

## DOCUMENT CHANGE PROPOSAL/BRIEFING SHEET

### FINAL DISPOSITION

**ORDER/PUBLICATION:** 7210.3W

**CHANGE:** 2

**EFFECTIVE DATE:** March 10, 2011 **TRACKING #:** 32- 4-6-4

**SPECIALIST/ROUTING:** Don Kemp AJR-53 (202) 267-5791

#### **1. PARAGRAPH NUMBER AND TITLE:**

4-6-4. FAA FORM 7230-4, DAILY RECORD OF FACILITY OPERATION

**2. BACKGROUND:** When Comprehensive Electronic Data Analysis and Reporting (CEDAR) is fully deployed, it will provide air traffic management with an electronic means of assessing air traffic employee performance, managing resources, and capturing safety-related information and metrics. The tool will provide a standard interface for the collection, retrieval, and reporting of data from multiple sources. CEDAR will automate the creation, management, and storage of facility activities and events, briefing items, quality assurance reviews, and FAA forms, such as 3120-25, OJT Instruction/Evaluation Report, and 7210-4, Daily Record of Facility Operations. In addition, CEDAR will streamline many functions that managers use to execute their responsibilities as described in FAA Order 7210.3, Facility Operation and Administration; FAA Order 7210.56, Air Traffic Quality Assurance; and FAA Order 3120.4, Air Traffic Technical Training.

**3. EXPLANATION OF CHANGE:** This change adds a requirement for En Route and Oceanic and Terminal Air Traffic Control facilities to use the electronic version of FAA Form 7230-4, Daily Record of Facility Operation, provided in CEDAR. This change cancels and incorporates N JO 7210.755, Comprehensive Electronic Data Analysis and Reporting (CEDAR), effective August 9, 2010.

#### **4. CHANGE:**

##### OLD

4-6-4. FAA FORM 7230-4, DAILY RECORD OF FACILITY OPERATION

Add

a. Each air traffic facility shall use Form 7230-4, or an approved automated version of the form. Air traffic managers shall decide whether to use one set of forms to describe the entire operation of the facility or individual sets for smaller units of the facility, such as sectors, air-ground positions, telecommunications positions, etc. An example of the Daily Record of Facility Operation follows this section. (See FIG 4-6-1.)

Add

Add

##### NEW

4-6-4. FAA FORM 7230-4, DAILY RECORD OF FACILITY OPERATION

**a. Completion of FAA Form 7230-4, Daily Record of Operation. Using agency-approved automation methods to complete FAA Form 7230-4 is preferred to using manual methods.**

**1. Each air traffic facility must use the Comprehensive Electronic Data Analysis and Reporting (CEDAR) program to complete an automated version of FAA Form 7230-4.**

**2. Where currently in use, facilities and/or TMUs, may continue to use the NTML to complete an automated version of the FAA Form 7230-4.**

##### **NOTE-**

**A National Workgroup has been established to develop methods to exchange pertinent data between CEDAR and NTML that is needed to complete FAA Form 7230-4. This method will enable a single method of completing an automated version of the FAA Form**

7230-4 while maintaining the unique program functionality capability of both CEDAR/NTML programs.

Add

**3. If an automated method is not available to complete FAA form 7230-4, the facility and or traffic management unit must manually complete the form. An example of the Daily Record of Facility Operation follows this section. (See FIG 4-6-1.)**

Delete

b. Use of an automated version of Form 7230-4 must be approved by the appropriate Service Area office prior to the form being used by the facility.

Subparagraph c

Renumber b

No further changes to paragraph.

5. **INDEX CHANGES:** none

6. **GRAPHICS:** none

7. **GENOT/NOTICE:** N JO 7210.755, Comprehensive Electronic Data Analysis and Reporting (CEDAR), effective August 9, 2010

8. **FORMATTING & PLAIN LANGUAGE REVIEW:** ☒ HM 3/3/2010

9. **SAFETY RISK MANAGEMENT:** (Check appropriate box).

☐ **SRMD.** Proposed change meets full SMS requirements for safety risk assessment.

☒ **SRMDM.** Proposed change is not safety related.



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5/4/2010

Date: