subparagraph is to be shown in a Document Change Proposal.

**NOTE-**

Typically, if there is a term/phrase being added, or if something is being clarified, or if most of the original content is remaining in place, in the same order, it is best to use the side-by-side (as shown above in the 'Modifying a Paragraph' example above. This makes it what is being changed much clearer for the reader. However, if subparagraphs are being re-ordered, if most of the original content is NOT remaining, if the change is so complicated that the DCP becomes nearly unreadable, it might be better to Delete and Add entire paragraphs or even sections (as seen in example "Complete Paragraph Deletion and Rewrite").

**FIG D-3**  
**Deleting Portions of a Paragraph/Subparagraph**

OLD	NEW
d. If there is to be a deletion <u>to a part of the paragraph</u> , show it in this manner.	d. If there is to be a deletion, show it in this manner.

**FIG D-4**  
**Deleting a Subparagraph**

OLD	NEW
e. If a subparagraph is to be deleted, show it <u>in this manner</u>	Delete

**FIG D-5**  
**Deleting an Entire Paragraph**

OLD	NEW
<p><b><u>1-1-3. APPLICATION</u></b></p> <p><b>a.</b> <u>If a paragraph is to be deleted, show it in this manner: insert Delete in the NEW column, across from the paragraph header and each ensuing subparagraph.</u></p> <p><b>b.</b> <u>So this deleted subparagraph would also have a “Delete.”</u></p>	<p>Delete</p> <p>Delete</p> <p>Delete</p>

**FIG D-6**  
**Deleting an Entire Section or Chapter**

OLD	NEW
<p><b><u>1-1-1. NAME OF FIRST PARAGRAPH</u></b></p> <p><b>a.</b> <u>To delete an entire Section or Chapter, you must include every word of every paragraph being deleted, underline it, and write “Delete” across from it.</u></p> <p><b>b.</b> <u>This might lead to a lengthy DCP.</u></p>	<p>Delete</p> <p>Delete</p> <p>Delete</p>
<p><b><u>1-1-2. NAME OF SECOND PARAGRAPH</u></b></p> <p><b>a.</b> <u>Each subparagraph should have a “Delete”</u></p>	<p>Delete</p> <p>Delete</p>

**FIG D-7**  
**Renumbering Paragraphs**

OLD	NEW
Paragraph 1-1- <u>3</u> through 1-1- <u>13</u>	Renumber as 1-1- <u>2</u> through 1-1- <u>12</u>

**FIG D-8**  
**Re-lettering Subparagraphs**

OLD	NEW
Subparagraph <u>f</u> through <u>j</u>	Re-letter as <u>e</u> through <u>i</u>

**FIG D-9**  
**Adding a New Paragraph or Subparagraph**

OLD	NEW
<p>Insert 'Add' in this column, across from a paragraph title, paragraph, subparagraph, <i>Note</i>, or <i>Reference</i>. 'Add' is never underlined or bolded.</p> <p align="center">Add</p>	<p><b>1-1-2. APPLICATION</b></p> <p><b><u>a. Insert a new paragraph like this. If you insert a new paragraph in the middle of a section, renumber the following paragraphs as shown above.</u></b></p>

**FIG D-10**  
**Complete Paragraph Deletion and Rewrite**

OLD	NEW
<p><b><u>4-5-6. NON-COMPLIANCE</u></b></p> <p><b><u>a. Underline the entire paragraph when it must be deleted and replaced with new text, but you will maintain the same paragraph number.</u></b></p> <p align="center">Add</p> <p align="center">Add</p> <p align="center">Add</p>	<p align="center">Delete</p> <p align="center">Delete</p> <p><b><u>4-5-6. NON-COMPLIANCE</u></b></p> <p><b><u>a. You must also type and underline the new change using bold print.</u></b></p> <p><b><u>b. The new text doesn't align well, so delete above and add the new paragraph below.</u></b></p>

