

ORDER

U. S. Department of Transportation

SO 6020.4C

**Federal Aviation Administration
Southern Region**

8/22/03

SUBJ: EXTENDED SHUTDOWN OF COMMISSIONED FACILITIES

1. **PURPOSE.** This order provides supplemental policy and guidance for the management of an extended shutdown of a commissioned facility or service within the National Airspace System.
2. **DISTRIBUTION.** This order is distributed to the section level in the Airports, Air Traffic, Airway Facilities and Flight Standards Divisions; to the Southern Region Military Representatives; all System Management Offices and System Support Centers, and to all field offices and facilities.
3. **CANCELLATION.** Order SO 6020.4B, dated 6/08/89 is cancelled.
4. **BACKGROUND.** The basic policy and guidelines for management of an extended shutdown of a commissioned facility and/or service in the National Airspace System are contained in the orders listed in paragraph 5. To promote the safe, orderly, and efficient functioning of the National Airspace System, to reduce the impact of an extended shutdown, and to provide continuity and agreement among these orders, a consolidation of the various policies and procedures is required. Procedures defined and coordination required by this order shall not negate, circumvent, or replace the requirements in current directives.
5. **CROSS REFERENCES.** The current/latest editions of the following orders contain the national policy and guidance for the subject of this order:

6000.5	Facility, Service, and Equipment Profile
6000.15	General Maintenance Handbook for Airway Facilities
7900.2	Reporting of Electronic Navigation Aids and Communication Facilities Data to the National Flight Data Center
7920.1	Content Criteria for Airman's Information Publications Originating in the National Flight Data Center
7930.2	Notices to Airmens Operations Handbook
6. **DEFINITIONS.** The definitions given in this section are intended for use with the functions and responsibilities covered by this directive.

a. **Facility.** Any installation of equipment designated to aid in navigation, communication, or control of air traffic.

b. Service. The end product provided to the user (air traffic personnel or the aviation public), resulting from one facility or a combination of facilities.

c. Shutdown. The complete loss of a facility and/or service due to the intentional action of personnel and resulting in the unavailability of a facility and/or service to the user. The duration of a shutdown may range from less than an hour to more than a year. A shutdown facility may be returned to service only by direct personnel action. A shutdown is not a result of planned reduced hours of operation.

(1) An extended shutdown is a single shutdown of more than eight continuous hours, or a series of shutdowns of any duration occurring on three or more consecutive days.

(2) A scheduled extended shutdown is a shutdown, which has been planned, coordinated, approved and published in the Facility Shutdown Schedule.

(3) A programmed extended shutdown is a scheduled shutdown, which is processed sufficiently in advance to meet the scheduling criteria of Order 7930.2 Notices to Airmen (NOTAM).

(4) An emergency shutdown is a single shutdown resulting from weather damage, imminent equipment failure, unsafe conditions, etc., and for which the prescribed coordination procedures would create a hazardous delay.

7. RESPONSIBILITIES.

a. The Airway Facilities Division (ASO-400), Operations Branch, ASO-470, Program/Environmental Section, ASO-471, Facility Shutdown Coordinator, shall be the focal point for coordination of extended shutdowns, shall prepare and initiate dissemination of the Facility Shutdown Schedule, and shall advise the National Flight Data Center of all extended shutdowns.

b. The Managers, System Management Offices, and Managers, System Support Centers, AOCC, or their delegates, shall coordinate all extended shutdowns with the Facility Shutdown Coordinator, ASO-471, shall request the local Air Traffic facility to issue all required Notices to Airmen (NOTAM), shall ensure the disabling of navigational aids on closed runways, and shall determine if the status code in the Facilities Master File (FMF) should be changed.

c. The Atlantic Operations Control Center, upon receiving the shutdown requests from the SSCs and SMOs, shall enter the shutdown request in the automated facility shutdown schedule.

d. The Air Traffic Division, Requirements Branch (ASO-510), shall be the focal point for coordination of all extended shutdowns which impact the air traffic control system or affect the quantity or quality of air traffic control services or flight assistance services.

e. The Manager, Airports Division, ASO-600, or the Manager, Airports District Offices (ADO), or their delegates, shall advise and coordinate with the Facility Shutdown Coordinator, ASO-471, regarding airport conditions which affect the capacity of the airport to accommodate arrivals and departures of aircraft.

f. Each FAA employee, regardless of service affiliation or position, shall advise the appropriate office of any situation or condition, which may require a shutdown.

8. PROCEDURES.

a. The Manager, Airports Division, ASO-600, or his/her delegate, shall provide current information to the Facility Shutdown Coordinator, ASO-471, on the closure or restricted usage of runways, taxiways, and facilities occasioned by sponsor activities.

b. The Manager, System Management Office (SMO), or his/her delegate shall coordinate shutdown requests with the Facility Shutdown Coordinator, ASO-471. These requests may originate from the SMO, SSC personnel or from non-FAA personnel.

c. The Manager, or his/her delegate, of each branch or ANI platform within the Airway Facilities Division shall coordinate with the Facility Shutdown Coordinator, ASO-471, all activities that require a shutdown.

d. The Manager, System Support Center, shall advise the Manager, Air Traffic Facility; Manager, airport governing body; commander, local military users; or other offices, as appropriate, of approved additions, deletions or changes in the facility shutdown schedule, as applicable, and shall disable appropriate navigational aids on closed runways in accordance with paragraph 8m of this Order.

e. The Manager, Requirements Branch (ASO-510), or his/her delegate, upon receipt from the Facility Shutdown Coordinator, ASO-471, shall forward shutdown proposals to the Air Traffic Facility Manager, or his/her delegate, having shutdown approval authority. When a shutdown proposal will affect another facility's operation, the facility having approval authority shall coordinate with other facilities concerned and local military units prior to informing the Requirements Branch, ASO-510, of approval or disapproval. If disapproved, an alternate time shall be suggested that would be approved. The Requirement Branch, ASO-510, shall forward the results of the coordination to the Facility Shutdown Coordinator, ASO-471, for inclusion in the facility shutdown schedule.

(1) Air Route Traffic Control Centers (ARTCC) have approval authority for en route navigational aids located within their airspace boundaries. Terminal Control Facilities have approval authority for terminal Navigational Aids located within their delegated airspace boundaries. Terminal Control Facilities have approval authority for terminal navigational aids located within their delegated airspace boundaries.

(2) Airway Facilities personnel are responsible for coordination immediately prior to the actual shutdowns in accordance with FAA Orders 7930.2 and 6000.15.

f. The Facility Shutdown Coordinator shall:

- (1) Coordinate shutdown requests with the Air Traffic Division (ASO-500), Requirements Branch (ASO-510).
- (2) Prepare a Facility Shutdown Schedule listing all approved extended shutdowns.
- (3) Distribute the Facility Shutdown Schedule in a timely manner.
- (4) Advise the Manager, System Management Office, of approved extended shutdowns within his/her area of responsibility.
- (5) Coordinate variances in the Facility Shutdown Schedule with the appropriate personnel.
- (6) Maintain a distribution list for the Facility Shutdown Schedule, including, as a minimum, the following:

Regional Communications Control Center
 Flight Standards Division
 Air Traffic Division
 Airway Facilities Division
 Airports Division
 Airway Facilities System Management Offices
 All Southern Region Air Route Traffic Control Centers
 Atlanta and Battlecreek Flight Inspection Field Offices
 Southern Region Military Representatives
 Great Lakes and Central Regions Facility Shutdown Coordinators
 Atlanta Flight Procedures Office
 NAS Implementation Center (ANI-300)

g. The Manager of the affected System Support Center, or his/her delegate shall advise the Manager of the affected Air Traffic Facility, or his/her delegate, of the commencement or termination of an extended shutdown and shall request issuance or cancellation of a NOTAM, as appropriate, in accordance with Order 7930.2.

h. Copies of all information furnished to the National Flight Data Center shall be sent to the following:

Emergency Preparedness Operations Manager, ASO-6
 Atlanta Flight Procedures Office for Southern Region, AVN-170C
 Atlanta NAS Implementation Center, ANI-300
 Program/Environmental Section, ASO-471
 Air Traffic Division, Requirements Branch, ASO-510
 Airports Division, ASO-600

The applicable Airway Facilities System Management Offices
The applicable Air Traffic Facilities
The Air Transport Association
The applicable Airports District Office
The applicable Flight Inspection Field Office
Great Lakes and Central Regions Facility Shutdown Coordinators as appropriate

i. All requests for extended shutdowns shall be submitted in a timely manner in accordance with Order 7930.2. All requests shall be provided to the Facility Shutdown Coordinator, ASO-471 or entered into the automated facility shutdown schedule.

j. NO EMPLOYEE SHALL INITIATE AN EXTENDED SHUTDOWN WHICH HAS NOT BEEN COORDINATED WITH THE FACILITY SHUTDOWN COORDINATOR, ASO-471, OR THE FACILITY SHUTDOWN COMMITTEE.

k. The Supervisor, Field Maintenance Party, or his/her delegate, shall coordinate all shutdown requests with the manager of the applicable SMO.

l. Revision of a scheduled extended shutdown is discouraged because of the manpower required for re-coordination, the increased probability of error, and the time requirements for issuance of the requested NOTAM.

m. An airport sponsor occasionally coordinates the closing of an airport runway for grooving, overlaying, resurfacing, construction, or other maintenance purpose. This time may be from part of a 24-hour period to a few days; or more than one year.

(1) The primary guidance terminal approach navigational aids (LOC, DMEL, lighted navigational aids) to a closed runway shall be disabled such that no signal is radiated and no lights, other than obstruction lights, are illuminated. Subordinate ILS facilities (GS, OM, LOM, MM, IM) may remain radiating provided that critical zones are cleared and air safety is not jeopardized by the radiated signals. Very High Frequency/Omni-Directional Range (VOR's) used for purposes other than solely to provide the runway approach shall have the applicable approach radial, only, NOTAMED out-of-service.

(2) The Air Traffic Division, ASO-500, may request that the localizer for a closed runway remain in service to be used for circling approaches to another runway or for other uses that do not clear aircraft to land on a closed runway. Provided there are no obstructions in the critical zone, the localizer may remain on the air if specifically coordinated with Flight Standards and with the proper NOTAM issued.

(3) When the runway threshold is displaced, the ILS glide slope and lighted Navigational Aids shall be NOTAMED out of service and the navigation signals disabled. During periods when construction activities have stopped and the runway and critical zone cleared, i.e., nights and weekends, the localizer may be placed in service. In all cases, stand-alone DMEL operation is not allowed; if the localizer is removed from service, the DMEL shall also be removed.

(4) In all situations we should stress to minimize the impact a runway shutdown would have on equipment reliability and availability without compromising air safety. Common sense must be applied to situations involving "excessive" costs to meet the above criteria. For example, if a runway is closed to remove birds from the runway, we would not shut down the localizer.

(5) Periodic facility shutdown and restoration may be accomplished by radio remote control devices when available. In locations where Airway Facilities or Air Traffic personnel can visually verify the runway and ILS critical zone have been cleared before facility restoration, electronic timers set to the appropriate on/off periods may be temporarily installed. Contact the Electronic Systems Support Section, ASO-471, for information concerning these devices.

(6) The Airway Facility System Management Office Manager and the Air Traffic Facility Manager shall provide close coordination with each other and with the airport sponsor to ensure that the appropriate navigational aids and runway lights are disabled during periods of runway closure or construction.

n. All extended shutdowns should be coordinated 60 days prior to the scheduled date, if possible. Maximum utilization of resources may necessitate an extended shutdown prior to issuance of the next Facility Shutdown Schedule. In such cases, the preceding procedures shall be followed, except that the extended shutdown may be added to the current Facility Shutdown Schedule by pen and ink.

o. An emergency shutdown is exempt from the preceding policies and procedures except that it shall be coordinated by telephone with the Facility Shutdown Coordinator, ASO-471.



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