CHANGE

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION
Air Traffic Organization Policy

JO 7210.3EE
CHG 3

Effective Date:
July 9, 2026

SUBJ: Facility Operation and Administration

1. Purpose of This Change. This change transmits revised pages to Federal Aviation Administration Order JO 7210.3EE, Facility Operation and Administration, and the Briefing Guide.

2. Audience. This change applies to all Air Traffic Organization (ATO) personnel and anyone using ATO directives.

3. Where Can I Find This Change? This change is available on the FAA's Air Traffic Plans and Publications website at https://faa.gov/air_traffic/publications and Orders & Notices website at https://www.faa.gov/regulations_policies/orders_notices/.

4. Explanation of Policy Change. See the Explanation of Changes attachment which has editorial corrections and changes submitted through normal procedures. The Briefing Guide lists only new or modified material, along with background.

5. Distribution. This change is distributed electronically to all who subscribe to receive email notification through the FAA's website. All organizations are responsible for viewing, downloading, and subscribing to receive email notifications when changes occur to this order. Subscriptions to air traffic directives can be made through the Air Traffic Plans and Publications website at https://www.faa.gov/air_traffic/publications/ or directly via the following link: https://public.govdelivery.com/accounts/USAFAA/subscriber/new?topic_id=USAFAA_39.

6. Disposition of Transmittal. Retain this transmittal until superseded by a new basic order.

7. Page Control Chart. See the page control chart attachment.

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Explanation of Changes
Change 3

Direct questions through appropriate facility/service center office staff to the office of primary responsibility (OPR)

a. 1–2–1. POLICY
2–1–1. INTERREGIONAL REQUIREMENTS

This change updates organization titles, addresses minor editorial changes, and provides guidance for requesting an interpretation. Also, this change updates interregional requirements by changing the paragraph title and clarifying procedures. The term *Interregional* is not clear or specific and has been changed to Facility.

b. 1–2–4. ABBREVIATIONS
6–2–2. EN ROUTE SECTOR INFORMATION BINDER

This change updates the abbreviation RCAG from "remote communications air/ground facility" to "remote center air/ground facility."

c. 1–2–4. ABBREVIATIONS
6–3–1. HANDLING OF SIGMETs, CWAs, AND PIREPs
18–26–4. RESPONSIBILITIES

This change ensures the language concerning the reporting requirements for low-level wind shear and volcanic activity is consistent with other FAA orders. This change also eliminates reference to the Leased Service A System (LSAS), no longer in use.

d. 2–1–2. FACILITY STANDARD OPERATING PROCEDURES DIRECTIVE

This change adds a requirement for those facilities where emergency airport information is available via the En Route Automation Modernization (ERAM) system or the Standard Terminal Automation Replacement System (STARS), Standard Operating Procedures (SOPs) must include a description of the functionality and its uses. It also adds a requirement for those facilities not having the emergency airport information function, the Air Traffic Manager (ATM) must ensure the SOP addresses emergency airport information and where it must be made available in the operation. The paragraph was further edited for improved clarity.

e. 2–1–24. FACILITY IDENTIFICATION
2–1–26. OUTDOOR LASER DEMONSTRATIONS

This change updates organization titles and provides several editorial updates for improved clarity for facility identification and outdoor laser demonstration procedures.

f. 2–6–3. CONTROLLER-IN-CHARGE (CIC) DESIGNATION

This change reflects updates in organizational structure and refers the reader to a new paragraph in Chapter 11 for FAA Contract Tower CIC Designation policy. Per this change, the Service Area Director of Operations may now issue waivers to the 6-month requirement, on a facility basis, valid for 2 years. The title of the paragraph is changed to distinguish CIC designation policy between FAA-operated facilities and vendor-operated FAA Contract Towers. Air traffic technical training requirements for CICs are covered by FAA Order JO 3120.4, Air Traffic Technical Training; thus, the reference in this paragraph is deleted.

g. 3–3–1. SERVICE "F" COMMUNICATIONS

This change modifies the paragraph title and updates the procedures. This change requires facility air traffic managers to develop a facility Contingency Plan that addresses procedures for interim communications.

h. 4–3–6. COMMERCIAL SPACE LOAs

This change adds Federal Ranges, which are government owned and operated launch sites used for space launches/reentry and related activities, as parties to Letters of Agreement (LOAs) and also replaces

"launch/reentry service operations proponents" with launch service providers—a more recognized and used term. It updates guidance related to the required content for Space LOAs based on current launch mission and site criteria and ensures the accuracy and completeness of requirements.

i. 4–6–6. FAA FORM 7230–10, POSITION LOG
4–6–7. AUTOMATED POSITION SIGN ON/OFF

This change deletes unnecessary language in paragraph 4–6–6 and adds a reference. Paragraph 4–6–7 is afforded an editorial update to reflect current organizational structure.

j. 5–3–4. WEATHER RECONNAISSANCE FLIGHTS

This change removes several subparagraphs pertaining to the National Winter Season Operations Plan (NWSOP) responsibilities and adds the NWSOP website link for the most current information. It also updates subparagraph b, Hurricane and Tropical Cyclone Mission, by removing the responsibility for the Air Traffic Control System Command Center (ATCSCC) to prepare a shared public Flow Evaluation Area (FEA). This change incorporates and cancels Notice JO 7210.971, which was effective March 4, 2026.

k. 6–10–1. CONTROLLER PILOT DATA LINK COMMUNICATIONS (CPDLC)

This change adds new subparagraph f, Blocked List Procedures, and re-letters subparagraph f to g. This change completes the incorporation of language from FAA Order JO 7210.79 and incorporates and cancels Notice JO 7210.972, which was effective March 19, 2026.