**TBL D-1**  
**Deleting Items within a Table or Figure**

Prefix	Branch	Prefix	Branch
A	U.S. Air Force	A	U.S. Air Force
C	U.S. Coast Guard	C	U.S. Coast Guard
G	Air or Army National Guard	G	Air or Army National Guard
R	U.S. Army	R	U.S. Army
VM	U.S. Marine Corps	VM	U.S. Marine Corps
VV	U.S. Navy	VV	U.S. Navy
CFC	Canadian Forces	CFC	Canadian Forces
<u>CTG</u>	<u>Canadian Coast Guard</u>	Delete	Delete

**NOTE-**

When you are deleting an item within a Table or Figure, which is exceedingly lengthy, you may include just the relevant portion in the DCP. If the Table or Figure fills an entire page and will not fit in the **OLD** or **NEW** sections of the DCP template, you must copy the Table or Figure onto a separate page. When this step is necessary, you must identify what is **OLD** and **NEW** in a heading. You must also underline the item to be deleted and enter the word Delete, adjacent to it.

**FIG D-11**

**Example 1: Using the No Change Option and the Deletion of a Single Word**

<b>OLD</b>	<b>NEW</b>
<p><b>2-2-4. DUTY FAMILIARIZATION AND THE TRANSFER OF POSITION RESPONSIBILITY</b></p> <p><b>a.</b> Air traffic managers must determine which sectors or positions require “duty familiarization” for each shift and must provide a facility directive which specifies all sources of operational information which must be read and/or discussed as a part of the familiarization. Familiarizations should be scheduled within an 8-hour shift to the extent possible.</p> <p><b>b.</b> Air traffic managers must determine which <u>sectors or positions</u> must maintain operational continuity through a transfer of position responsibility and must:</p> <p><b>1.</b> Review each <u>sector or position</u> and provide a tailored checklist which lists the equipment and the operational conditions which are likely to be a factor at that position. Checklists must be reviewed annually to ensure the <u>sector/position</u> checklist items are current.</p>	<p><b>2-2-4. DUTY FAMILIARIZATION AND THE TRANSFER OF POSITION RESPONSIBILITY</b></p> <p align="center">No change</p> <p><b>b.</b> Air traffic managers must determine which positions must maintain operational continuity through a transfer of position responsibility and must:</p> <p><b>1.</b> Review each position and provide a tailored checklist which lists the equipment and the operational conditions which are likely to be a factor at that position. Checklists must be reviewed annually to ensure the position checklist items are current.</p>
<p><i>No further changes to paragraph.</i></p>	

**NOTE-**

1. While the phrase is automatically included at the end of the last paragraph change on the DCP form, you may include ‘No further changes to paragraph’ under the **OLD** column and under the **NEW** column for any previous paragraph changes on the form, for which it applies.

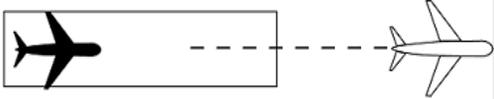
2. The boxes surrounding these examples are to differentiate the examples– there should not be boxes around the OLD and NEW columns on the DCP form.

**FIG D-12**

**Example 2: How to Use the ‘No Change’ Option with a Description in OLD Column**

OLD	NEW
<p><b>4-3-2. DEPARTURE CLEARANCES</b></p> <p>Title through subparagraph d</p> <p><b>c.</b> Altitude. Use one of the following in the order of preference listed. <u>Altitude may be omitted if the top altitude is published in the SID route description.</u></p> <p>Subparagraph e1 through e3(b)</p> <p>Add</p>	<p><b>4-3-2. DEPARTURE CLEARANCES</b></p> <p>No change</p> <p><b>c.</b> Altitude. Use one of the following in the order of preference listed.</p> <p>No change</p> <p><b><u>4. When a SID does not contain published crossing restrictions and/or is a SID with a Radar Vector segment or a Radar Vector SID, or a SID is constructed with a Radar Vector segment and contains published crossing restrictions after the vector segment, instruct aircraft to “MAINTAIN (altitude).”</u></b></p>

