

ORDER

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION
WESTERN-PACIFIC REGION

WP 6020.1J

6/26/97

SUBJ: FACILITY SHUTDOWN/DECOMMISSIONING PROCESS

1. PURPOSE. This order establishes a committee, assigns responsibilities, and outlines procedures for establishing, coordinating, and approving schedules for:
 - a. The shutdown of commissioned air navigation or air traffic control facilities for construction, installation, or maintenance purposes for 24 hours continuous or longer, or 8 hours a day for 3 consecutive days or longer.
 - b. The decommissioning of existing navigation facilities.
2. DISTRIBUTION. This order is distributed to branch level in the Airways Facilities, Los Angeles Flight Procedures Office (LAX FPO), Airports, Air Traffic, and Flight Standards in the Regional Office, and limited distribution to all field offices and facilities.
3. CANCELLATION. Facility Shutdown Schedule, Order WP 6020.1I, dated 11/23/88 is canceled.
4. BACKGROUND. A requirement exists to provide a forum for coordination of all actions taken by the operating divisions in response to the directives listed below. The committee established by this order provides that forum.
 - a. Handbook 7400.2(X), Part 4, Chapter 17, Discontinuance of Air Navigation Aids, provides guidelines for decommissioning a navigational aids.
 - b. Order OA 6030.5, Service Availability of Commissioned Facilities of the National Airspace System, requires that each region prepare a fully coordinated and documented analysis of all proposals for the planned interruption of commissioned facility service in excess of 24 hours. The Airway Facilities Division acts as staff to the Regional Administrator in assuring complete planning and coordination of all actions affecting availability of commissioned facilities.
 - c. Order 7031.20(X), Scheduling of Changes to Components of the National Airspace System, and Order 8260.26B, Establishing and Scheduling Instrument Approach Procedures Effective Dates. These orders require establishment of a focal point in the LAX FPO who shall be responsible for coordination of charting actions to be effective at the time of facility activities.
 - d. Order 1100.1(X), FAA Organization Policies and Standards, and Order 7900.2A, Reporting of Electronic Navigation Aids and Communication Facilities Data to the National Flight Data Center. Provides guidelines to the regions for submission of data for proposed commissioning and decommissioning of facilities in the National Airspace System (NAS).

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e. Order 6000.15(X), Maintenance Handbook for Airway Facilities, provides guidelines and identifies field responsibilities for actions associated with service interruptions and shutdowns.

5. POLICY. Requests for facility shutdown must be submitted to the Regional Shutdown Committee 45 days prior to the beginning of a shutdown date when it meets the following criteria:

- a. Air navigation aid, including radar or approach lighting aids, that affects minima.
- b. Air Traffic Control Facility for a period exceeding 24 hours, or for 3 consecutive days during daylight hours.

In cases of joint use radar, exceptions may be made where shutdown procedures are modified to allow for security regulations. All scheduled shutdowns must follow regulations set forth in this order. Approved shutdowns shall be reconfirmed by the requestor with the control facility (i.e.: ARTCC, CERAP, or ATCT) no less than one day prior to the shutdown.

6. DEFINITIONS. As used in this directive, the following definitions apply:

- a. Shutdown: A planned temporary interruption of a commissioned facility, as defined in paragraph 5 above, for a period of 24 hours or more, or during daylight hours on 3 consecutive days, regardless of reason.
- b. Decommissioning: Any planned permanent discontinuance of a nav aids facility regardless of the reason. Relocation, name change or equipment replacement are not considered either a decommissioning or commissioning.
- c. Minima: Weather condition requirements established for a particular operation or a type of operation.

7. REGIONAL SHUTDOWN COMMITTEE. This order establishes a regional shutdown committee which will meet the third Wednesday of each month in the Regional Office.

8. COMMITTEE MEMBERSHIP.

a. The Regional Shutdown Committee shall consist of one or more representatives of the following organizations:

- (1) AWP-450, NAS Implementation Branch
- (2) AWP-470, Operations Branch
- (3) AWP-530, System Management Branch
- (4) AWP-620, Safety & Standards Branch
- (5) AWP-900, Military Representatives
- (6) LAX FPO, Los Angeles Flight Procedures Office

b. Each office listed above shall assign and forward to the permanent committee chairperson (AWP-472) the name of the person(s) who will represent its respective office. Each representative shall be the focal point for all facility shutdown, coordination within their respective office consistent with the orders referenced in paragraph 4. To maintain continuity, rotation of personnel through this assignment is to be held to a minimum.

9. COMMITTEE AUTHORITY. The Committee is authorized to coordinate, approve, and publish schedules for the following:

a. The temporary shutdown of commissioned facilities when the duration of the shutdown will exceed 24 hours, or daylight hours on three consecutive days.

b. The decommissioning of existing facilities after the decommissioning itself is approved by the Regional Administrator in accordance with Order 1100.1A. Decommissioning of Navigational Aid facilities will be turned over to Air Traffic Division where an NRA/OE file will be established.

10. RESPONSIBILITIES.

a. Chairperson Responsibilities:

(1) Assure proper coordination and approval of schedules for the following:

(a) Shutdown dates of all commissioned facilities.

