



U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION
Southern Region Policy

ORDER
SO 8720.5B

Effective Date:
09/29/10

SUBJ: Management of FAA Activities For Sun 'N Fun Fly-In

This order establishes guidance and procedures for the planning, preparation, and execution of the Federal Aviation Administration's (FAA) required regulatory support at the Sun 'n Fun Fly-In at Lakeland, Florida. The order encompasses guidance for all FAA organizations providing regulatory support of the Fly-In. This revision of the order comprehensively updates policies, procedures, guidance, and assignments of responsibility. It reorganizes the order in a manner more useful for agency personnel and is available electronically to agency personnel.

A handwritten signature in blue ink that reads "Doug Murphy".

Douglas A. Murphy
Regional Administrator

Distribution: A-X-2; EFSA; ETSA; ARC; ESATO; North Florida FSDO; Lakeland ATCT; Flight Service Programs Office (FAA Headquarters); Miami ATCT (South Florida HUB); FAA National Resource Center

Initiated By: ASO-1

Table of Contents

<i>Paragraph</i>	<i>Page</i>
Chapter 1. General Information	
1. Purpose of this Order	1-1
2. Audience	1-1
3. Where Can I Find This Order	1-1
4. What This Order Cancels	1-1
Chapter 2. Sun ‘n Fun On-Site/Planning Coordinator Assignment & General Responsibilities	
1. General Responsibilities	2-1
2. Coordinators.....	2-1
3. Specific Organizational Responsibilities	2-2
4. Milestones	2-3
Chapter 3. Flight Standards Division, Assignment and General Responsibilities	
1. General Responsibilities	3-1
2. Regional FAAS Team Manager.....	3-1
3. North Florida FSDO	3-2
Chapter 4. Air Traffic Organization	
1. Air Traffic Organization	4-1
2. Eastern Terminal Service Area (ETSA)	4-1
3. Flight Services Program Office	4-10
4. Eastern Service Area Technical Operations	4-13
Chapter 5. FAA National Resource Center	
1. FAAS Team National Resource Center (NRC).....	5-1
2. NRC Building Coordinator	5-1
3. Rules and Regulations.....	5-1
4. Prohibitions	5-2
5. General.....	5-2
Chapter 6. Administrative Information	
1. Distribution	6-1
2. Background.....	6-1
3. Authority to Change this Order.....	6-1
4. Where to Find this Order	6-1
Appendix A. Acronym List.....	A-1
Appendix B. FAA Form 1320-19, Directive Feedback Information.....	B-1

Chapter 1. General Information

1. Purpose of This Order.

a. This order establishes guidance and procedures for the planning, preparation, and execution of the Federal Aviation Administration's (FAA) required regulatory support at the Sun 'n Fun Fly-In at Lakeland, Florida.

b. This order encompasses guidance for all FAA organizations providing regulatory support in the Fly-In.

c. This revision of the order comprehensively updates policies, procedures, guidance, and assignments of responsibility. It reorganizes the order in a manner more useful for agency personnel and is available electronically to agency personnel and the public.

2. Audience. All FAA Southern Region employees supporting Sun 'n Fun.

3. Where Can I Find This Order. You can find this order on the Directives Management System (DMS) website: https://employees.faa.gov/tools_resources/orders_notices/.

4. What This Order Cancels. Order SO 8720.5A, Management of FAA Activities for Sun 'n Fun Fly-In, dated 08/22/2008, is canceled.

Chapter 2. Sun 'n Fun On-Site/Planning Coordinators Assignments & General Responsibilities

1. General responsibilities. Each individual organization has general responsibility for administration of activities within its area. Other responsibilities shall include:

a. Provision of adequate on-site manpower for packing, shipping, and receiving equipment or supplies during the preparation phase, as well as for the set up, tear down, and return after the event. Unless previously coordinated and agreed upon, organizations shall not rely on each other to accept or store shipped items, to assist in the preparation or staffing of facilities, or to provide office supplies or equipment.

b. Coordination through the ARC On-site/Planning Coordinator, for the contracting of hotel rooms for employees or invited official guests. Each organization shall ensure proper accountability for uniforms utilized by assigned personnel. This excludes Lockheed Martin Flight Service (LMFS) personnel who will contract hotel and uniforms IAW DTFAAWAACA-76-001-CDRL 001.

c. Coordination through the Manager, Technical Services for Eastern Service Area, for installation of telecommunications equipment.

d. Appointment of an Organization's On-Site/Planning Coordinator (OPC).

e. Provide budgetary resources necessary to support activities within its area.

2. Coordinators. The following positions are established in order to achieve the objectives of this order:

a. Primary Regional Sun 'n Fun Coordinator (PRC). A Primary Regional Sun 'n Fun Coordinator (PRC) is appointed by the Southern Region Regional Administrator to oversee FAA activities for Sun 'n Fun Fly-In. This appointment is made 120 days prior to the start of the event, with the term of duty extending until completion of a close-out report following the event. The Regional Administrator identifies his/her selection via email to the appropriate organizations.

b. Organization On-Site/Planning Coordinator (OPC). Each participating organization appoints an On-Site/Planning coordinator (OPC), who acts as the organization's point of contact with the PRC during the pre and post-event planning phases. The Organization On-Site/Planning Coordinator (OPC) is selected no later than 90 days prior to the Sun 'n Fun Fly-In by the respective Lines of Business (LOB) or pertinent entities. The OPC, upon selection, contacts the PRC to provide contact information and exchange information.

c. Region and Center Operations (ARC) On-Site/Planning Coordinator (ARC OPC). The ARC On-Site/Planning Coordinator (OPC) serves as a focal point for many support services for the participating FAA organizations during Sun 'n Fun Fly-In and acts as the organization's point of contact with the PRC during the pre and post-event planning phases.

3. Specific Organizational Responsibilities.

a. Primary Regional Sun 'n Fun Coordinator (PRC).

(1) As the representative of the Regional Administrator, the PRC is charged with the oversight of all FAA preparations and planning for Sun 'n Fun Fly-In.

(2) Administrative support for the PRC (typing, mailing, etc.) is provided at the coordinator's office or facility. Additional support, as needed, will be provided by the Office of the Regional Administrator.

(3) The PRC is responsible for requesting and distributing the Sun 'n Fun Fly-In Volunteer Credentials, vehicle passes and equipment obtained from Sun 'n Fun Fly-In.

(4) The PRC provides inter-organizational coordination and may act as an arbitrator, with the advice and consent of the Regional Administrator, should the need arise. Additional responsibilities include the following:

(a) Overall point of contact throughout the year.