**FIG D-13**  
**Including Notes and References in the Description and Adding a Figure**

OLD	NEW
<p><b>3-9-6. SAME RUNWAY SEPARATION</b></p> <p>Title through subparagraph d, Reference</p> <p><b>e.</b> The minima in Para 5-5-4, Minima, subparagraph g, may be applied in lieu of the time interval requirements in subparagraphs <u>f and g</u>. When Paragraph 5-5-4, Minima, is applied, ensure that the appropriate radar separation exists at or prior to the time an aircraft becomes airborne.</p> <p align="center">Add</p> <p><b>NOTE-</b> <i>The pilot may request additional separation, but should make this request before taxiing on the runway.</i></p> <p align="center">Add</p> <p><b>f.</b> Separate <u>IFR/VFR</u> aircraft taking off from the same runway or a parallel runway separated by less than 2,500 feet:</p> <p><b>NOTE-</b> <i>Takeoff clearance to the following aircraft should not be issued until the time interval has passed after the preceding aircraft begins takeoff roll.</i></p> <p align="center">Subparagraph f1 and f2</p> <p align="center">Add Add</p>	<p><b>3-9-6. SAME RUNWAY SEPARATION</b></p> <p align="center">No change</p> <p><b>e.</b> The minima in Para 5-5-4, Minima, subparagraph g, may be applied in lieu of the time interval requirements in subparagraphs <u>f, g, and h</u>. When Paragraph 5-5-4, Minima, is applied, ensure that the appropriate radar separation exists at or prior to the time an aircraft becomes airborne.</p> <p><b>REFERENCE-</b> <u>FAA Order 7210.3, Para 2-1-15, Authorization for Separation Services by Towers</u> <u>FAA Order 7210.3, Para 10-5-3, Functional Use of Certified Tower radar Displays</u></p> <p><b>NOTE-</b> <b>1.</b> <i>The pilot may request additional separation, but should make this request before taxiing on the runway.</i> <b>2.</b> <u>Takeoff clearance to the following aircraft should not be issued until the time interval has passed after the preceding aircraft begins takeoff roll.</u></p> <p><b>f.</b> Separate aircraft taking off from the same runway or a parallel runway separated by less than 2,500 feet (<b>See FIG 3-9-4.</b>):</p> <p align="center">Delete</p> <p align="center">No change</p> <p align="center"><b>FIG 3-9-4</b> <b>Same Runway Separation</b></p> <div data-bbox="868 1396 1367 1705" style="border: 1px solid black; padding: 10px;"> <p align="center">Departure Behind Departure Needs Wake Turbulence Separation</p>  </div>

5. **INDEX CHANGES:** Identifies that terms should be revised, added or deleted in the index. A “Yes” or “No” will suffice.
6. **REFERENCE CHANGES:** If this DCP is connected to more than one order and/or publication, please reference it here in the space provided. This section is used most often with the AIM and AIP, since their data is paralleled.
7. **GRAPHICS:** Each graphic should be submitted as a separate file in either of the following acceptable formats: MS Word, PDF, JPEG, TIFF, or BMP. If the graphic fits in the DCP, it should be embedded as well as attached.
8. **GENOT/NOTICE:** If there is an associated GENOT/Notice, specify it here, as well as the Notice number if known.
9. **SAFETY RISK MANAGEMENT:** Check the appropriate box in accordance with instructions in the Safety Management System Manual, Paragraph 3-2-1 and Paragraph 3-2-2.
10. **ICAO DIFFERENCES:**
  - a. It is imperative that the ATPS, who is assigned a control, must coordinate each DCP change with the AJV-81 ICAO differences specialist before the control is prepared for the Director’s signature. The ICAO differences specialist is required to coordinate any differences with ATO International before they dispatch identified differences for posting in appropriate documents, per Treaty with ICAO. All DCPs that require differences verification must be submitted in a timely manner to allow for the Director’s signature, to meet publications deadlines.
  - b. The ICAO differences specialist will certify the verification process by initialing the last page of the DCP form.
11. The Drop Down menu box contains the signature blocks of managers and directors. The signature authority should follow the requirements stipulated in FAA Order JO 1320.62, Paragraph 2-1.
  - a. **Initial:** For changes to orders for which AJV is not the OPR, AJV-8 group managers may sign this block to release the DCP to the field for 45-day coordination.
  - b. **Final Disposition/Final Disposition (Initial Not Required):** The OPR (content owner) or Director responsible for the change must sign the Final DCP.
12. The last menu box is for the date. DCPs are dated at the time they are signed.
13. When completing a DCP with multiple paragraphs, from the same order, use two line spaces between the paragraphs.
14. All DCPs must be prepared using Times New Roman using the following Font types and sizes:
  - a. DCP: 11 pt, in regular text
  - b. REFERENCES: 8 pt, in Italics