l. 10–3–16. GO-AROUND/MISSED APPROACH

This change reorganizes all locally derived management procedures for go-arounds and missed approaches and for non-intersecting converging runway operations into a single subparagraph, including figures for clarity and easier readability.

m. 11–2–6. FAA CONTRACT TOWER (FCT) AIR TRAFFIC CONTROLLER ELIGIBILITY

This change will assist FAA Contract Tower (FCT) companies by allowing the FCTs to hire graduates from an FAA-approved Control Tower Operator Partnership (CTO–P) school. This change also clarifies the language for eligibility for FCT hire from an E–CTI school. This change incorporates and cancels GENOT 25/18 N JO 7210.961, which was effective July 9, 2025.

n. 11–3–3. CIC DESIGNATION AT FCT-OPERATED FACILITIES

This change specifies requirements for controller-in-charge (CIC) designation at FAA Contract Towers (FCT). This change also increases the maximum duration of waivers to the certification requirement. This change incorporates and cancels GENOT 25/26 N JO 7210.964, which was effective August 7, 2025.

o. 14–3–6. REGULATORY NOTAMs FOR PRESIDENTIAL TFR, SPECIAL SECURITY INSTRUCTIONS, OR EMERGENCY AIR TRAFFIC RULES

This change adds paragraph 14–3–6 to provide instructions for flight service specialists on the handling of certain Temporary Flight Restrictions (TFRs) and regulatory NOTAMs. The same paragraph (D–2) will be deleted from FAA Order 7930.2, Notice to Airmen (NOTAM), Appendix D.

p. 18–4–7. SPACE LAUNCH OR REENTRY VEHICLE MISHAPS

This change adds additional subparagraphs, instructing facilities to formalize participation on ATO Space Operations (AJR–1800) sponsored hotlines and treat space launch or reentry vehicle mishaps as criteria for mandatory occurrence reports.

q. 18–5–4. RESPONSIBILITIES

This change makes editorial updates concerning certain suggestions for improvement.

r. Appendix 6. Commercial Space LOA Sample Templates

This change amends and aligns the template LOA guidance to the adjacent changes in FAA Order JO 7210.3, paragraph 4–3–6, Commercial Space LOAs.

s. Editorial Changes

Editorial changes include several updates to paragraph 3−1−1 including adding a reference to FAA Order JO 6480.7, Airport Traffic Control Tower (ATCT) and Terminal Radar Approach Control (TRACON) Design Policy; deleting the last sentence from subparagraph 2−1−8b Note 2 concerning the staffing trigger report application website; correcting a subparagraph alignment issue in paragraph 6−9−2; and replacing the term Center Radar Approach Control (CERAP) with Combined Control Facility (CCF) throughout (including in TBL 1−2−1, Abbreviations).

t. Entire Publication

Additional editorial/format changes were made where necessary. Revision bars were not used because of the insignificant nature of these changes.

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1–2–1. POLICY

This order prescribes information necessary to effectively operate and administer air traffic service facilities. When a conflict arises between this order's provisions and those in other agency issuances, management must request clarification from higher authority and/or assistance from the Operations Support Group (OSG), Service Area Director of Air Traffic Operations, or the Flight Services Safety and Operations Group. Procedures for requesting interpretation or clarification to this order are contained in paragraph 1–1–9. In the event a conflict arises between instructions in this order and the terms of a Collective Bargaining Agreement (CBA), management must abide by the CBA.

1–2–2. ANNOTATIONS

Revised, new, or reprinted pages will be marked as follows:

a. The change number and the effective date are printed on each revised or additional page.

b. A reprinted page not requiring a change is reprinted in its original form.

c. Bold vertical lines in the margin of the text mark the location of substantive procedural, operational, or policy changes; e.g., when material affecting the performance of duty is added, revised, or deleted.

d. Statements of fact of a prefatory or explanatory nature relating to directive material are set forth as notes.

e. If a facility has not received the order/changes at least 30 days before the above effective dates, the facility must notify its service area office distribution officer.

1–2–3. WORD MEANINGS

As used in this order:

a. "Must" means a procedure is mandatory.

b. "Should" means a procedure is recommended.

c. "May" and "need not" mean a procedure is optional.

d. "Will" indicates futurity, not a requirement for application of a procedure.

e. "Must not" means a procedure is prohibited.

f. Singular words include the plural, and plural words include the singular.

1–2–4. ABBREVIATIONS

As used in this order, the following abbreviations have the meanings indicated: (See TBL 1–2–1.)

