

ORDER

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION
SOUTHWEST REGION

SW 7210.26

SUBJ: PROCEDURES FOR RUNWAY INCURSION PREVENTION RECOGNITION PROGRAM

1. PURPOSE. This order establishes a voluntary runway incursion prevention recognition program for the Southwest Region. It is the intent of the Air Traffic Division to identify and reward employees who detect and correct situations that could have resulted in a runway incursion, thus enhancing safety.

2. DISTRIBUTION. This order is distributed to the branch level in the Air Traffic Division, supervisory level in terminal facilities in the Southwest Region, the Regional Representative for National Air Traffic Controllers Association (NATCA), and AAT-20.

3. BACKGROUND. A runway incursion is any occurrence at an airport involving an aircraft, vehicle, person, or object on the ground that creates a collision hazard or results in loss of separation with an aircraft. Air traffic services classifies runway incursions according to the entity that causes the incursion. Surface operational errors, a subset of operational errors, are those incursions caused by air traffic controllers. Pilot deviations refer to those incursions caused by pilots. Vehicle/pedestrian incursions are those caused by vehicles or pedestrians. In all cases, air traffic control (ATC) is the first and last line of defense in detecting and preventing a runway incursion or ensuring the incursion does not result in collision.

Reducing runway incursions is one of the FAA's top 5 safety initiatives for FY-00.

4. PROCEDURES. Each terminal hub manager, in conjunction with NATCA, will identify instances where personnel detect and correct erroneous readbacks of ATC clearances or non-compliance with an ATC clearance that prevent a runway incursion. These instances may be self-identified, observed by a co-worker, or turned in by supervisory personnel. Submission is voluntary, and data supplied will be used solely for the runway incursion prevention recognition program. Instances that are deemed to be significant, according to the criteria below, will be forwarded to the Quality Assurance Staff, ASW-505, for consideration under this program. The awards will be considered on a quarterly basis. Submissions must be received no later than the last day of each quarter (October - December, January - March, April - June, July - September).

a. Each terminal facility may submit instances for consideration under this program. Each submission should include voice recordings of the clearance, readback, correction and, if available, computer data depicting the traffic situation. Statements or narratives of the situation may be submitted to further document the occurrence. Terminal facilities will provide submissions through their hub.

b. Significance of each "save" will be judged, by a selection committee, based on the following criteria (listed in order of priority):

(1) **Criticality of the intervention** (pertaining to potential loss of safety/separation had the incident not been detected).

(2) **Timeliness of controller actions.**

(3) **Difficulty of the circumstances** involved in detection of the incident (i.e., frequency congestion, workload, equipment problems, and weather).

c. Recognition. A block of hours will be allocated for this effort under the time off award program. The selection committee will make their recommendation to the Air Traffic Division Manager, ASW-500.

d. Follow-up. ASW-505 will disseminate information, obtained under this program, to field facilities for use in increasing awareness on runway incursion prevention.

5. POINT OF CONTACT. For clarification, contact the Quality Assurance Staff, ASW-505, at 817-222-5505.

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