(b) Maintenance of a roster of key personnel during the week of the event, to include on-site location and phone numbers as well as hotel and other off duty contact information.

(c) Monitors the FAASite NRC use to ensure operational areas (FSDO, offices, etc.) are not to be used as lounge, hospitality, or informal meeting areas.

(d) Conduct an out-briefing with each organization's On-Site/Planning Coordinators (OPC), at an all-hands meeting, prior to close of the Sun 'n Fun Fly-In.

(e) The PRC compiles a closeout activity report on problems encountered and lessons learned. A copy of the closeout activity report is provided to the Regional Administrator and each organization's On-Site/Planning Coordinators.

b. ARC On-site/Planning Coordinator (ARC OPC). The Regional Administrator (RA) designates the individual who will serve as the ARC On-site/Planning Coordinator. The ARC On-Site/Planning Coordinator is responsible for the following:

(1) Serving as a focal point for many support services for the participating FAA organizations during Sun 'n Fun Fly-In. The ARC On-site/Planning Coordinator acts as the organization's point of contact with the PRC during the pre and post-event planning phases.

(2) Determination of the number of admission and parking passes required for exhibitors, RA's office and Regional Management Team. The request for passes submitted to PRC includes provision for participating personnel coming from outside the Southern Region, such as VIPs and the

FAA DC-3 crew. Procedures for the issuance and recovery of the passes are coordinated with the PRC.

(3) Control and maintenance of the office space assigned by the FAAS Team NRC Building Coordinator.

(4) Notification to prospective exhibitors soliciting exhibit registration – early October.

(5) Accomplish a post-event review of this order, to include the writing of revisions and updating of information. This post-event review is accomplished no later than July 1.

c. Advanced Imaging Division, National Exhibit Program Office, AJP-796. Exhibitor Registration is coordinated by the AJP-796. The National Exhibit Program Office, AJP-796 is responsible for:

(1) Maintaining Exhibit Registration Website for exhibitor signup.

(2) Registration Deadline for Sun 'n Fun Fly-In is December 1.

(3) Coordination with the ARC On-Site/Planning Coordinator in the event of more registrants than space allows. The Regional Administrator, ASO-1 will retain final authority for final decision of accepted participants.

(4) Work directly with exhibitors to develop requirements for booth design.

(5) Provide turn-key setup and teardown of the exhibit hall.

(6) Coordinate with the ARC On-Site/Planning Coordinator for hotel accommodations, passes, etc.

4. Milestones. The following list of events and deadline dates for Fly-Ins, are incorporated into the planning phase portion of each Line of Business (LOB).

a. All Participating Organizations. The following milestones apply to all participating organizations:

(1) Tentative hotel room reservation requirements forwarded to ARC On-Site/Planning Coordinator by Oct 01 and firm hotel room requirements by January 31.

(2) Offices/facilities installed, tested, and operating by 6:00 p.m. Friday prior to opening of Sun 'n Fun Fly-In.

(3) Offices/facilities open for business by 8:00 a.m. opening day.

(4) Participate in ASO-1 Planning Meetings / Telcons

(5) Participate in Sun 'n Fun Volunteer Meetings in January, February, & March.

b. Regional Administrator. The Regional Administrator's selection of the Primary Regional Sun 'n Fun Coordinator (PRC) is designated 120 days prior to the start of the event.

c. Primary Regional Sun 'n Fun Coordinator (PRC).

(1) Conduct an in-brief meeting, at least one (1) day prior to opening of Fly-In.

(2) Conduct an out-brief meeting the afternoon of the Fly-In closing day.

(3) Conduct daily update briefings with representatives from each LOB and exhibitor teams prior to the show opening each day.

d. ARC On-Site/Planning Coordinator. All activities and functions pertaining to Logistics are coordinated with the ARC On-Site/Planning Coordinator.

(1) FAA organizations requesting lodging services shall finalize lodging requirements, with supporting Procurement Requests submitted, to the Eastern Logistics Service Area, Acquisition Group, ASO-52 and forward a copy to the ARC Planning/On-site Coordinator, no later than February 15.

(2) The ARC On-Site/Planning Coordinator shall arrive at the site no later than the Thursday prior to the air show and remain at the site at least until Tuesday after the Sun 'n Fun Fly-In.

(3) Prepare and submit letter requesting per diem rate adjustment 120 days prior to start of the event.

(4) Work with Regional Administrator's office to update VIP list, invitation letter, and submission of VIP list to Sun 'n Fun Fly-In, Inc. 60 days prior to start of the event.

(5) Provide information package and lodging information to all accepted exhibitors 60 days prior to the start of the event.

(6) Request attendee list and dates of attendance from participating Exhibitors, for pass distribution at least 60 days prior to the start of the event.

(7) Request parking and admission passes from the PRC at least 45 days prior to the start of the event.

(8) Submit Rooming Lists (where required) to lodging facilities at least 45 day prior to the start of the event.

(9) Prepare and provide rooming list to OPCs as appropriate at least 30 days prior to the start of the event.

(10) Mail/distribute parking and admission passes to exhibitors, RMT and personnel coming from outside Southern Region with the exception of those traveling on the FAA plane from HQ three weeks prior to the start of the event.

(11) Submit list of employees attending City of Lakeland Appreciation Dinner to City of Lakeland, Airport Office Coordinator two weeks prior to the start of the event.

Chapter 3. Flight Standards Division Assignment & General Responsibilities

1. General Responsibilities. Each organization within the FAA Flight Standards Division is responsible for budgeting, funding, and procurement related to its participation in the Fly-In. These functions will be performed by the Regional FAAS Team Manager (RFM), ASO-204, for individuals whose participation is in direct support of the FAA Safety Team Program, as determined by the RFM in coordination with ASO-200.

2. Regional FAAS Team Manager (RFM), ASO-204. The RFM is the primary point of contact (Area Chairman) between the FAA and Sun 'n Fun Fly-In, Inc.

a. RFM Responsibilities.

(1) The RFM is responsible for ensuring the accomplishment of all required activities concerning Safety Program participation in Sun 'n Fun Fly-In.

(2) The RFM ensures that planning and preparation for the Safety Team Program activities such as: Preflight Contest, Internet Demonstration and the Forums are accomplished by designated chairmen.

(3) The RFM ensures that a schedule of Forums and other Safety Team Program activities at the FAAS Team NRC is developed. Invitations and scheduling for guest speakers (except senior government officials and other individuals for whom formal protocol is indicated) is overseen by the RFM. Additional duties include, but are not limited to:

(a) Assist in the overall budgeting, funding, and procurement assistance for all personnel whose Fly-In participation is in direct support of the FAA Safety Team Program.