TBL 1–2–1

Abbreviations

Abbreviation	Meaning
AAO	Adverse assumption obstacle
AAR	Adapted arrival route
AAR	Airport arrival rate
ACDO	Air Carrier District Office
ACE–IDS	ASOS Controller Equipment–Information Display System
ACID	Aircraft identification
ADAR	Adapted departure arrival route
ADC	Aerospace Defense Command
ADIZ	Air defense identification zone
ADL	Aggregate demand list
ADR	Adapted departure route
ADR	Airport departure rate
ADS–A	Automatic Dependent Surveillance–Addressable
ADS–B	Automatic Dependent Surveillance–Broadcast
AFP	Airspace Flow Program
AFRES	Air Force reserve
AFTN	Aeronautical fixed telecommunications network
AIDC	ATS Interfacility Data Communications
AIM	Aeronautical Information Manual
AIRAC	Aeronautical Information Regulation and Control
AIS	Aeronautical Information Services
AISR	Aeronautical Information System Replacement
AIT	Automated information transfer
ALD	Available landing distance
ALS	Approach light system
ALTRV	Altitude reservation
AMASS	Airport Movement Area Safety System
APREQ	Approval request
ARAC	Army Radar Approach Control facility (US Army)
ARFF	Airport rescue and fire fighting
ARINC	Aeronautical Radio, Inc.
ARO	Airport Reservations Office
ARP	Airport reference point
ARSR	Air route surveillance radar
ART	ATO Resource Tool
ARTCC	Air route traffic control center
ARV	Approach Runway Verification
ASDE	Airport surface detection equipment
ASDE–X	Airport Surface Detection Equipment System – Model X
ASF	Airport stream filters
ASI	Altimeter setting indicator
ASOS	Automated Surface Observing System
ASP	Arrival sequencing program
ASPM	Aviation System Performance Metrics
ASR	Airport surveillance radar
ASSC	Airport Surface Surveillance Capability
AT	Air Traffic
ATA	Air traffic assistant
ATC	Air traffic control
ATCAA	Air traffic control assigned airspace
ATCRBS	Air traffic control radar beacon system
ATCS	Air traffic control specialist
ATCSCC	David J. Hurley Air Traffic Control System Command Center
ATCT	Airport traffic control tower
ATIS	Automatic terminal information service
ATM	Air Traffic Manager
ATO	Air Traffic Organization
ATOP	Advanced Technologies and Oceanic Procedures
ATPB	Air Traffic Procedures Bulletin
ATREP	Air Traffic representative
AWC	Aviation Weather Center
AWIS	Automated weather information service
AWOS	Automated Weather Observing System
CA	Conflict alert
CAP	Civil Air Patrol
CARF	Central Altitude Reservation Function
CAS	Civil Aviation Security
CCF	Combined Control Facility
CCFP	Collaborative Convective Forecast Product
CCSD	Collaborative Constraint Situation Display
CD	Clearance delivery
CDM	Collaborative decision making
CDR	Coded Departure Route(s)
CDR	Continuous Data Recording
CFR	Code of Federal Regulations
CIC	Controller-in-charge
CIRNOT	Circuit Notice
COB	Close of business
CONUS	Continental/Contiguous/Conterminous United States
COO	Chief Operating Officer
COTC	Computer operator terminal console
CPDLC	Controller Pilot Data Link Communications
CTRD	Certified Tower Radar Display
CTA	Controlled times of arrival
CWA	Center weather advisory

Abbreviation	Meaning
CWSU	Center Weather Service Unit
DAS	Delay assignment
DASI	Digital altimeter setting indicator
DCCWU	ATCSCC Weather Unit
DCL	Departure Clearance
DDSO	Deputy Director of System Operations
DEDS	Data entry display system
DEN	Domestic Events Network
DLS	Designated Lead Specialist
DME	Distance measuring equipment
DoD	Department of Defense
DOE	Department of Energy
DOT	Department of Transportation
DP	Instrument Departure Procedure
DRT	Diversion Recovery Tool
DSP	Departure sequencing program
DTM	Digital terrain maps
DVA	Diverse vector area
DVRSN	Diversion
E–MSAW	En Route Minimum Safe Altitude Warning
EAM	Emergency altitude map
EASL	Existing automation service level
EDCT	Expect departure clearance time
EDST	En Route Decision Support Tool
EI	Early Intent
ELT	Emergency locator transmitter
EOVM	Emergency obstruction video map
EOSH	Environmental and Occupational Safety and Health
EPIC	El Paso Intelligence Center
ERAM	En Route Automation Modernization
ERIDS	En Route Information Display System
ERT	Embedded route text
ESL	Emergency service level
ESP	En Route sequencing program
FAA	Federal Aviation Administration
FCA	Flow Constrained Area
FCFSS	Federal Contract Flight Service Station
FDEP	Flight data entry and printout
FDIO	Flight data input/output
FEA	Flow Evaluation Area
FICO	Flight Inspection Central Operations
FOIA	Freedom of Information Act
FOUO	For Official Use Only
FP	Flight plan
FPL	Full performance level
FRD	Fixed Radial Distance
FSA	Flight schedule analyzer
FSDO	Flight Standards district office
FSL	Full service level
FSM	Flight Schedule Monitor
FSS	Flight service station
GA	General aviation
GC	Ground control
GDP	Ground delay program(s)
GENOT	General notice
GI	General information message
GS	Ground stop(s)
HIRL	High intensity runway lights
HRPM	Human Resource Policy Manual
IAFDOF	Inappropriate Altitude for Direction of Flight
IC	Initial contact
ICAO	International Civil Aviation Organization
ICR	Integrated Collaborative Rerouting
ICSS	Integrated communication center
IDS	Information Display System
IFR	Instrument flight rules
ILS	Instrument landing system
INS	Immigration and Naturalization Service
IR	IFR MTR
ITWS	Integrated Terminal Weather System
LAA	Local airport advisory
LAANC	Low Altitude Authorization Notification Capability
LAAS	Low altitude alert system
LADP	Local Airport Deicing Plan
LAHSO	Land and hold short operations
LAWRS	Limited aviation weather reporting station
LC	Local control
LLWAS	Low level wind shear alert system
LLWAS NE	Low Level Wind Shear Alert System Network Expansion
LLWAS–RS	Low Level Wind Shear Alert System Relocation/Sustainment
LLWS	Low Level Wind Shear
LOA	Letter of agreement
LOGT	Log/tally print time
LTA	Letter to Airmen
MA	Monitor alert
MALS/RAIL	Medium approach light system and runway alignment indicator lights
MAPPS	Management Association for Private Photogrammetric Surveyors
MCI	Mode C intruder
MDM	Main display monitor
MEA	Minimum en route IFR altitude