- c. NOTES: 10 pt, in Italics
- d. EXAMPLES: 10 pt, in Italics
- e. PHRASEOLOGY: 10 pt, in Italics
- f. TEXT in Tables: For tabular data, use Arial and a font size between 8pt and 10pt that corresponds with the size of the table that must be published.

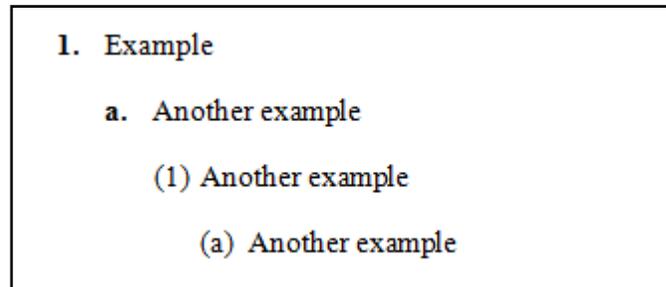
**NOTE-**

*If the Table is too small to be read the Publisher will increase the size of the tabular data so it can be legible.*

- 15. Following is the hierarchical format for numbering paragraphs and subparagraphs within DCPs and orders. You must only have four levels in the paragraph breakdown structure. There is no waiver for using this format; therefore, you must organize your work to meet these requirements. This format also meets the mandate for Section 508 compliance.

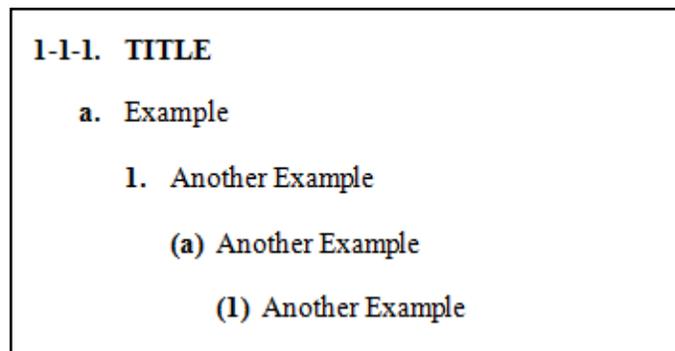
**FIG D-14**

**Paragraph Formatting and Numbering for Standalone Orders**



**FIG D-15**

**Paragraph Formatting and Numbering for Cyclical Orders  
(e.g. FAA Order JO 7110.65)**



**Appendix E. Sample of a Completed DCP**

**FIG E-1**

**Sample of a Completed DCP**



**Document Change Proposal/Briefing Sheet**

**INITIAL**

**Order/Publication:** 7110.65X    **KSN Tracking #:** 8888  
**Change:** 1  
**Effective Date:** March 29, 2018  
**HQ Control Lead/Routing:** Natking Estevez (202) 267-0859  
**HQ Specialist/Routing:** Shawn Lovett (202) 267-0916  
**Field Office Change Initiator:** [redacted] ([redacted]) [redacted]-[redacted]