(b) Assist in the coordination with ARC On-Site/Planning Coordinator (ARC OPC) to determine the total FAAS Team requirements for the acquisition of hotel rooms.

(c) Ensure coordination with Public Affairs Office and ARC OPC, regarding the invitation of dignitaries participating in the forum series and obtaining speaker biographical data, in support of the Sun 'n Fun Fly-In.

(d) Ensure advance publication of the Program Schedule of Forums and other activities and for on-site advertising during the Sun 'n Fun Fly-In.

(e) Ensure control of the FAAS Team NRC Studio A and Studio B, the production control room and storage space established for the FAA Safety Team Program on the second floor, and the Green room.

(f) Procurement and operation of sound, lighting, and projection equipment, as well as preparation of the forum area training aids, or displays, is coordinated by the FAAS Team National Production Manager and all scheduling of studio facilities shall be accomplished through the FAAS Team National Production Manager and/or other personnel assigned by the (RFM).

(g) Assist the North Florida Flight Standards District Office (FSDO) to provide an adequate supply of FAA and other safety publications for dissemination at the meetings or forums.

b. Due to the size and scope of the Safety Program activities at Sun 'n Fun Fly-In, the RFM oversees the program and designates a FPM or other personnel as required to support various Safety Program activities. The personnel required are at least:

(1) Project Preflight Chairman

(2) Automation Administrator – The RFM will request support personnel from the Quality, Integration & Executive Services Office (AQS-200) in order to manage, oversee and support the FAA Intranet and Internet infrastructure and users during the event at the FAAS Team NRC.

(3) Production Manager -The production manager serves in this position due to year- round support for the development and system administration of the numerous regional and national events.

(4) The RFM is responsible for assigning FPMs to conduct year-round planning and preparation for FAA Safety Team Program participation at Sun 'n Fun Fly-In.

3. North Florida FSDO. The Office Manager of the North Florida FSDO is responsible for establishing a temporary FSDO in the FAAS Team National Resource Center (NRC). The Office Manager designates a FSDO On-Site/Planning Coordinator (OPC).

a. **FSDO On-Site/Planning Coordinator (OPC).** The FSDO On-Site/Planning Coordinator coordinates pre-event temporary FSDO activities, to include the assignment of personnel, and the transfer of supplies for use by the temporary FSDO to and from the FAAS Team NRC. Additional duties include, but are not limited to:

(1) Represent the Office Manager.

(2) Ensure that minimum staffing requirements are filled appropriately.

(3) Scheduling personnel to operate the temporary FSDO.

(4) Arrange for transportation of those personnel to and from the Sun 'n Fun Fly-In site.

(5) Manage the counter area in the FAAS Team NRC.

(6) Arrange for NTSB support during the Sun 'n Fun Fly-In.

(7) After the event, the FSDO OPC participates in the post-event review with the PRC.

b. **Air Show Monitor Team.** The Office Manager designates one Aviation Safety Inspector (Operations) to serve as Air Show Monitor and one Aviation Safety Inspector (Operations) Assistant

Air Show Monitor. The Air Show Monitor is responsible for issuing the required Certificates of Waiver and Authorization for activities included in appropriate applications from Sun 'n Fun Fly-In and/or the air show participants.

(1) A Certificate of Waiver and Authorization is required for the daily air show and a separate Certificate of Waiver and Authorization is required for the daily experimental aircraft fly-bys.

(2) The Air Show Monitor is responsible for providing adequate surveillance of air show activities and is responsible for the scheduling and conduct of Air Show participant briefings and meetings.

(3) The Air Show Monitor attends the pre-show participants' briefing each day. The War Bird briefing is normally conducted on the flight line at the War Bird headquarters building.

(4) The Air Show Monitor is located at Air Show Control during the scheduled show time period and may be relocated during the show for specific surveillance tasks at his/her discretion.

(5) All Personnel assigned to the Air Show Monitor Team are under the supervision of the FSDO On-Site/Planning Coordinator and assist in the operation of the temporary FSDO as directed.

c. Accident Investigation Team. The Accident Investigation Team is on-site during the Sun 'n Fun Fly-In to investigate all accidents/incidents associated with the Sun 'n Fun Fly-In. The team is responsible for keeping the communication open with air traffic in the event of an accident concerning information for accident package, closed runways, etc. Personnel assigned to the Accident Investigation Team are under the supervision of the FSDO OPC and assist in the operation of the temporary FSDO as directed. The Aviation Safety Inspector, that is assigned to Telephone Availability for the North Florida FSDO during the Sun 'n Fun Fly-In event, provides back-up accident/incident coverage as necessary.

d. Support Personnel. The FSDO Support Personnel consists of one Operations Inspector and one Airworthiness/Avionics Inspector. These Aviation Inspectors provide customer service support at the temporary FSDO and are supervised by the FSDO OPC. The Aviation Inspector may be required to assist in accident/incident coverage.

e. Roving Safety Support Team. The Roving Safety Support team is in place to assist in the areas of special interest i.e. Light Sport Aircraft.

f. Administrative Support. The Administrative Support position may be replaced by an AST depending on mission requirements and/or administrative support availability.

g. Minimum Staffing. The following is a summary of the minimum staffing required to support the North Florida FSDO commitment to the Sun 'n Fun Fly-In Event. Core team assignments are based on FAA/Sun 'n Fun Fly-In needs, mission requirements, continuity of operations, experience, availability, and other variables as appropriate.

(1) Temporary FSDO Manager / FSDO On-Site/Planning Coordinator.

- (2) Air Show Monitors (Two Ops ASIs).
- (3) Accident Investigation Team (One Ops ASI, One A/W ASI).
- (4) Support Personnel. (One Ops ASI, One A/W ASI)
- (5) Roving Safety Support Team for special emphasis areas and safety monitoring.
- (6) AFS Exhibition Booth (FSDO ASI, FSDO AST, or FPM)

h. Operational Procedures.

- (1) The Temporary FSDO is in operation one day prior to the Sun 'n Fun Fly-In Event and remains an additional day after the conclusion of the Sun 'n Fun Fly-In Event.
- (2) The Temporary FSDO maintains core hours of operation from 7:30 a.m. to 4:00 p.m.
- (3) FAA ASIs on the flight line are to maintain communication with the FSDO OPC. Any problems noted during the event are brought to the attention of the Sun 'n Fun Fly-In Management by the FSDO On-Site/Planning Coordinator (OPC).
- (4) FAA ASIs should be ready to assist Sun 'n Fun Fly-In management in maintaining safety during the event by bringing deficiencies noted during surveillance to the Sun 'n Fun Fly-In management. Deficiencies which indicate non-compliance with the CFR's, or the limitations of the Certificate of Waiver and Authorization, are communicated to the Air Show Monitor Team Leader, or the FSDO OPC, whichever is most expeditious.
- (5) The ASI, AST, or FPM staffing the AFS Exhibition Booth will maintain core hours established by Sun n Fun management. Booth personnel are responsible to attend all exhibition meetings and to maintain the booth in a clean, professional manner. Booth personnel are responsible to filter FAA questions or issues and direct the individual to the correct organization's exhibition booth. AFS questions or issues requiring ASI assistance will be directed to the temporary FSDO for resolution.

i. Coordination Procedures.