Abbreviation	Meaning
MEARTS	Micro En Route Automated Radar Tracking System
METAR	Aviation Routine Weather Report
MIA	Minimum IFR altitude
MIAWS	Medium Intensity Airport Weather System
MIT	Miles–in–trail
MOA	Military operations area
MOCA	Minimum obstruction clearance altitude
MOR	Mandatory Occurrence Report
MOU	Memorandum of understanding
MSL	Mean sea level
MTI	Moving target indicator
MTM	Maintenance TDLS Menu
MTR	Military training route
MVA	Minimum vectoring altitude
NAA	National aeronautical association
NADIN	National airspace data interchange network
NAR	National Automation Request
NAR	North American Routes
NAS	National Airspace System
NASA	National Aeronautics and Space Administration
NASE	National Airway Systems Engineering
NAVAID	Navigational aid
NCIC	National crime information center
NFDD	National Flight Data Digest
NHOP	National hurricane operations plan
NM	Nautical mile
NNCC	National Network Control Center
NOAA	National Oceanic and Atmospheric Administration
NOM	National Operations Manager
NORAD	North American Aerospace Defense Command
NOS	National Ocean Service
NOTAM	Notice to Airmen
NRP	North American Route Program
NTML	National Traffic Management Log
NTMO	National Traffic Management Officer
NTSB	National Transportation Safety Board
NWS	National Weather Service
NWSOP	National winter season operations plan
OASIS	Operational and Supportability Implementation System
OM	Operations Manager
OMIC	Operations Manager-in-Charge
OPR	Office of primary responsibility
OS	Operations Supervisor
OSIC	Operations Supervisor–in–Charge

Abbreviation	Meaning
P–ACP	Prearranged coordination procedures
PAR	Precision approach radar
PB	Pilot briefing
PCS	Power Conditioning System
PDC	Pre–Departure Clearance
PIC	Pilot-in-command
PIREPs	Pilot weather reports
POC	Point of Contact
PVD	Planned view display
RA	Radar Associate
RAA	Remote Airport Advisory
RADLO	Regional air defense liaison officer
RAIL	Runway alignment indicator lights
RAIS	Remote Airport Information Service
RAPCON	Radar Approach Control facility (USAF, USN and USMC)
RATCF	Radar Air Traffic Control Facility (USN and USMC)
RCAG	Remote center air/ground facility
RCC	Rescue coordination center
RMT	Route Management Tool
ROC	Regional operations center
ROG	Route Options Generation
ROT	Runway occupancy time
RSU	Runway supervisory unit
RVR	Runway visual range
SAA	Special activity airspace
SAMS	Special Use Airspace Management System
SATCOM	Satellite Communication(s)
SAWS	Stand Alone Weather System
SDP	Surveillance Data Processing
SE	Systems engineer
SECM	Safety and Environmental Compliance Manager
SGI	Special Government Interest
SIA	Status information area
SID	Standard Instrument Departure
SIGMET	Significant meteorological information
SMGCS	Surface movement guidance and control system
SMIS	Safety Management Information System
SMO	System Management Office
SMR	Surface Movement Radar
SOP	Standard operating procedure
SP	Support Specialist(s)
SPECI	Nonroutine (Special) Aviation Weather Report
STARS	Standard terminal automation replacement system
STMC	Supervisor Traffic Management Coordinator

Chapter 2. Administration of Facilities

Section 1. General

2–1–1. FACILITY REQUIREMENTS

Facilities must coordinate with various lines of business (LOB), staff offices, and ATO Service Units directly on mutual procedural or operational requirements. When the resolution of procedural or operational problems is not possible, or when a directive is incompatible with another directive or agreement, the facility must notify its higher authority management structure for resolution assistance.

a. Air Route Traffic Control Centers (ARTCCs) and terminal air traffic facilities are responsible to the respective Air Traffic Service Area office.

b. Flight Service Stations (FSS) are responsible to the Flight Service Safety and Operations Group.

c. The Air Traffic Control System Command Center (ATCSCC) is responsible to the Director of NAS Operations.

2–1–2. FACILITY STANDARD OPERATING PROCEDURES (SOP)

The ATM must issue an SOP specifying, at a minimum, required procedures for maintaining a safe and efficient operation and the jurisdictional boundaries for each operational position/sector.

NOTE–
Although FAA Order JO 1320.62, Air Traffic Organization Directives Management, states that an SOP is not an authorized way to issue policy and thus should not be identified as a directive, ATMs have historically issued SOPs as such and may continue to do so.

a. Review SOPs at least annually and update as necessary.

b. Review and, if necessary, update SOPs when new or revised instrument flight procedures are published or pertinent national procedures are implemented or changed.

NOTE–
Information related to subscribing for alerts regarding upcoming changes to instrument flight procedures is available at the Instrument Flight Procedures Information Gateway: https://www.faa.gov/air_traffic/flight_info/aeronav/procedures/.

REFERENCE–
FAA Order JO 7210.3, Para 2–1–6, Checking Accuracy of Published Data.
FAA Order JO 7210.3, Para 4–1–1, Correspondence Standards.
FAA Order JO 7210.3, Para 4–3–3, Developing LOA.
FAA Order JO 7210.3, Para 4–3–8, Annual Review/Revisions.

c. Ensure noise abatement procedure commitments are included in the SOP or facility directives and identified as such.