(b) Discontinuance dates of facilities to be decommissioned.

(2) Establish time and place of all committee meetings.

(3) Maintain an agenda for the committee.

(4) Publish and distribute the Facility Shutdown minutes within five working days after the regularly scheduled meeting each month.

b. Committee Members:

(1) General Responsibilities.

(a) Attend or have a representative at all meetings

(b) Submit agenda items on facility shutdowns, (planned or desired by the organization which they represent) to the chairperson at least 45 days in advance of the proposed action. The decommissioning of a Navigational Aid facility requires 180 days advanced notice. A decommissioning flowchart is attached as Appendix 1 to this Order.

(c) Serve as the official representative of his or her respective organization for coordination of proposed facility shutdowns.

c. Individual Responsibilities:

(1) The Airway Facilities members shall ensure proper coordination is done within the Airway Facilities organization (field and regional office) and furnish to the committee appropriate details of the intent and purpose of the temporary shutdown of commissioned facilities in accordance with Order OA 6030.5.

(2) The Air Traffic member shall accomplish decommissioning coordination in accordance with Order 7400.2(X), including notification to NFDC, and furnish approvals to the committee. The Air Traffic member shall prepare and furnish to the committee the Navigation Aids and Facilities Change Data Report (RIS: AT 7900-4) for facility shutdowns as required by Order 7900.2A. See Appendix 1 for the flowchart for the decommissioning procedures of NavAids facilities.

(3) The Airports Division member shall submit agenda items concerning Airport Improvement Program (AIP) construction projects which have been determined to affect facility operation or commissioning. This determination will normally have been accomplished through the Airport Layout Plan, Airport Improvement Program, or Base Closure Program project review and coordination process, or other coordination channels external to the committee. The Airports Division member may also furnish information it receives from airport operators concerning airport construction project (not involving AIP grant funding), which may affect facility operation or commissioning dates, and information concerning facilities installed under the Airport Improvement Program (AIP) to NFDC as required by Order 7900.2A.

(4) The LAX FPO member shall coordinate with NFDC through the Aviation System Standards (AVN) and determine procedure impact of the proposed action. Also, the LAX FPO shall review all instrument approach and departure procedure and alternate minimums that are published based on, or affected by, the proposed facility shutdown. The results of the review, positive or negative, shall be submitted to the committee for inclusion in the coordination process. Procedures based non-federal facility shutdown will be process in accordance with Chapter 17, Section 2, of Handbook 7400.2D.

d. The Heads of Organizations represented on the committee are responsible for appointing fully qualified members and alternates to represent them in accomplishing the duties of the committee and to resolve any issue impasses within the committee.

e. Requesting Office. The requesting office shall forward the shutdown request to the Operations Branch, AWP-470, in ample time to meet the requirements of 10b(b). Submit requests in advance even if exact dates are not known.

(1) Requests for facility shutdown shall include:

- (a) facility location and owner (federal or non-federal)
- (b) facility ident
- (c) facility type
- (d) effective dates and time if known
- (e) applicable runway
- (f) state if flight check required for restoration
- (g) reason for shutdown
- (h) name of person submitting request and POC (point of contact) phone number

(2) Corrections, changes, cancellations, restorations. The requesting office shall advise the Committee Chairperson of any changes to the request prior to the effective date.

(3) The requesting office will plan their work so the shutdown will be as short as practicable. They will reconfirm with the local Airway Facilities Sector office or SMO, the day before the actual shutdown, that the shutdown is still required and that the actual shutdown NOTAM is being or has been published.

(4) The local System Maintenance Office (SMO) shall arrange with the local FSS to transmit the appropriate NOTAM's and the shutdown information to the National Flight Data Center, ATM-600. Shutdowns advertised for partial consecutive days require NOTAM action. This action will be based on the approved facility schedule. Further, the sector will reconfirm the shutdown with FSS and ARTCC the day before the shutdown.

(5) The local Air Traffic Facility and host ARTCC shall make every effort to approve shutdowns as requested. If requested dates cannot be accommodated, alternate dates shall be provided. Once agreed upon, the effective dates will be adhered to except for unforeseen emergency circumstances.

(6) The appropriate Flight Service Station (FSS) shall format and transmit all necessary data to NFDC for NOTAM (L) and NOTAM (D) dissemination, in accordance with 7900 series orders. The FSS shall not issue a NOTAM for actual shutdown until the requirement is confirmed by the local Airway Facilities Sector or SMO.

(7) Aviation System Standards (AVN) will provide priority flight inspection, per the Flight Inspection Manual, section 104.7 to restore the facility.

11. COMMITTEE ACTIONS & PROCEDURES.

a. Meeting Data. A regularly scheduled meeting of the committee shall be held on the third Wednesday of each month except when a holiday falls on that day, in which case, the meeting shall be held on the next available Wednesday.