**1. Paragraph Number and Title:**

- 3-6-1. EQUIPMENT USAGE
- 3-6-3. INFORMATION USAGE
- 3-6-4. SAFETY LOGIC ALERT RESPONSES
- 3-6-5. RADAR-ONLY MODE

**2. Background:** The format below provides solid examples for completing a complex DCP. If you follow them and the previous rules your percentages of producing an impressive DCP will be very high. It is not uncommon to specify the approval authorities as well as decisions made via Working Groups. When you have multiple paragraphs in a single DCP, choose sentences or ideas from each to make the Background statement.

**3. Explanation of Change:** Begin change explanation with: "This change ..." Remember to make the reason for the change jump off the page. This technique will allow the reader to get an immediate understanding of the impact of the change, without searching for it.

**4. Change:**

OLD	NEW
<b>3-6-1. EQUIPMENT USAGE</b>	Delete
<b>a.</b> <u>The operational status of ASDE systems must be determined during the relief briefing, or as soon as possible after assuming responsibility for the associated position.</u>	Delete
<b>b.</b> <u>Use ASDE systems to augment visual observation of aircraft landing or departing, and aircraft or vehicular movements on runways and taxiways, or other parts of the movement area.</u>	Delete
<b>1.</b> <u>ASDE systems with safety logic must be operated continuously.</u>	Delete
<b>2.</b> <u>ASDE systems without safety logic must be operated:</u>	Delete
<b>(a)</b> <u>Continuously between sunset and sunrise.</u>	Delete

**FIG E-2**

<p><u>(b) When visibility is less than the most distant point in the active movement area, or</u></p> <p><u>(c) When, in your judgment, its use will assist you in the performance of your duties at any time.</u></p> <p>Paragraph 3-6-<u>2</u></p> <p><b>3-6-<u>3</u>. INFORMATION USAGE</b></p> <p>a thru a1 Note</p> <p><u>2. Position aircraft and vehicles using the movement area.</u></p> <p>Subparagraph a<u>3</u> thru a<u>6</u></p> <p><i>No further changes to paragraph</i></p> <p>Add</p> <p>Add</p> <p><b>3-6-4. SAFETY LOGIC ALERT RESPONSES</b></p> <p><u>When the system generates an alert, the controller must immediately assess the situation visually and as presented on the ASDE system display, then take appropriate action as follows:</u></p> <p>Add</p> <p>a. When an arrival aircraft (still airborne, prior to the landing threshold) activates a warning alert, the controller must issue go-around instructions. (Exception: Alerts involving known formation flights, as they cross the landing threshold, may be disregarded if all other factors are acceptable.)</p>	<p>Delete</p> <p>Delete</p> <p>Renumber as 3-6-<u>1</u></p> <p><b>3-6-<u>2</u>. INFORMATION USAGE</b></p> <p>No Change</p> <p>Delete</p> <p>Renumber as subparagraph a<u>2</u> thru a<u>5</u></p> <p><i>No further changes to paragraph</i></p> <p><b><u>3-6-3. RADAR-ONLY MODE</u></b></p> <p><b><u>Radar-only mode is an enhancement of the ASDE-X and ASSC systems which allows the system to stay operational with safety logic processing, despite a critical fault in the Multilateration (MLAT) subsystem. The system stays in full core alert status under radar-only mode without data block capability.</u></b></p> <p><b>3-6-4. SAFETY LOGIC ALERT RESPONSE</b></p> <p>Delete</p> <p><b><u>After an alert is generated by the system, the controller must instantly evaluate the situation visually and as shown on the ASDE display, then take the following actions:</u></b></p> <p>No Change</p>
--	--