NOTE–
Noise abatement procedure commitments are the result of the NEPA process or other formal/informal agreements.

d. Where emergency airport information is available via ERAM or STARS, include in the SOP a description of the functionality, to include any local adaptations or uses. Where no such automated functionality is available, the ATM must ensure the SOP addresses emergency airport information and where it must be made available in the operation.

2–1–3. POSITION/SECTOR BINDERS

Air traffic managers must develop and maintain binders for each position/sector within the facility. In addition to the above, this must include a supervisor position binder. The supervisor position binder should address

procedures that will enhance controller performance in areas such as scanning, coordination, use of proper phraseology, and proficiency/remedial training. The binders must contain as a minimum, but not be limited to, the information listed in the En Route, Terminal, Flight Service Option Specific Guidelines. The binder must contain information that is necessary for the safe and efficient operation of each position/sector, including examples and formats where appropriate. A copy of each binder must be in a location easily accessible by each position/sector. Data may be stored and displayed via electronic means, e.g., on Information Display Systems (IDS), where available. Air traffic managers in terminal facilities may determine the need for individual binders for associated/coordinator positions.

2–1–4. REFERENCE FILES

Air traffic managers must maintain current sets of orders, facility directives, Letters of Agreement (LOA), aeronautical charts, pertinent International Civil Aviation Organization (ICAO) documents and related publications so that they may be readily available for operational use and study by facility personnel. Also, the air traffic manager must maintain reference materials at appropriate work areas. These materials must consist of pertinent directives, agreements, emergency and overdue aircraft procedures, and a location listing of airports within the area of responsibility including runway alignment, lighting, surface, and length as a minimum. Current telephone numbers of user companies/organizations identifying the source who has the capability of contacting no radio (NORDO) aircraft may also be listed. Air traffic managers must determine the applicability of other materials to be included.

NOTE–
The air traffic manager will ensure that the user list is kept current.

2–1–5. RELEASE OF INFORMATION

a. It is FAA policy to make factual information available to persons, properly and directly concerned, except information held confidential for good cause.

b. Flight Track Data is defined in this order as all flight data related to one or more individual flights, inclusive of plot, track, altitude, heading, positional, and identification data (e.g., call sign, aircraft registration number, aircraft type, beacon code, origination, route of flight, and destination). Flight Track Data is contained in any NAS or ATO information system, automation platform, and/or database that contains data on individual flights. Flight Track Data can be contained and provided in digital, written, graphic, or oral form.

c. Flight Track Data on sensitive U.S. Government flights conducted for the purposes of national defense, homeland security, intelligence, and law enforcement is considered Sensitive Flight Data (SFD). SFD contains multiple types of Sensitive Unclassified Information (SUI), which must be protected from unauthorized disclosure as required by Federal law, government-wide regulation, and agency policy. SFD is not marked or identified as SFD or SUI at the facility level, which means that agency personnel have no authoritative method to differentiate between Flight Track Data that is nonsensitive and Flight Track Data that is SFD. Therefore, in instances where agency personnel are unable to validate that certain Flight Track Data is nonsensitive (i.e., not inclusive of SFD), they must protect that Flight Track Data as SUI.

d. Except as provided in this and other FAA orders, or when specifically authorized to do so by the Secretary of Transportation or the Administrator, agency personnel must not release Flight Track Data to an individual or entity outside of the FAA in response to any request.

1. Agency personnel must not release Flight Track Data to an entity outside the FAA unless it is first determined that the request is being made for an official purpose and/or an ongoing investigation by a U.S. Government agency or law enforcement organization personnel.

2. Agency personnel must not release Flight Track Data considered SFD on U.S. Government aircraft conducting military, homeland security, intelligence, law enforcement, presidential, or other sensitive flights to an entity outside the FAA except as operationally required to assist such flights. In the event that the employee is not able to determine if the Flight Track Data being requested is SFD, the employee must not release the data in question except as operationally required to assist that flight.

3. Each request must be handled in the following manner:

(a) Positively identify the requestor by name, organization or affiliation, and point of contact information (including a telephone call-back number and, if possible, email address).

(b) Inquire about the purpose of the request to determine whether the request is being made for an official purpose and by a duly authorized representative of a U.S. Government agency or law enforcement organization in support of an ongoing investigation.

(c) For requests received from any U.S. Government agency or law enforcement organization, the only information entered into the facility Daily Record of Facility Operation, FAA Form 7230−4, must be that called for by subparagraph d3(a) above, with a brief notation as to whether the request was granted or not.

(d) Notify facility management of all incoming requests.

4. If the request is from an individual not associated with any U.S. Government agency or law enforcement organization, agency personnel must deny the request and may inform the requester that information may be sought under the Freedom of Information Act (FOIA). A FOIA request should be filed in writing with the FOIA Officer, AFN−400, 800 Independence Avenue SW, Washington, DC 20591, or make an electronic request at https://www.faa.gov/foia/email_foia.

5. If it cannot be ascertained whether the purpose of the request from a U.S. Government agency or law enforcement organization is for an official purpose regarding a time-sensitive issue, agency personnel must contact facility management for guidance. If local management is unable to determine whether or not a request should be granted, the official may contact the National Tactical Security Operations (NTSO) Air Traffic Security Coordinator (ATSC) at (540) 422−4423/24/25.

e. FAA Contract Flight Service Stations (FCFSSs) must handle the release of information in accordance with contract requirements.

f. Any requests made by entities external to the FAA seeking connectivity to FAA systems for access to NAS data or NAS automation system data must first be directed to HQ FAA System Operations Security, Operations Security Plans and Procedures NAS Data Release Board (NDRB) Secretariat via email at 9−AJR−NDRB−Executive−Secretariat@faa.gov.