- (1) The FSDO On-Site/Planning Coordinator maintains communication with the PRC for resolution of issues and problems involving the various tenants of the FAAS Team NRC, the temporary FSDO and for consultation in critical situations.
- (2) Issues requiring resolution are elevated from the level of occurrence through the Teams to the FSDO On-Site/Planning Coordinator. When necessary, the FSDO OPC elevates for resolution to the Office Manager.

Chapter 4. Air Traffic Organization

1. Air Traffic Organization. The Air Traffic Organization (ATO) has undergone a major re-organization with new service areas established (Eastern, Central and Western). The Eastern Service area is responsible for budgetary, funding, and procurement related to their participation in the Fly-In.

2. Eastern Terminal Service Area (ETSA). ETSA provides overall budget and procurement assistance for terminal air traffic personnel and activities. ETSA coordinates with subordinate organizations in determining total requirements for submission of travel, hotel rooms, and uniform procurement requests, as well as on-site purchase of special supplies or equipment. ETSA is responsible for processing the special air traffic management NOTAM and forwarding it to Air Traffic publications.

a. Eastern Terminal Service Facility Operations - ETSA

(1) Lakeland Regional ATC Tower. Responsibilities for terminal related air traffic control services during the Sun 'n Fun Fly-In is assumed by the FAA with the establishment of the Lakeland Temporary FAA Tower. Facility management is responsible for utilization and scheduling of personnel from this non-federal tower.

(2) Lakeland Temporary FAA Tower. The Lakeland Temporary FAA Airport Traffic Control Tower shall be responsible for routine and special terminal related air traffic services throughout the Sun 'n Fun Fly-In. Staffing of this tower is accomplished by temporarily assigned FAA controllers. Utilization and scheduling of non-FAA personnel is the responsibility of the facility management with additional FAA staffing scheduled by FAA management, as per letter of agreement. Additional responsibilities include providing a representative for all air show briefings and other special events during the week of the Sun 'n Fun Fly-In.

(3) South Florida District. The South Florida District is responsible for soliciting for and selecting volunteer FAA air traffic controllers to augment the staff of the Lakeland Regional Tower. Schedule and staffing of FAA personnel shall be the responsibility of FAA. Additional responsibilities include:

(a) Printing of a special air traffic management NOTAM for publication in Section 2, "Special Notices," four weeks prior to the event. The NOTAM is processed through ETSA who forwards to Air Traffic publications.

(b) Preparation of a training manual, frequencies, rental vans, equipment, and Letters of Agreement.

(c) Coordination with the Manager, Technical Services for Eastern Service Area, for acquisition of an FM repeater to be used for ground communications between Flight Standards and other organizations supporting the Fly-In.

(d) Air Traffic Planning Coordinator. An Air Traffic Planning Coordinator (ATPC) is selected by the South Florida HUB Manager.

(1) The ATPC is involved in the year-round planning and preparation of all phases of the annual Sun 'n Fun Fly-In Event.

(2) The ATPC coordinates all activities through the Operations Branch, Eastern Terminal Service Unit, and keeps them apprised of all planned activities. The ATPC may serve as the LAL Temporary Tower Air Traffic Manager.

b. ETSA Responsibilities. The following position duties are described for each position of operation used at the annual Sun 'N Fun Fly-In Event. All personnel are expected to work as a team and in a professional manner at all times

(1) Air Traffic Manager (ATM)

(a) Directs the planning and preparation of all activities pertaining to air traffic for the annual Sun 'N Fun Fly-In.

(b) Determines personnel qualifications and makes personnel selections.

(c) Has overall responsibility for ATC services provided.

(2) Assistant Air Traffic Manager (AATM)

(a) Works under the general supervision of the Air Traffic Manager.

(b) Assists the ATM in the planning and preparation of all ATC activities.

(c) Responsible for Procedural Coordinator (PC) duties.

(3) Operations Manager (OM)

(a) Works under the general supervision of the AATM.

(b) Directs the operation from the ATC Tower or from the airfield.

(c) Coordinates with Sun 'n Fun Fly-In, Inc. and airport management.

(d) The OM shall be the approving authority for all deviations from standard operating procedures.

(4) Front Line Manager (FLM)

(a) Works under the general supervision of the OM.

(b) Provides overall supervision for assigned area.

(c) Coordinates with the OM for all deviations from standard operating procedures through team leaders.

(d) Provides direction to all personnel in the tower cab, Ground Air Traffic Operational Remotes (GATOR) on the Lakeland Linder Airport and the Lake Parker feeder facility.

(e) Ensures that the ATIS is current and that all equipment problems are reported to the assigned technician.

(5) Procedural Coordinator (PC)

(a) Serves as the procedural coordinator for the positions of operation with Sun 'N Fun, Inc.

(b) Makes on the spot decisions to insure the safe and efficient operation of daily air demonstration activities, including the actual air show operations and fly-by pattern events.

(c) Coordinates between the control tower and Sun 'n Fun Fly-In, Inc. for all arrivals and departures during the air show and other periods when fly-by operations are in effect.

(d) Represents the Air Traffic Manager while attending numerous daily briefings with all entities of the fly-in.

(e) Informs the OM, ATM and AATM of operational impact issues.

(6) Team Leader (TL)

(a) Works under the general supervision of the FLM.

(b) Acts as Controller-In-Charge (CIC).

(c) Responsible for the operation of assigned functions (tower, feeder, departure, fly-by).

(d) Responsible for the training and performance management of each controller on his/her team.

(e) Works closely with the local controller to ensure a safe and efficient traffic flow.

(7) Local North (LCN)

(a) Works under the general supervision of the TL.

(b) Works in the southeast corner of the tower on a "WEST" operation and in the southwest corner of the tower on an "EAST" operation

(b) Sequences inbound traffic using color and type to identify aircraft.

(c) Utilizes runway 9L/27R for landings. Assigns runway 9R/27L when the traffic flow will be enhanced, or if high performance or difficult to maneuver aircraft request.