**FIG E-3**

<p><b>NOTE-</b> <i>The intent of this paragraph is that an aircraft does not land on the runway, on that approach, when the safety logic system has generated a warning alert. A side-step maneuver or circle to land on another runway satisfies this requirement.</i></p>	<p>Delete</p>
<p><b>REFERENCE-</b> <u>FAAO JO 7110.65, Para 3-8-1, Sequence/Spacing Application.</u> <u>FAAO JO 7110.65, Para 3-9-6, Same Runway Separation.</u> <u>FAAO JO 7110.65, Para 3-10-3, Same Runway Separation.</u> <u>P/CG Term- Go Around.</u></p> <p>b. When <u>two</u> arrival aircraft, or an arrival aircraft and a departing aircraft activate an alert, the controller will <u>issue go-around instructions</u> or take appropriate action to ensure intersecting runway separation is maintained.</p>	<p>Delete</p> <p>b. When <b>three</b> arrival aircraft, or an arrival and a departing aircraft activate an alert, the controller will take appropriate action to ensure intersecting runway separation is maintained.</p>
<p><b>REFERENCE-</b> <u>FAAO JO 7110.65, Para 3-9-8, Intersecting Runway/Intersecting Flight Path Operations.</u> <u>FAAO JO 7110.65, Para 3-10-4, Intersecting Runway/Intersecting Flight Path Separation.</u></p> <p>c. For other safety logic system alerts, issue instructions/clearances based on good judgment and evaluation of the situation at hand.</p>	<p>Delete</p> <p>No Change</p>
<p><b><u>3-6-5. RADAR-ONLY MODE</u></b></p> <p><u>Radar-only mode is an enhancement of the ASDE-X and ASSC systems which allows the system to stay operational with safety logic processing, despite a critical fault in the Multilateration (MLAT) subsystem. The system stays in full core alert status under radar-only mode without data block capability.</u></p>	<p>Delete</p> <p>Delete</p>
<p>Add</p> <p>Add</p> <p>Add</p> <p>Add</p> <p>Add</p>	<p><b><u>3-6-5. EQUIPMENT USAGE</u></b></p> <p><b><u>a. The operational status of ASDE systems must be determined during the relief briefing, or as soon as possible after assuming responsibility for the associated position.</u></b></p> <p><b><u>b. Use ASDE systems to augment visual observation of aircraft landing or departing, and aircraft or vehicular movements on runways and taxiways, or other parts of the movement area.</u></b></p> <p><b><u>1. ASDE systems with safety logic must be operated continuously.</u></b></p> <p><b><u>2. ASDE systems without safety logic must be operated:</u></b></p>

**FIG E-4**

Add	<u>(a) Continuously between sunset and sunrise.</u>
Add	<u>(b) When visibility is less than the most distant point in the active movement area, or</u>
Add	<u>(c) When, in your judgment, its use will assist you in the performance of your duties at any time.</u>

No further changes to paragraph.

5. Index Changes: **No**

6. Reference Changes: **No**

7. Graphics: **No**

8. Genot/Notice: **No**

9. Safety Risk Management: (Check appropriate box).

**Safety Finding With Hazards.** In this scenario, a NAS change or existing safety issue is assessed by an SRM panel, and the panel perceives or determines that hazards could be introduced or that safety risk could increase. (Refer to SMS Manual, Section 5.4.3)

**Safety Finding Without Hazards.** An SRM panel uses an SRM document to reflect a safety analysis that was performed but did not reveal new hazards or any perceived or calculated increase in safety risk. (Refer to SMS Manual, Section 5.4.3).

**No Safety Documentation Required.** The proposed change does not meet the requirements for performing a Safety Analysis as highlighted in the ATO Safety Management System Manual, Paragraph 3.2.1. Note that editorial and administrative changes (i.e., any changes that do not affect the substantive elements of a procedure or system) do not require SRM.