2−1−6. CHECKING ACCURACY OF PUBLISHED DATA

Air traffic managers and air traffic representatives (ATREPs) must ensure, upon receipt of official publications, that a review of data pertaining to their facilities and areas of concern is accomplished to ensure accuracy and completeness. When pertinent national procedures, aeronautical data (to include weather reporting locations), or flight procedures are created or changed, review facility standard operating procedures (SOPs) directives, position/sector binders, reference files, and/or letters of agreement (LOAs) and initiate corrections and briefings as required.

NOTE−
1. *Information related to subscribing for alerts regarding upcoming changes to instrument flight procedures is available at the Instrument Flight Procedures Information Gateway: https://www.faa.gov/air_traffic/flight_info/aeronav/procedures.*
2. *Additional digital aeronautical products and services are available via the following websites:*
a. *https://www.faa.gov/air_traffic/flight_info/aeronav/procedures*
b. *http://aerochart.faa.gov*

3. *Information on aeronautical data changes, including weather reporting locations, is available for free at the Aeronautical Information Services (AJV−A), Aeronautical Data web portal. Check 28-Day Subscription and Transmittal Letters at https://www.faa.gov/air_traffic/flight_info/aer onav/aero_data/.*
4. *Notice to Airmen information may be viewed on the Aeronautical Information System Replacement (AISR) or at https://notams.aim.faa.gov/notamSear ch.*

REFERENCE–
FAA Order JO 7210.3, Para 2–1–2, Facility Standard Operating Procedures (SOP).
FAA Order JO 7210.3, Para 2–1–3, Position/Sector Binders.
FAA Order JO 7210.3, Para 2–2–11, Personnel Briefings Regarding Orders, Published Aeronautical Data and Flight Procedures.
FAA Order JO 7210.3, Para 4–3–3, Developing LOA.
FAA Order JO 7210.3, Para 4–3–8, Annual Review/Revisions.
FAA Order 7930.2, Notice to Airmen (NOTAM).
FAA Order JO 8260.19, Flight Procedures and Airspace.
FAA Order JO 8260.3, United States Standard for Terminal Instrument Procedures (TERPS).
FAA Order JO 8260.43, Flight Procedures Management Program.

2–1–7. AIR TRAFFIC SERVICE DURING PLANNED AND UNPLANNED OUTAGES

The air traffic manager (ATM) must develop and maintain guidelines to provide continuity of required services during planned and, to the degree possible, during unplanned outages.

a. The ATM must collaborate with Technical Operations (Tech Ops) during any projected planned maintenance tasks that may impact air traffic control (ATC). The ATM must ensure affected air traffic stakeholders or appropriate subject matter experts (SMEs) are notified of planning meetings.

b. The ATM must review all project risk plans (PRP) received from Tech Ops. A PRP is a living document that promotes coordination and communication and reduces the risk to the National Airspace System (NAS) associated with project implementation. After review, the ATM must forward concur or non–concur via the notification email or directly through the corporate work plan portal link provided in the email. The ATM may forward questions or comments regarding the PRP directly through the notification email or by contacting the point of contact identified in the notification email.

c. Facility Standard Operating Procedures (SOP) must include the use of the Operational Risk Management Plan (ORMP), which is the formal document for review and approval that includes the plan for ATC to protect continuity of service.

NOTE–
Operational Risk Management (ORM) training is available via eLMS.

1. The ORMP must be used in conjunction with local procedures to support the completion of formal ORM maintenance activities and projects.

2. Certain maintenance tasks that do not meet the criteria identified in subparagraph c1 may still have the potential for operational consequences locally. Air Traffic and Technical Operations should jointly identify these additional maintenance activities that will require an ORMP.

d. The ATM must develop an ORM section in the facility SOP. The facility SOP must identify persons or positions authorized to review and/or approve ORMPs for the facility. Additionally, the SOP must identify communication procedures to ensure team members are notified in a timely manner of their team participation responsibilities.

e. All air traffic personnel identified in an ORMP are team members. Additional team members may be added for informational and increased situational awareness purposes and should address any concerns through the point of contact (POC)/reviewer or approver. The required air traffic team members consist of POC/reviewer and approver. Air traffic team members must:

1. Add additional team members as necessary.

2. Participate in ORMP meetings.

3. Review and comment on the ORMP.

4. Assess operational risks, identify any conflicting activities, and propose mitigations.

5. Maintain situational awareness until completion of the activity.

6. Contact the air traffic POC if the situation changes or the ORMP requires reassessment.

f. The air traffic POC/reviewer is responsible for coordination of the ORMP meeting with all affected air traffic stakeholders. The air traffic POC/reviewer:

1. Reviews the composition of the ORMP team and ensures the appropriate air traffic team members and/or air traffic approver have been assigned. When more than one facility is affected, ORMPs may require multiple reviewers or approvers.

2. Adds team members as appropriate.

3. Participates in ORMP meetings.

4. Ensures the completeness and feasibility of executing the ORMP, (shares responsibility with the air traffic approver).

5. Identifies any conflicting activities.

6. When the ORMP has been submitted for Air Traffic review, completes the air traffic mitigation plan element and submits the ORMP for approval. The System Support Center (SSC) manager will submit the plan to the Air Traffic and Tech Ops approvers.

7. Ensures the affected air traffic personnel are briefed and prepared to implement mitigations prior to commencing work.

g. The Air Traffic and Tech Ops approvers are responsible for the final review of the ORMP. Plans approved by Air Traffic and Tech Ops approvers are forwarded to Tech Ops personnel to perform the agreed–upon work. If a plan is not approved, the approver will select the Take 5 button in the ORMP tool and will notify the SSC manager or the initiator of their concern. The approvers:

1. Ensure the completeness and feasibility of executing the ORMP (shared responsibility with the air traffic POC/reviewer).

