



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

Air Traffic Organization Policy

**NOTICE
N JO 7210.639**

Cancellation Date:
August 30, 2007

SUBJ: CONSOLIDATING CONTROL FUNCTIONS

1. **PURPOSE:** This notice provides modifications to FAA Order 7210.3, Facility Operation and Administration, with reference to consolidating control functions.
2. **DISTRIBUTION.** This notice is distributed to select offices in Washington headquarters, service area offices, the William J. Hughes Technical Center, Mike Monroney Aeronautical Center, and all terminal air traffic field facilities.
3. **ACTION:** Terminal facility managers shall ensure that the provisions of this Notice are briefed to all supervisors/controllers-in-charge (CIC) prior to shift assignment.
4. **EFFECTIVE DATE.** This Notice is effective November 17, 2006.
5. **CANCELLATION.** This Notice will remain in effect for 1 year or until changes are published in FAA Order 7210.3U, Change 3, whichever occurs first.
6. **BACKGROUND.** This Notice formalizes existing policy that all FAA terminal facilities that provide approach control services in addition to control tower services have at least two controllers assigned whenever both functions are opened.
7. **PROCEDURES.** Add new Paragraph 2-6-12, Consolidating Control Functions, to FAA Order 7210.3, Facility Operation and Administration, to read as follows:

2-6-12. CONSOLIDATING TOWER/TRACON FUNCTIONS

- a. At facilities where both tower and radar/non-radar approach control services are provided, the air traffic manager must ensure, to the maximum extent possible, that these functions are not consolidated unless unforeseen circumstances or emergency situations arise which would preclude compliance with this paragraph.
- b. During midwatch operations (between 2230 and 0630 local time), when traffic is very light, all functions may be consolidated for short meal or physiological breaks.

c. At facilities with a tower only operation and staffing of only one Certified Professional Controller (CPC), coordination must be accomplished with the facility providing radar/non-radar approach control services to the airport before the CPC can leave the operational quarters for physiological breaks. This should only be done during periods of light to zero traffic.

8. **IMPLEMENTATION.** This notice shall be implemented as of the effective date. This notice is valid for 1 year from date of publication, or until published in FAA Order 7210.3, Change 3 whichever occurs first.



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