10. ICAO Differences: Yes  No

11. *Original*  


12. Date: July 1, 2017



**Appendix F. Procedures for Orders/Publications that Do Not Require a DCP****1. FAA Order JO 7340.2, Contractions**

- a. Changes to Chapter 3, Sections 1 through 3, of this order are generated from the National Flight Data Center (NFDC) which serves as the OPR. The following steps are then executed every cycle:
- b. The AJV-81 publisher initiates an email request to the NFDC for an update to FAA Order JO 7340.2 in advance of the cutoff date.
- c. Once the data run is complete and the files are available for download, the NFDC representative emails the location of the files to the AJV-81 publisher.
- d. The AJV-81 publisher copies the files and begins the formatting procedures.

**NOTE-**

*The AJV-81 publisher is not responsible for the data provided and is solely responsible for formatting the contents received. However, errors in the data should be forwarded to the MAILBOX for resolution by the NFDC.*

- e. Changes to Chapter 2 and Chapter 3, Section 4, are sent via email directly to the AJV-81 publisher by the OPR on or before the cutoff date (as stipulated in FAA Order JO 7340.2) for timely inclusion in the publication. A cover letter and/or signed memorandum from the division level or above should also accompany submissions.
- f. Changes to the remaining chapters within the order are submitted in accordance with guidelines set forth in FAA Order JO 7000.5.

**2. FAA Order JO 7350.9, Location Identifiers**

All changes to this order are generated from the NFDC, who serves as OPR. The following steps are then executed every cycle:

- a. The AJV-81 Publisher initiates an email request to the NFDC for an update to FAA Order JO 7350.9 in advance of the cutoff date.
- b. Once the data run is complete and the files are available for download, the NFDC representative emails the location of the files to the AJV-81 Publisher at [9-ATOR-HQ-PubGrp@faa.gov](mailto:9-ATOR-HQ-PubGrp@faa.gov)
- c. The AJV-81 Publisher copies the files and begins the formatting procedures.

**NOTE-**

*The AJV-81 publisher is not responsible for the data provided. He or she is solely responsible for formatting the contents received. However, errors in the data should be forwarded to the MAILBOX for resolution by the NFDC.*

**3. Notice to Airmen Publication (NTAP) Domestic/International**

- a. The NTAP is published every 28 days. Due to the accelerated publishing schedule, all submissions must be forwarded directly to the AJV-81 Publisher via email.
- b. All submissions must be pre-coordinated with and approved by the Regional Office prior to submission.

- c. All submissions must be sent to AJV-81 well in advance of, but **no later than 28 days prior to** the effective date of the Notices to Airmen edition to ensure adequate lead time for inclusion in the publication.
  - d. Notices for events requiring Special Traffic Management Programs (STMP) must be coordinated in accordance with procedures in FAA Order JO 7210.3, Facility Operation and Administration.
  - e. Notices to Airmen (NOTAMS) submitted for inclusion in the NTAP are published no earlier than two publication cycles (56 day periods) prior to the cycle in which the NOTAM becomes effective. Special NOTAMS capture special events, like the Super Bowl, and are generally published in the NTAP for two consecutive publication cycles. NOTAMS that are more permanent in nature are posted in the NTAP until transferred to other appropriate Air Traffic Publications.
  - f. With the exception of dated special events, regional offices should notify the AJV-81 Publisher when notices are no longer needed in the publication.
  - g. Text files should be submitted as Word documents. Any graphics submitted for inclusion must be of high quality and in camera-ready form. *FAX copies will not be accepted.*
  - h. Graphics should be submitted as separate files in one of the following formats: GIF, JPEG, TIFF, BMP, or PDF. Do not submit graphics with a “.doc” file extension. Graphic Notices may be submitted in color or black and white, but will only be printed in black and white. Copyrighted materials, such as maps, must not be submitted for publication without the written permission of the copyright owner.
  - i. Forward notifications of erroneous or obsolete data to the MAILBOX for resolution.
- 4. FAA Order JO 7930.2, Notices to Airmen (NOTAM)**
- a. Due to the infrequent publishing schedule of this order, the quantity of changes received for any one cycle from System Operations, Flight Services, U.S. NOTAM Governance and Operations, can be vast. In such cases, the consolidated submission will be treated as a *rewrite*, where the submission package is forwarded to the MAILBOX as a running Word document.
  - b. In cases where less than 50 percent of the book is being changed, a DCP is the preferred method of submitting change(s). If you are unsure of which method to use, please seek the counsel of AJV-81 prior to submission.
  - c. A cover letter and/or signed memorandum from the division level or above must also accompany submissions.
- 5. Aeronautical Information Publication (AIP):** The AIP is intended primarily to satisfy international requirements for the exchange of aeronautical information of a lasting character essential to air navigation. The AIP is prepared in accordance with the Standards and Recommended Practices of Doc 4444, Annex 15, Chapter 4. Changes to the AIP are coordinated and approved at the OPR level. Prior to submission for publication, the OPR must thoroughly review the material in order to make certain all necessary information has been included and that it is correct in detail. AJV-8 is responsible for the consolidation and publication of the information submitted individually by each OPR office.