(d) Controls departing aircraft during periods when departure control is combined.

(e) Receives information from LCS, GC, spotters, and responds to instructions from the TL.

(8) Local South (LCS)

(a) Works under the general supervision of the TL.

(b) Works in the southwest corner of the tower on a “WEST” operation and in the southeast corner of the tower on an “EAST” operation.

(c) Coordinates all war bird arrivals, aircraft landing from the fly-by patterns and straight in approaches with TC.

(9) Ground Control/Flight Data (GC/FD)

(a) Works under the general supervision of the TL.

(b) Works at the mid-console position in the tower.

(c) Issues advisories to traffic operating on the non-movement areas.

(d) Coordinates with LCS and TC for mid-field departures.

(e) Obtains IFR clearances and releases from Tampa Approach Control.

(f) Coordinates IFR releases with TC.

(g) Performs other data duties as directed.

(10) North Spotter (NS)

(a) Works under the general supervision of the TL.

(b) Works in the northwest corner of the tower at the top of the stairs

(c) Observes aircraft inbound from the north and offers solutions to traffic situations.

(d) Phrases transmissions so that LCN can parrot the phrase. (i.e. Cherokee follow the Tail Dragger).

(e) Says nothing if nothing needs to be said.

(f) Identifies aircraft by color and type. Type can be general (high wing, low wing) or specific (Sky hawk, Gee-Bee), but it must be accurate.

(g) Spotters must not direct the local controller(s) to make meaningless transmissions.

(11) Base Spotter (BS)

(a) Works under the general supervision of the TL.

(b) Works at the west window on an "EAST" operation and at the east window on a "WEST" operation.

(c) Observes aircraft on downwind nearing base, on base leg, and on final.

(d) Advises TL/LCN(S) of information that needs to be transmitted to any or all aircraft.

(e) Phrases transmissions so LCN(S) can parrot the phrase (i.e. Cherokee follow the Tail Dragger. Mooney Start Your Base).

(f) Says nothing if nothing needs to be said.

(g) Identifies aircraft by color and type. Type can be general (Tail Dragger, Bi-Plane), or specific (Waco, Warrior), but, it must be accurate.

(h) Spotters must not direct the local controllers to make meaningless transmissions.

(12) Tower Coordinator (TC)

(a) Works under the general supervision of the tower OM.

(b) Passes information on war bird arrivals, aircraft landing from the fly-by patterns, straight in approaches and aircraft sidestepping to 9R/27L to DC, via FM radio transmissions.

(c) Coordinates IFR releases with departure control.

(d) Performs other data duties as directed.

(e) Coordinates with LCS for the use of 9R/27L by LCN

(13) Departure Coordinator (DC)

(a) Works under the general supervision of the OM.

(b) Must be a TL or FLM.

(c) Works on the GATOR and in direct contact with the DR. Monitors arrival and departure flow and monitors the FM frequency to remain in direct contact with the TC.

(d) Listens and acknowledges all transmissions via FM radio from TC.

(e) Ensures via FM radio communication that all departure controllers and DR are aware of arrivals or any other occurrences that affect their operation. This information can come from direct observation, GC, TC, FM radio, or another departure controller.

(f) Actively monitors the arrival flow and directs the departure operation to ensure the most efficient traffic flow.

(g) Ensures that coordination is affected between DR and the Control Tower when departing on both runways.

(14) Departure Communicator (DR)

(a) Works under the general supervision of the DC.

(b) Works on the GATOR to provide optimum scanning of arrival traffic and visible to pilots taxiing into position.

(c) Is in direct contact via VHF radio communication with the pilots and via intercom with the DC.

(d) Maintains awareness of aircraft type and performance. Provides slot for arrivals to 9R/27L, when appropriate.

(e) Constantly scans for arrival traffic side-stepping from the parallel runway, making a straight-in approach, landing out of fly-by or the war bird arrival.

(f) Acknowledges transmissions from DC via intercom or as appropriate.

(15) South Feeder (SF)

(a) Works under the general supervision of the DC.

(b) Positioned as appropriate by the DC.

(c) Assist the DR to feed the aircraft as appropriate from the south side, or crosses to the north side for departure on 9L/27R as necessary or directed.

(d) Listens to TC on the FM radio and acknowledges to DC with hand signals.

(e) Acknowledges transmission from DC via hand signals or radio.

(f) Loads runway with two streams, no more than two deep, during heavy departure periods, or as directed by DC.

(g) Constantly scans for arrivals and holds aircraft short of the runway accordingly.

(h) Stops feeding the runway when directed by the DC.

(16) North Feeder (NF)

(a) Works under the general supervision of the DC.

(b) Positioned as appropriate by the DC.

(c) Crosses aircraft to 9R/27L or feeds aircraft to 9L/27R, or as directed by the DC.

(d) Listens to TC and acknowledges to DC via hand signals.

(e) Acknowledges transmissions from DC via hand signals or radio.

(f) When departing on 9L/27R, does not load the runway more than two deep.

(g) Constantly scans for arrivals and holds aircraft short of the runway accordingly.

(17) Splitter (SR)

(a) Works under the general supervision of the DC.

(b) Positioned as appropriate by the DC.

(c) Loads the runway no more than 2 streams and no more than 2 deep.

(d) Considers aircraft performance and wake turbulence when positioning aircraft.

(e) Acknowledges transmissions from DC via hand signals or radio, as appropriate.

(18) Fly-By (FB)

(a) Works under the general supervision of the TL assigned to the FB team.

(b) Participates as an active member of the FB team in directing aircraft moving on the ground, and in clearing aircraft for takeoff from the midfield intersection as appropriate.

(c) FB takes direction from the OM/TC and informs the OM/TC of any problems or requirements of the team by use of a FM radio.

(d) Personnel are positioned as required by the TL assigned to the FB team.

(e) FB determines when to cross 9R/27L by observing landing and departing traffic and by monitoring TC for coordination with all concerned.

c. Administrative Responsibilities. The South Florida District Manager or designee must complete the following:

(1) June

(a) Upon receipt of applicable DELPHI report, prepare close-out report for current year's event.

(b) Prepare and submit budget for next year's event. Include a funding request for the Controller of the Year's travel to Oshkosh, Wisconsin.

(c) Submit resource letter to the Director, Eastern Terminal Operations

(d) Submit revisions to the Sun 'n Fun order to the ARC Onsite/Planning Coordinator.

(2) September

(a) Advise the City of Lakeland, Florida to submit their request to ETSA for air traffic assistance for upcoming Fly-In.

(b) Coordinate/communicate telephone and radio requirements and requirements for frequencies forwarded thru the Systems Support POC in September.

