



U.S. Department
of Transportation
**Federal Aviation
Administration**

MEMORANDUM OF AGREEMENT

BETWEEN

Flight Standards Service, Flight Technologies and Procedures Division, AFS-400

And

System Operations Services, Flight Service Directorate, AJR-B

- 1. Purpose.** This agreement establishes and defines the strategy for coordinating changes to policies related to instrument flight procedure (IFP) Notices to Airmen (NOTAM).
- 2. Background.** FAA Order 7930.2R, *Notices to Airmen (NOTAM)*, includes for the first time the policies related to IFP NOTAMs (IFPs include airways, instrument approach/departure, and standard terminal arrival procedures). The newly incorporated information replicates the IFP NOTAM policies that were previously contained within FAA Order 8260.19G, *Flight Procedures and Airspace*. To avoid policy duplication, IFP NOTAM policy information was recently removed from the latest version of Order 8260.19. These changes are intended to facilitate access to NOTAM policy by reducing the need to reference two, separate FAA orders.
- 3. Scope and Objective.** This agreement only applies to AFS-400 and AJR-B, and only applies to IFP NOTAM policy contained within current and future versions of FAA Order 7930.2. The objective is to outline roles and responsibilities as they relate to development, amendment, and/or issuance of IFP NOTAM policies. The expected outcome is to encourage interdependency between AFS-400 and AJR-B, and to ensure that AFS-400 retains responsibility for IFP NOTAM policy.
- 4. Responsibilities.** AFS-400 (through AFS-420) and AJR-B (through AJR-B11) will:
 - a. Coordinate any IFP NOTAM policy changes with each other.
 - b. Ensure mutual agreement for any IFP NOTAM policy changes before a document change proposal is circulated for comment/coordination. Disagreements that can't be resolved between AFS-420 and AJR-B11 will be elevated to AFS-400 and AJR-B for resolution.
- 5. Effective Date and Review:** This agreement is effective upon signature of both parties and will be reviewed on an annual basis by both parties to determine the need for modification or termination.

APPROVED:

STEVEN L VILLANUEVA Digitally signed by STEVEN L VILLANUEVA
DN: c=US, o=U.S. Government, ou=FEDERAL AVIATION ADMINISTRATION,
ou=FEDERAL AVIATION ADMINISTRATION, cn=STEVEN L VILLANUEVA
Date: 2017.08.16 12:50:25 -04'00'

Steven Villanueva
Director of Flight Services
AJR-B

8/16/17

Date



Digitally signed by MARK W
STEINBICKER
Date: 2017.08.15 15:03:01
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Bruce DeCleene
Manager, Flight Technologies
and Procedures Division
AFS-400

8/15/17

Date