2. Approve the ORMP or select the Take 5 button with comments for additional consideration or follow-up.

3. Change role assignments or team members as necessary.

4. Identify any conflicting activities.

5. Ensure the High Visibility Event flag is set when it meets the appropriate definition outlined below.

NOTE–
High Visibility Events are those that require upper management awareness because of their potentially significant impact on the NAS. These are events that if the worst–case scenario occurs, even with mitigations in place, could cause a hazardous situation in the NAS, change Operational Contingency Level (OCL), create a significant increase in workload for ATC, or cause aircraft to be held or diverted, especially at High Impact facilities.

h. The majority of interactions with Tech Ops will not involve a PRP or an ORMP. Therefore, the facility must develop and incorporate procedures into the facility SOP for the coordination of maintenance activities which may affect the ability of the facility to provide air traffic services. These procedures must be consistent with the Principles of ORM outlined below and take into consideration the facility's unique operational circumstances. Air traffic personnel will use these procedures when coordinating and executing planned outages and maintenance tasks with Tech Ops.

i. Principles of ORM.

1. Situational Awareness. Understand the current state and dynamics of the operation and remain vigilant for future changes and developments. Considerations include:

(a) Peak and off–peak traffic periods.

(b) Weather conditions.

(c) Known concurrent activities that could impact, or be impacted by this activity. Example: VIP movement, airshows, other outages, etc.

(d) Additional outages in your facility or adjacent facility.

(e) Current staffing/operational oversight.

(f) Other communication/surveillance equipment available as an alternate means of providing air traffic services.

2. Plan Actions. The method and resources needed to accomplish the activity. Considerations include:

(a) Review break rotations/staffing plan to ensure positions are staffed accordingly.

(b) Review applicable (e.g., FAA Order JO 1900.47) Air Traffic Control Operational Contingency Plans.

(c) Brief affected staff prior to outages of the credible risks and potential impacts including worst-case scenarios and alternate procedures.

(d) Identify the Tech Ops POC if immediate contact is needed.

(e) Test back-up equipment before releasing the primary equipment to be worked on (where applicable).

3. Identify operational consequences. Identify the NAS systems and air traffic stakeholders that will, or could potentially be affected during the execution of the plan. Considerations include:

(a) Credible risks and potential impacts including worst−case scenarios that could affect air traffic's ability to provide service.

(b) Affected facilities, sectors/areas, positions, or other stakeholders participating in, or potentially impacted by the activity.

(c) Adverse effects to ATC personnel safety.

4. Communicate. An ongoing exchange of information between Technical Operations and air traffic personnel is essential for the review of the potential operational consequences and development of mitigation strategies. The information must be received, understood, and, in some cases, approved. Considerations include:

(a) Identified credible risks and potential impacts including worst-case scenarios.

(b) Mitigation Strategies.

(1) Include using the back-up equipment/systems, alternate channels, etc.

(2) Confirm proper operation of support equipment, standby equipment and/or backup systems prior to conducting the scheduled activity.

(3) Confirm Technical Operations and Air Traffic are prepared to implement their mitigation strategies.

(c) Notify Tech Ops immediately of any circumstances that may affect the procedure/task, e.g., change in operational hours, unusual circumstances, or operational configurations.

(d) "Take−5," if needed (to gain more information or reassess approval).

(e) Discuss and/or document effectiveness of plan for future reference or training.

5. Coordinate. Considerations include:

(a) Coordinating the activity with the appropriate adjacent facilities.

(b) Additional coordination and notification requirements should there be a change to planned activity.

(c) Notify Regional Operations Center (ROC), Domestic Events Network (DEN), or facility management (when applicable).

(d) Verify the equipment status and configuration upon completion of the activity.

(e) Ensuring that Out for Maintenance (OFM) and Return to Service (RTS) are recorded on FAA Form 7230−4, Daily Record of Facility Operation.

j. For unplanned outages, air traffic managers must develop and maintain operational plans that provide continuity of services to the extent dictated by the outage. The plans must be in accordance with FAA Order JO 1900.47.

k. For unplanned outages of airport traffic control towers, air traffic managers, in coordination with the local airport operator, must ensure operational plans for the temporary use of Common Traffic Advisory Frequency (CTAF) do not exceed 48 hours, unless an extension is approved by the Service Area Director of Operations because of unforeseen extenuating circumstances.

REFERENCE–
FAA Order JO 1900.47, Air Traffic Control Operational Contingency Plans.
14 CFR 91.129, Operations in Class D Airspace.

2–1–8. OPERATIONS DURING A STAFFING CONSTRAINT

The following steps must be followed when traffic management initiatives (TMI), ATC–0, or any reduction in ATC services are being considered due to staffing constraints:

a. The Air Traffic Manager (ATM) or designee must contact the General Manager (GM) or Assistant General Manager (AGM) or designee and provide the factors of the staffing shortage, expected duration, facility mitigations implemented, and any other related information. If the situation can be mitigated by other means and no TMIs, ATC–0 declaration, or reduction in services is required, the GM or AGM or designee will determine if a Staffing Trigger report should be initiated and coordinated with the Director of Operations (DO), Deputy Director of Operations (DDO), or designee.

b. If it is determined that TMIs are required, ATC–0 is unavoidable, or a reduction in services is required, then the GM, AGM, or designee must notify the DO, DDO, or designee for their concurrence. The GM or AGM or designee must obtain DO, DDO, or designee approval before submitting a Staffing Trigger report to the National Operations Manager (NOM) and Joint Air Traffic Operations Command (JATOC).

