



**U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION**

National Policy

**ORDER
1110.76V**

Effective Date
10/31/14

SUBJ: Air Traffic Procedures Advisory Committee

- 1. Committee Official Designation (Title).** The Committee's official designation is the Air Traffic Procedures Advisory Committee (ATPAC).
- 2. Authority.** This order renews the Federal Aviation Administration's (FAA) ATPAC and constitutes its charter. The ATPAC is established in accordance with the provisions of the Federal Advisory Committee Act (FACA), as amended (5 U.S.C. App. 2).
- 3. Where Can I Find this Order?** This order is available on FAA Orders and Notices website at http://www.faa.gov/regulations_policies/orders_notices/ and on the FAA Committee website at http://www.faa.gov/regulations_policies/rulemaking/committees/documents/
- 4. Objective and Scope of Activities.** The ATPAC, consistent with its original charter, is to review present air traffic control (ATC) procedures and practices. The ATPAC, as additional tasks, may:
 - a.** Analyze new or significantly revised ATC procedural concepts;
 - b.** Review the adequacy of charts, diagrams, and illustrations used to convey information concerning the application of ATC procedures and their relevance to current, revised, or proposed ATC procedures and concepts; and
 - c.** Identify aviation regulations that have an impact on present, new, or significantly revised ATC procedures and concepts.
- 5. Description of Duties.** The ATPAC will:
 - a.** Make recommendations for standardizing, clarifying, and upgrading terminology and procedures, as a result of its review of present ATC procedures and practices.
 - b.** Provide advice and make recommendations concerning those terms reviewed under paragraph 4 of this order.
 - c.** Act solely in an advisory capacity to accomplish its duties.
- 6. Agency to Whom the Committee Reports.** The ATPAC reports to the FAA Administrator.
- 7. Support.** The FAA Air Traffic Organization will provide support services for operating the ATPAC, including maintaining ATPAC records.

8. Estimated Cost. The estimated annual operating cost (including *pro rata* share of salaries of U.S. Department of Transportation employees, travel, and contractor support costs) is \$42,000. The ATPAC will require the support of approximately 0.30 employee-years. The Air Traffic Organization (ATO) covers this cost within their annual financial budget.

9. Designated Federal Officer. The Chief Operating Officer of the ATO (COO) will appoint the Designated Federal Officer (DFO). The DFO shall:

- a. Approve or call the ATPAC and subcommittee meetings;
- b. Attend all ATPAC and subcommittee meetings;
- c. Adjourn any meeting when he or she determines adjournment to be in the public interest;
- d. Chair meetings when directed to do so by the FAA Administrator or the Secretary of Transportation;
- e. Formulate and approve an agenda for each meeting, which will be approved in advance by FAA;
- f. Provide administrative support for the ATPAC and provide a secretariat;
- g. Ensure minutes are taken at each meeting; and
- h. Distribute information to each member and alternate member at least 30 days before each scheduled meeting. The information must include at a minimum:
 - (1) Notification of the time and location of the scheduled meeting;
 - (2) Agenda for the meeting; and
 - (3) Copies of each new area of concern received to date.

10. Estimated Number and Frequency of Meetings. The ATPAC will meet approximately two times annually. The ATPAC may not meet in the absence of the DFO. However, in case of an emergency, the alternate may serve as the DFO. The following procedures will govern the conduct of ATPAC meetings:

a. Notice of the agenda, date, time, location, and purpose of the meeting shall be published in the Federal Register at least 15 calendar days prior to the date of the meeting. Each meeting will be held at a reasonable time, in a reasonably accessible place, in a room large enough to accommodate ATPAC members, staff, and interested members of the public.

b. Each meeting of the ATPAC will be open to the public, except as provided under Section 10(d) of FACA, as implemented by Title 41 of the Code of Federal Regulations (41 CFR) § 101-6.10, the Government in the Sunshine Act (5 U.S.C. § 522b(c)), 41 CFR Part 102-3, and DOT Order 1120.3B.

11. Duration. This order cancels Order 1110.76U, Air Traffic Procedures Advisory Committee, dated October 31, 2012. The new order 1110.76V is effective for 2 years beginning October 31, 2014, which is the filing date of this charter.

12. Termination. This charter will terminate 2 years after its effective date, unless renewed in accordance with FACA and other applicable requirements.

13. Membership and Designation. ATPAC is comprised of a general membership of approximately 25, an executive director, and a chairperson.

a. A chairperson must be elected upon each charter renewal by a majority vote of the members, with approval of the FAA Administrator. Meetings shall not be conducted in the absence of the chairperson; however, in case of an emergency, the DFO may chair the meeting, or the chairperson may designate an ATPAC member to serve as chairperson with the approval of the FAA Administrator. The chairperson should be promptly notified when a member organization changes its representative or alternate.

b. In accordance with the Office of Management and Budget's "Revised Guidance on Appointment of Lobbyists to Federal Advisory Committees, Boards, and Commissions" (79 FR 47482-3, August 13, 2014), FAA may select federally registered lobbyists if they represent the interests of a nongovernmental entity, a recognizable group of persons or nongovernmental entities, or State or local governments. Registered lobbyists may not serve in an individual capacity or as Special Government Employees.

c. The ATPAC consists of representatives from organizations selected by the FAA as most representative of the various viewpoints of aviation and airspace users representing civil and military operators, air traffic controllers, industry and safety organizations. Members appointed solely for their expertise will serve as Special Government Employees. The FAA will ensure a membership that is fairly balanced in terms of points of view of those represented and the functions to be performed by the ATPAC. To ensure the recommendations of the ATPAC have taken into account the needs of diverse groups served by the department, membership must include, to the extent practicable, individuals or organizations to represent minorities, women, and persons with disabilities.

d. Representatives of the nongovernmental member organizations serve without government compensation and bear all costs related to their participation on the ATPAC.

14. Subcommittees. The COO may create subcommittees or working groups comprising a number of ATPAC members or alternate members who meet outside of regularly scheduled meeting times to work on subjects, as directed by the ATPAC. All subcommittees must report back to the ATPAC and must not provide advice or work products directly to the agency. The advice or work products of the group will be presented to the full ATPAC for their review at the next scheduled meeting.

15. Recordkeeping. The records of ATPAC will be handled in accordance with General Records Schedule 26, Item 2. Consistent with the Freedom of Information Act, 5 U.S.C. § 552, the records, reports, transcripts, minutes, and other documents that are made available to, or prepared for or by, the ATPAC will be available for public inspection and copying at the Office of the Associate Administrator for Commercial Space Transportation (AST-1), Federal Aviation Administration, 800 Independence Avenue, SW., Washington, DC, 20591. The FAA will charge a fee for information furnished to the public in accordance with the fee schedule published in 49 CFR Part 7.

16. Filing Date. The filing date of this renewed charter is October 31, 2014 and will expire on October 31, 2016.

A handwritten signature in black ink, appearing to read 'Michael P. Huerta', is written over the printed name.

Michael P. Huerta
Administrator