(c) Submit reservation for fire tower at Lake Parker.

(d) Prepare bid package for volunteers

(3) November

(a) Review, update and submit SRMD and waiver request to FAA Order 7110.65 and FAA Order 7210.3 through Eastern Service Center, System Support Group POC.

(b) Coordinate with Technical Operations for use of the GATORS.

(4) December

(a) Make personnel selections.

(b) Complete coordination with Jacksonville ARTCC for the Special Traffic Management Program.

(5) January

- (a) Announce volunteer selections.
- (b) Send welcome letter to selected volunteers.
- (c) Send travel instructions to releasing facility ATM.
- (d) Prepare and submit the Sun 'n Fun Fly-In NOTAM, the training package and the SOP to the Eastern Service Center, System Support Group POC for further review and action.
- (e) Prepare Letter of Agreement with Tampa ATC Tower.
- (f) Prepare Letter of Agreement with the City of Lakeland, FL.
- (g) Prepare a Memorandum of Understanding for temporary FAA ATC Tower at Lakeland Linder Airport, Lakeland, FL.
- (h) Attend Sun 'n Fun Fly-In, Inc. volunteer meeting.
- (i) Provide a rooming list for hotel reservations to the ARC Onsite/Planning Coordinator.

(6) February

- (a) Make team assignments.
- (b) Prepare watch schedule.
- (c) Order uniforms using a purchase request.
- (d) Coordinate rental vehicle purchase request. Ensure a process is in place to purchase fuel for the rental vehicles.
- (e) Attend Sun 'n Fun Fly-In, Inc. volunteer meeting.
- (f) Contact releasing facility ATM to determine BFOT needs during Sun N Fun.

(7) March

- (a) Prepare and mail informational and training packages to selected volunteers.
- (b) Preprint CTO forms.
- (c) Attend Sun 'n Fun Fly-In, Inc. volunteer meeting.
- (d) Submit attendee list for City of Lakeland Appreciation Dinner to ARC On-Site/Planning Coordinator.

(8) April

(a) Maintain an 'action item' list of issues encountered that need to be resolved for future events.

(b) Certify final hotel invoice and submit for payment.

(9) May

(a) Coordinate travel orders and accounting codes to be used for 'Controller of the Year' selected to participate at the next scheduled Oshkosh Air Venture in Oshkosh, WI.

(b) Ensure South Florida HUB Administrative Officer receives a copy of all completed travel vouchers.

3. Flight Service Program Office (FSPO). The Flight Service Program Office (FSPO) shall task Lockheed Martin Flight Services (LMFS) with operational support of Sun 'n Fun. The FSPO will provide the ARC On-Site/Planning Coordinator with a copy of the executed TO.

a. When tasked by the FSPO, LMFS shall provide routine and special operation of a Temporary Flight Service Station (TFSS) at Lakeland Linder Regional Airport (LAL), located within the FAA National Resource Center (NRC).

b. The LMFS Sun 'n Fun Support Management Team is authorized to coordinate and execute the logistics and operations of the TFSS directly with the Primary Regional Sun 'n Fun Coordinator (PRC), Eastern Service Area Technical Operations and Air Traffic Services management as necessary/required.

c. **FSPO Responsibilities.** The LAL TFSS is responsible for providing Flight Services. Flight Services are specific air traffic services which include: Pilot Weather Briefings (PWB), Flight Data & NOTAM support, Search and Rescue (SAR), and Inflight support (primarily activation and closure of VFR flight plans). Specialists use on-line data sources, such as AISR and commercially available weather graphics. All procedures will be in accordance with pertinent FAA Directives.

(1) **Preflight Weather Briefings.** Conduct preflight weather briefings both over the phone, face-to-face and at the LAL TFSS. Typically, group briefings are provided to special interest groups such as Air Show, War Birds and Ultra-light pilots/participants, as well as Emergency Services or others as requested.

(2) **Flight Data & NOTAM Support.** LMFS Specialists shall file, activate and close flight plans upon request. Additionally, NOTAMs are received, formatted and issued in coordination with event organizers and Air Traffic facilities.

(3) **Search and Rescue (SAR).** Provide a life-saving service to lost or overdue aircraft and concerned parties. This service is provided through the combined efforts of the agencies responsible

for SAR and requires extensive coordination responsibilities. On-site, direct communications with Civil Air Patrol (CAP) is conducted using hand-held radios or at the request of the CAP their cell phones. LMFS shall transmit all necessary SAR messages regarding overdue aircraft.

(4) **Inflight Support.** An air-to-ground frequency is provided to assist aircraft arriving or departing LAL.

d. **Hours of Operation.** LAL TFSS shall operate between the hours of 6:00 a.m. to 7:00 p.m. EST daily, from one day prior until the final day of the event and 6:00 a.m. to 12:00 p.m. on the day after the event closes. All LAL TFSS communications and briefing equipment shall be setup and operational no later than one day prior to the start of the event.

e. **LAL TFSS After Hours Procedures.** Pilots may obtain a PWB and file, open or close their flight plans after hours by using the telephone located on the South end of the FAASTeam NRC, which rings directly to Lockheed Martin Flight Service or call 1-800-EX-BRIEF from any telephone at any time.

f. **Weather Warnings.** Upon receipt of pertinent local weather warnings, LAL TFSS will relay the information to LAL ATCT, Flight Operations, Flight Standards and ESATO personnel.

g. **Staffing.** LMFS will provide staffing for LAL TFSS, as approved by the FSPO.

(1) On-site staffing of the LAL TFSS shall include the following classifications:

- (a) Station Management Senior – LMFS Event Services Manager (ESM)
- (b) Station Management Mid-Level – Operations Manager (OM)
- (c) Station Management Junior – Operations Supervisor (OS)
- (d) Senior Engineer (SE) – IT Systems Support Technician
- (e) Air Traffic Control Specialist (ATCS)

(2) All personnel should arrive no later than two days prior to the start of the event for training, briefings and duty assignments. The OM shall ensure that all personnel complete training and local area orientation prior to their first day of shift coverage.

(3) **FAA Daily and Post-Event Activities.** The OM (or designee) shall participate in daily status meetings, the PRC's Outbrief, All Hands Meeting (one day prior to close of Sun 'n Fun Fly-In), and/or any other meetings as required.

h. **Equipment.** All equipment operations will be in accordance with pertinent Lockheed-Martin and FAA Directives. Government furnished equipment (GFE) by Southern Region will include at a minimum:

- (1) Suitable physical location for the LAL TFSS
- (2) Four desks
- (3) Five desk chairs
- (4) Seven counter stools
- (5) A direct ring (drop down) phone and line from the TFSS to the Air Traffic Control Tower (ATCT)
- (6) Two commercial phone lines (one to Flight Data position and one to the OS desk)
- (7) Radio transmitter and receiver
- (8) Keys to the secure facility after hours
- (9) On-line connectivity adequate for concurrent operations for 10 computers
- (10) Connectivity for LM-provided fax machine

i. Timelines

(1) January

(a) Send special Air Traffic management NOTAM to the NOTAM Office for publication.

(2) February

(a) Order reference publications (aeronautical charts and materials).

(b) Coordinate with the State of Florida Department of Transportation – Aviation Office for appropriate publications (hand outs) such as Florida Airport Directories and/or Florida Aeronautical charts.

(3) Prior/Post Sun ‘n Fun Event

(a) Equipment will be installed, tested and operational no later than 2 days prior to the opening of the TFSS.

(b) Flight Service local area orientation and operations training will be completed at a minimum one day prior to specialists’ first day on shift.

(c) The TFSS will be open beginning at 6:00 a.m. the day prior to the fly-in opening day.

(d) One day prior to close of Sun 'n Fun Fly-In, attend PRC out-brief and all hands meeting.

(4) May

(a) Submit suggested GFE revisions for subsequent events.

(5) June

(a) Following coordination with FAA FSPO, submit any suggested revisions for the SOP.

(b) Following coordination with FAA FSPO, submit revisions to the Sun 'n Fun Order to the ARC On-site/Planning Coordinator.

4. Eastern Service Area Technical Operations

a. Eastern Service Area Technical Operations (ESATO) Director. The ESATO Director is responsible for coordination within the Eastern Service Area for Technical Operations.

(1) The ESATO Director provides overall budget and procurement assistance for ESATO personnel and activities.

(2) Technical Operations coordinates with subordinate organizations in determining total requirements for submission of travel, hotel room, and uniform procurement requests, as well as on-site purchase of special supplies or equipment. Additional responsibilities include:

(a) Provision of contracting services and coordination for installation and operation of all telecommunications systems at the FAASite NRC, as requested by user organizations.

(b) This includes communications lines for inter-facility control, special telephones, administrative telephones, data circuits for modem and facsimile usage, Service A & B circuits and instruments, Weather Services International (WSI) radar data circuits, personal pagers, and cellular telephones.

b. ESA Organization and Staffing. The Eastern Service Area Engineering Services Manager designates a Tech OPS Sun 'n Fun Fly-In Engineering Services On-Site/Planning Coordinator (OPC).

(1) The Engineering Services On-Site/Planning Coordinator is designated for two years, starting the month of June.

(2) During the year, the individual shadows the veteran Engineering Services On-Site/Planning Coordinator to become familiarized with the roles and responsibilities of the position.

(3) During the second year, the Engineering Services On-Site/Planning Coordinator is responsible for coordination of all ESA Technical Operations activities associated with Sun 'n Fun Fly-In. This includes scheduling volunteers to operate the ESA Technical Operations exhibit and training the in-coming Engineering Services On-Site/Planning Coordinator.

c. Responsibilities.

(1) The Operations Manager for Engineering Services in the Eastern Service Area is responsible for all non-technical support of activities associated with the Sun 'n Fun Fly-In activities: i.e., fiscal resources, exhibit acquisition and operation, travel, lodging, uniform procurement, etc.

(2) The Operations Manager for Engineering Services for Eastern Service Area is responsible for all telecommunications service requirements: i.e., telephone circuits, telephones, data circuits, Weather Services International (WSI) radar circuits, etc.

(3) The Operations Manager for Engineering Services for Eastern Service Area is responsible for all support of operational facilities: i.e., equipment acquisition, installation, and support at the service center level when required in support of the Tampa Technical Operations District.

(4) The Tampa, Florida, Technical Operations District Manager in conjunction with the Technical Services Operations Group (TSOG) is responsible for the full, year-round support of permanent facilities, and special support for temporary facilities at the Lakeland Airport.

d. Operational Procedures. The Operations Engineering Manager attends all regionally scheduled Sun 'n Fun Fly-In Planning Meetings on behalf of ESATO Director. In January, the Operations Branch coordinates with the Exhibit Set-up Team for use of the Technical Operations exhibit for the Sun 'n Fun Fly-In activities. The Operations Engineering Manager for Eastern Service Area will meet all telecommunications requirements in support of Sun 'n Fun Fly-In.

e. Tampa District (DO). The Tampa District Office in cooperation with the TSOG is responsible for on-site installation and maintenance of all radio communications and navigation facilities, visual aids, special airport aids, signal lights, obstruction markings, and standby power generators and batteries for the Lakeland ATC Tower and Lakeland TFSS.

(1) Organization of Staffing. The Tampa District Office and the TSOG provides a local Technical Operations (Tech OPS) Sun 'n Fun Fly-In Coordinator and an alternate.

(a) There will be a minimum of seven (7) volunteers from the Tech OPS organization.

(b) A list of alternates will also be selected to replace any volunteer specialist not able to work this event.

(c) The volunteers and the alternate volunteers are selected a minimum of two (2) months prior to the start of the Sun 'n Fun Fly-In.

(d) Their on site tour of duty extends from three (3) days prior to the Sun 'n Fun Fly-In until two (2) days after the Sun 'n Fun Fly-In.

f. Responsibilities.

(1) The local Tech OPS Coordinator is responsible for coordinating with terminal & flight service options, and responding to radio communication equipment and other associated technical needs.

(2) The local Tech OPS Coordinator is also responsible for installation of equipment for the Sun 'n Fun Fly-In at Lakeland, Florida.

(3) The local Tech OPS Coordinator will coordinate through the Lakeland Aviation Authority to have the trees trimmed at Lake Parker in order to clearly identify aircraft overlying Lake Parker.

(4) The volunteers are responsible for all equipment repairs during the Sun 'n Fun Fly-In event.

g. Operational Procedures and Coordination Instructions. (set-up time frame)

(1) A meeting will be held six (6) months prior to the Fly-in between Tech OPS, terminal & flight service options, and the Non-Federal Air Traffic Control Tower Chief at Lakeland, Florida, to confirm equipment requirements.

(2) At least fourteen (14) days prior to the start of the Fly-In, coordination with the Non-Federal Air Traffic Control Tower Chief in Lakeland shall be accomplished. This will involve scheduling the time of day for equipment installation and tune-up.

(3) The Technical Support (TSOG) Staff personnel shall begin equipment installation a minimum of one month prior to the Fly-In.

(4) All coordination activities for the Sun 'n Fun event will be funneled through the Tampa District Tech OPS Sun 'n Fun Fly - In coordinator or their alternate.

Chapter 5. FAASTeam National Resource Center

1. FAASTeam National Resource Center (NRC). The Regional FAASTeam Manager (RFM) is responsible for controlling the utilization of the FAASTeam National Resource Center on a year-round basis. The RFM appoints a NRC Building Coordinator.

2. NRC Building Coordinator. The Building Coordinator provides oversight for the appearance and maintenance of the FAASTeam NRC.

a. In this capacity, the Building Coordinator coordinates with residents of the FAASTeam National Resource Center to ensure they are familiar with their responsibilities to maintain cleanliness in their respective areas.

b. The Building Coordinator maintains continuous control over the Production Control room and the studio area in the FAASTeam NRC from the active preparation stage through and including the final post-event cleanup.

c. The Building Coordinator may require personnel from the temporary FSDO or other residents of the FAASTeam NRC to accomplish certain cleaning tasks. In these cases, coordination is accomplished with the applicable On-Site/Planning Coordinator or the PRC, as appropriate.

d. The Building Coordinator is the focal point for any mechanical, electrical or structural problems concerning the FAASTeam NRC and maintains coordination with Sun 'n Fun Fly-In management to arrest or solve problems with the building.

e. The Building Coordinator is responsible for scheduling the upstairs conference rooms for use during the event and for the studio on the weekend prior to the event's start date for air traffic controller training.

f. Space in the NRC provides for the temporary FAA FSDO and the Exhibits.

g. The Building Coordinator controls access to the observation deck on the roof of the FAASTeam NRC.

h. The Building Coordinator provides office space dedicated for the exclusive use of ARC On-Site/Planning Coordinator. This private area shall be equipped with basic office furniture and at least one exclusive-use telephone line.

i. Efforts are made to create a dedicated space available for accident investigation activities such as private interviews and security of reports, etc.

3. Rules and Regulations. The following rules and regulations apply to all users of the FAA National Resource Center, Lakeland Regional Airport, Lakeland, Florida, including governmental and non-governmental personnel and organizations. Use of the FAASTeam NRC at Lakeland, Florida is allowed for non-commercial purposes by only non-profit aviation-oriented organizations. No commercial or non-aviation activities will be scheduled or conducted at the FAASTeam NRC.

4. Prohibitions. The following activities are prohibited at the FAASTeam NRC:

a. Gambling in any form. Provided, this prohibition does not affect the award of door prizes to attendees when no entry fee or requirement is made to participants and the prizes are completely free with no cost actual or implied upon the winner.

b. The consumption, sale, serving or possession of alcoholic beverages, or illegal substances is not allowed. If the presence of persons obviously under the influence of alcohol or illegal substances is discovered by the user of the FAASTeam NRC, the user will immediately notify an appropriate law enforcement agency.

c. Any illegal or unlawful activity or enterprise. The user will immediately notify an appropriate law enforcement agency if such activity or enterprise is discovered at the FAASTeam NRC.

d. Smoking, or other use, of any tobacco product.

e. Any activity which increases the risk of damage to the NRC beyond normal usage.

f. Pets are not allowed in the FAASTeam NRC.

5. General. The user of the FAASTeam NRC will contact the Fire Department whenever a fire or suspected fire has occurred, regardless of whether the fire appears to have been extinguished.

a. The user will contact an ambulance/rescue service whenever an occupant of the FAA NRC has been, or appears to be, injured or ill to the point that medical assistance is considered.

b. The FAASTeam NRC will be evacuated immediately upon the activation of any smoke detector, sprinkler, fire alarm, or the suspected presence of fire or other hazardous condition affecting the structural integrity or safety of the building, including bomb threat.

c. Each FAASTeam NRC user organization agrees to comply with all local codes and ordinances applicable to the use and operation of the building, and to obtain all necessary permits and related items.

d. The FAASTeam NRC user organization shall not assign any part of the premises and shall not be relieved from any obligations under this assignment by reason of any such assignment.

Chapter 6. Administrative Information

1. Distribution. This order is distributed to all divisions within the Southern Region, the Eastern Flight Service Area (EFSA), the North Florida Flight Standards District Office, the Lakeland Regional and Miami International Airport Traffic Control Towers (South Florida District), Flight Service Programs Office (FAA Headquarters), the Tampa Service Management Office, Southern Region Public Affairs Office, Eastern Terminal Service Area (ETSA), Eastern Service Area Technical Operations Services (ESATO), ARC and HQ Flight Services Safety and Operations.

2. Background.

a. The Experimental Aircraft Association (EAA) began sponsoring the Sun 'n Fun Fly-In at the Lakeland, Florida, Airport in 1974.

b. The Sun 'n Fun Fly-In has grown and is now sponsored by Sun 'n Fun Fly-In, Inc. This growth necessitated a greater involvement by the FAA.

c. Most participating elements of the FAA are now headquartered in the new FFAST National Resource Center (FFAST NRC), a permanent structure opened in 1990.

d. Recent experience has shown the need for a delineation of responsibilities among the participating organizations, and the enlarged scope of the FAA's involvement has dictated the establishment of an overall coordinator to provide centralized direction and oversight in the planning and execution of each year's activities.

3. Authority to Change This Order. The authority to revise or cancel material in this order resides with the Regional Administrator.

Appendix A. Acronym List

ATO	Air Traffic Organization
EFSA	Eastern Flight Service Area
ESATO	Eastern Service Area Technical Operations
FAASTeam	FAA Safety Team
FSDO	Flight Standards District Office
FSPO	Flight Services Program Office
FSS	Flight Service Station
LAL	Lakeland
NRC	National Resource Center
OPC	Organizational Planning Coordinator
OOSC	Organization On-Site Coordinator
PM	Program Manager
PRC	Primary Regional Coordinator
SMO	Service Management Office
RFM	Regional FAASTeam Manager
TFSS	Temporary Flight Service Station
TSOG	Technical Services Operations Group

Appendix B. FAA Form 1320-19, Directive Feedback Information

Directive Feedback Information

Please submit any written comments or recommendation for improving this directive, or suggest new items or subjects to be added to it. Also, if you find an error, please tell us about it.

Subject: Order

To: Directive Management Officer, _____

(Please check all appropriate line items)

- An error (procedural or typographical) has been noted in paragraph _____ on page _____.
- Recommend paragraph _____ on page _____ be changed as follows:
(attached separate sheet if necessary)

In a future change to this order, please include coverage on the following subject
(briefly describe what you want added):

Other comments:

I would like to discuss the above. Please contact me.

Submitted by: _____ Date: _____

Telephone Number: _____ Routing Symbol: _____