

**SUBJ: LETTERS OF AGREEMENT**

1. **PURPOSE.** This Order delegates authority and responsibility to develop, coordinate, approve and implement Letters of Agreement (LOA). It prescribes guidelines for development and application. This Order is supplemental to the requirements established in Order 7210.3, Facility Operations and Administration.
2. **DISTRIBUTION.** This Order is distributed to all Southern Region Air Traffic Division (RATD) Branch Levels and all Southern Region Air Traffic Field Facilities.
3. **CANCELLATION.** This Order cancels SO 7200.2D, dated April 30, 1993.
4. **EFFECTIVE DATE.** This Order is effective August 1, 1997.
5. **EXPLANATION OF CHANGES.**
  - a. Deletes the requirement for all LOAs and changes to be sent to the RATD unless required by subject or requested by the RATD.
  - b. Deletes the requirement for providing a list of LOAs annually to the RATD.
6. **DELEGATION OF AUTHORITY.** Facility Air Traffic Managers and Regional Military Liaison Officers are authorized to negotiate, approve, sign, and implement LOAs without RATD approval, except for the following:
  - a. LOAs which prescribe procedures or minima contrary to Order 7110.65, Air Traffic Control, or,
  - b. LOAs between an Instrument Flight Rules (IFR) control facility and a tower which authorize separation services as specified in Order 7210.3, Chapters 2 and 12.
7. **RESPONSIBILITIES.** Facility Managers or Regional Military Liaison Officers shall ensure each agreement is procedurally correct, conforms to this order and current applicable directives.
8. **PREPARING PROCEDURAL AGREEMENTS.**
  - a. Procedures in LOAs should not normally repeat those contained in Order 7110.65. LOAs shall be written simply, clearly, and concisely with minimum verbiage. Attachments, maps or charts, shall be comprehensive and clearly depicted.

b. Ensure LOAs between terminal and enroute facilities provide for the following:

- (1) Initial procedural separation between departures, arrivals, and overflights.
- (2) Departure transition areas and arrival transition areas.
- (3) Sufficient radar overlap or delegation of protected airspace to facilitate timely radar hand-off or holding of traffic when radar hand-off is not completed.

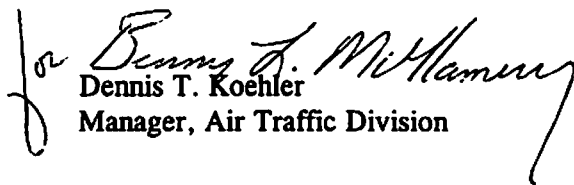
c. Agreements between Air Route Traffic Control Center (ARTCC) facilities which delegate IFR control responsibility within a portion of one ARTCC area to the other, shall be accomplished only when air traffic service is improved. Only one agreement on this subject is authorized. An ARTCC shall not delegate IFR responsibility in another ARTCC area to a terminal facility.

d. Ensure approach control service agreements clearly outline the procedures to be applied by the ARTCC and terminal area facility. Ensure the following items are provided for:

- (1) Terminal airspace boundaries are of sufficient size to provide IFR control service at the principal airports.
- (2) Terminal boundaries encompass all protected airspace for all approved instrument procedures within the terminal area.
- (3) Transfer control points, unless otherwise defined, shall be the lateral limits (boundaries) of the terminal airspace. Boundaries shall be established using geographical coordinates to the nearest second of latitude and longitude.
- (4) Segregate routes to the extent possible to minimize "tunneling" and excessive coordination.
- (5) Use charts/maps to depict areas of jurisdiction or responsibility. State briefly in narrative form items which cannot be depicted.

9. **DEVIATIONS.** LOAs shall include a statement which prescribes procedures for deviating from the LOA. Deviations shall only be permitted when coordination that clearly defines responsibility has been effected. LOA deviations should be recorded in the daily record of facility operations. Long term conditions which require LOA deviations could be reason for a procedural change and subsequent change to the LOA.

10. **DISTRIBUTION.** Distribute signed copies of LOAs and revisions to all facilities having an interest. Only LOAs which need RATD approval shall be sent to ASO-530.

  
Dennis T. Koehler  
Manager, Air Traffic Division