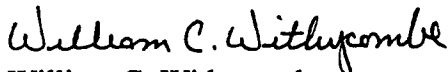
b. Committee Agenda. All facilities to be shutdown for 24 hours or more, or facilities to be decommissioned, shall be placed on the committee's agenda 45 days prior to the anticipated shutdown date or 180 days prior to the decommissioning date, except as follows:

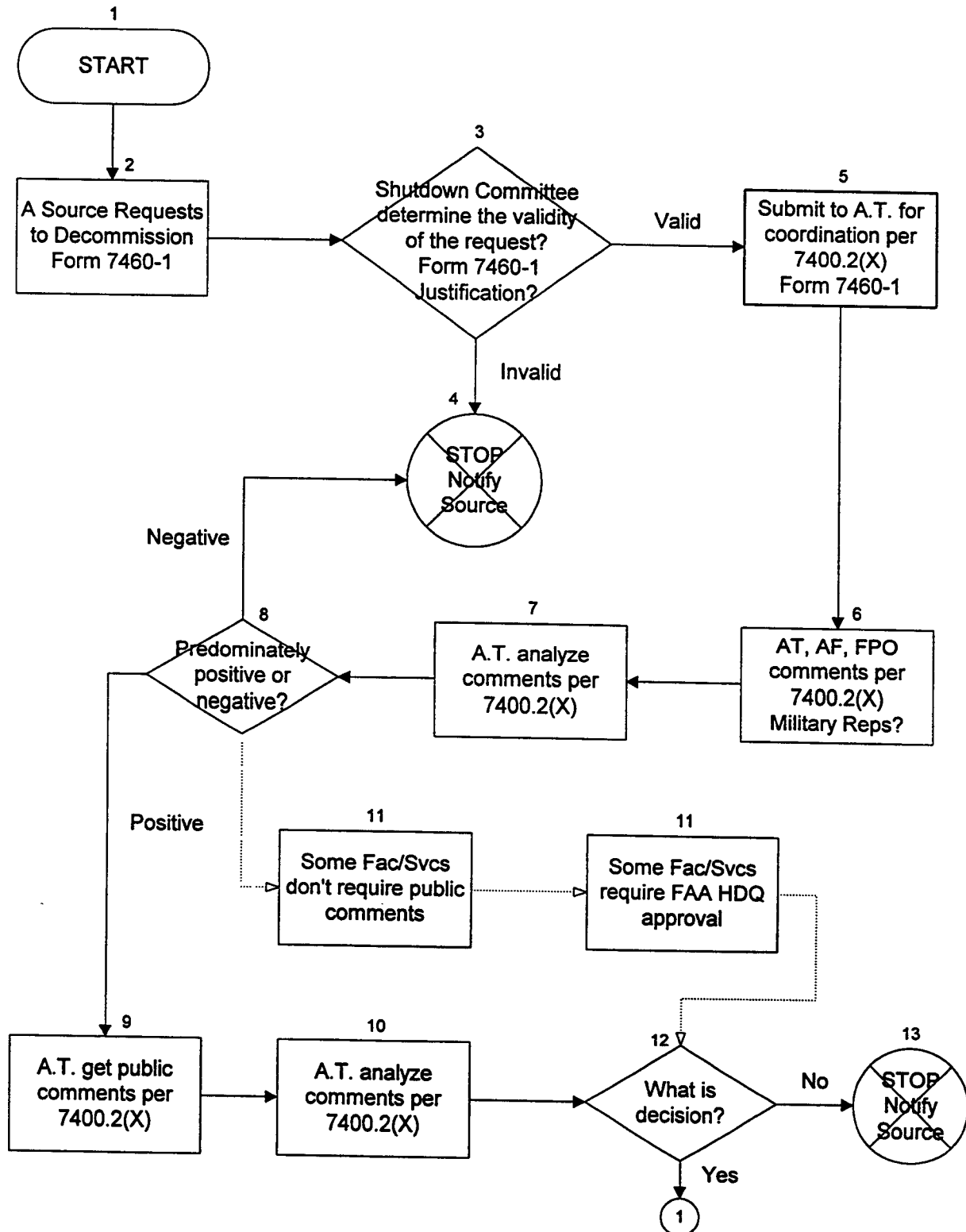
(1) Routine scheduled shutdowns of less than 24 hours duration and occurring on less than three consecutive days need not be brought to the committee's attention.

(2) Emergency shutdown of facilities operating out of tolerance or experiencing malfunction of equipment do not require the committee's approval.

c. Short Notices. Proposed shutdowns, or decommissioning of facilities which cannot be foreseen in time to permit 45 days notice for shutdowns and 180 days for decommissioning shall be submitted with appropriate explanation as to the necessity for waiving the advance notice requirement. The Chairperson shall coordinate the proposal with the committee members and publicize the action through normal distribution of the schedule or by special addendum as deemed necessary.

d. Cancellation of Scheduled Shutdowns. In the event of unforeseen changes due to military exercises, emergency diversion of the FMP crew or contractors, weather problems or air traffic's inability to release the system, resulting in a last minute delay or cancellation, the requesting office will immediately coordinate with the Facility Shutdown Committee Chairperson. Every effort will be made to accept an alternate schedule without waiting for the next routine Shutdown Committee meeting.


William C. Withycombe
Regional Administrator

APPENDIX 1. DECOMMISSIONING FLOWCHART

6/26/97