**a. General Section (GEN) 1.7, Differences from ICAO Standards, Recommended Practices and Procedures**

- (1) GEN 1.7 is an exhaustive list (in tabular format) of differences from ICAO Standards, Recommended Practices and Procedures. This section is usually updated in its entirety to reconcile the information contained within the AIP with that of ICAO. To streamline the submission, it is better translated as a running Word document rather than parsed out as individual DCPs. The consolidated submission must be forwarded to the AJV-8 MAILBOX.
- (2) In cases where individual differences are updated, a DCP is the preferred method of submitting change(s).
- (3) A cover letter and/or signed memorandum from the division level or above must also accompany submissions.

**b. Aerodromes Section (AD) 2, Aerodromes.** Changes to AD 2 are generated from the National Flight Data Center (NFDC) which serves as the OPR. The following steps are then executed every cycle:

- (1) The AJV-81 publisher initiates an email request to the NFDC for a new generation of the AIP Aerodromes data in advance of the cutoff date.
- (2) Once the data run is complete, the NFDC representative emails the files to the AJV-81 publisher.
- (3) The AJV-81 publisher begins the formatting procedures.

**NOTE-**

*The AJV-81 publisher is not responsible for the data provided and is solely responsible for formatting the contents received. However, errors in the data should be forwarded to the MAILBOX for resolution by the NFDC.*

**c. Appendix 1, ATS Routes.** Changes to Appendix 1 are generated from the NFDC which serves as the OPR. The following steps are then executed at the end of each calendar year:

- (1) The AJV-81 publisher initiates an email request to the NFDC for a pdf copy of the Minimum En Route IFR Altitudes Over Particular Routes and Intersections manual as soon as it is finalized for inclusion into the AIP.
- (2) Once the manual is finalized, the NFDC representative emails it to the AJV-81 publisher.

**6. FAA Order JO 7110.67, Air Traffic Management Security Services for Special Activities**

- a.** Changes to Appendices 1 and 2 of this order are generated by System Operations Security (AJR-2), who serves as the OPR. The changes are sent via email directly to the AJR-0 publisher by the OPR on or before the cutoff date for timely inclusion in the publication. A cover letter and/or signed memorandum from the division level or above should accompany submissions.
- b.** Changes to other sections or paragraphs of the order are submitted in accordance with guidelines set forth in Order JO70005.

- (3) The AJV-81 publisher begins the formatting procedures and includes the data in the next iteration of the AIP based on the Aeronautical Information Regulation and Control (AIRAC) schedule.

**NOTE-**

*The AJV-81 publisher is not responsible for the data provided and is solely responsible for formatting the contents received. However, errors in the data should be forwarded to the MAILBOX for resolution by the NFDC.*