NOTE–
1. *Situations involving a minor disruption of air traffic services or a short duration ATC–0 situation that does not have an impact on the NAS should be reported to the DO, DDO, or designee. The DO, DDO, or designee will determine if a Staffing Trigger report is to be submitted to the NOM. (e.g., a facility is opening a few minutes late without flight delays, airborne holding, or flight diversions.)*

2. *The Staffing Trigger report is a collection of key data elements related to a staffing constraint that is captured and available for the JATOC and NOM for upward distribution.*

REFERENCE–
FAA Order JO 7110.65, Para 11–1–2, Duties and Responsibilities.
FAA Order JO 7210.3, Chapter 18, Section 7, Traffic Management Initiatives.

2–1–9. HANDLING BOMB THREAT INCIDENTS

Air Traffic facilities must establish procedures to carry out their functions in accordance with FAA Order 1600.69, FAA Facility Security Management Program. The following provisions must be incorporated into facility plans:

a. All air traffic facilities must notify the National Tactical Security Operations (NTSO) Air Traffic Security Coordinator (ATSC) team through the Domestic Events Network (DEN), the respective regional operations center, and other appropriate Service Area office element when a bomb threat occurs.

b. All personnel in the facility will be advised when a bomb threat has been received and of pertinent information regarding the bomb threat.

c. The decision to evacuate a facility will be made by the air traffic manager or his/her designee.

d. If the decision is made to evacuate and air safety is not a factor, immediately release nonessential personnel, instruct aircraft to contact the appropriate facility designated in the facility contingency plan, advise adjacent facilities as appropriate (ARTCCs should advise the ATCSCC of pending evacuation), broadcast that the facility is being evacuated, and evacuate the building.

e. If the decision is made to evacuate and air safety is a factor, immediately release nonessential personnel, resolve traffic conflicts (aircraft on radar vectors should be cleared to resume normal navigation), instruct aircraft to contact the appropriate facility designated in the facility contingency plan, advise adjacent facilities (ARTCCs should advise the ATCSCC), broadcast that the facility is being evacuated, and evacuate the building as rapidly as personnel can be released. The appropriate actions should be accomplished quickly to minimize personnel exposure. Further, the air traffic manager or his/her designee will determine which personnel will remain on duty until the traffic situation is resolved. Personnel designated to perform this function normally will be selected from the supervisory ranks or persons volunteering temporary services. To be effective this action should be planned in advance. There are various ways in which this can be accomplished. One simple method is that at the beginning of each watch, supervisors will plan their watch coverage should the need to evacuate arise.

f. The evacuation plans will also include recall procedures.

g. Consideration should be given to establishing an alternate site to provide limited flight service or airport air traffic and approach control services.

NOTE–
Processes for the establishment of alternate sites and divestiture of airspace/responsibilities are outlined in FAA Order JO 1900.47 and facility Operational Contingency Plans (OCPs).

h. During bomb threat situations, facility air traffic managers or their designees should exercise discretion regarding admittance of visitors to their facilities.

i. Facilities will take action to increase the security whenever such action is feasible. Measures to protect administrative and operational areas and equipment rooms should be taken. FAA Order 1600.69, FAA Facility Security Management Program, provides additional guidance for the protection of agency facilities, installations, equipment, etc. Examples are:

1. Increase security forces and measures.

2. Ensure that facilities are kept tidy so that out-of-place articles can be easily detected. This concept should be emphasized to all personnel including contractors and their employees.

3. Room or area monitors can be assigned to "look over" the area at frequent intervals for suspicious objects. In this regard, air traffic personnel assigned temporary administrative duties would be given building warden responsibilities.

REFERENCE–
FAA Order JO 7210.3, Para 2–8–2, Medical Clearance Requirements.

4. Outside areas should be kept as neat as possible. Landscaping should, if possible, be done in a manner that will not enhance clandestine activities.

j. Although it is envisioned that the foregoing will be accomplished within existing resources, planning (including budgeting) should be initiated to establish a secure environment.

k. Release information on bomb threat incidents in accordance with the procedures established in current directives. Where no applicable procedures have been established, all information must be treated as "For Official Use Only."

2–1–10. HANDLING MANPADS INCIDENTS

a. Air traffic managers must coordinate with federal, local, and other law enforcement agencies, as needed, to develop notification and contingency plans during a threat or attack from Man–Portable Air Defense Systems (MANPADS).

b. Air traffic managers must establish procedures to ensure the dissemination of MANPADS alert level 2 (credible threat)/alert level 3 (reported attack) and post-event activity via ATIS and/or controller-to-pilot transmissions. These reports must continue until notified otherwise by the Domestic Events Network (DEN) Air Traffic Security Coordinator (ATSC).

REFERENCE–
FAA Order JO 7110.65, Para 2–9–3, Content.
FAA Order JO 7110.65, Para 10–2–13, MANPADS Alert.
FAA Order JO 7610.4, Para 3–1–3, Responsibilities.

c. Air traffic managers must ensure the Operations Manager/OS/controller-in-charge (CIC) notifies the DEN ATSC of any MANPADS threat or attack as soon as possible. In the event of an observed or reported MANPADS launch, the initial report to the DEN ATSC must include the following information:

1. Call sign (if known);

2. Type aircraft (if known);

3. Coordinated Universal time;

4. Position/location of event;

5. Altitude (if known); and

6. Any other pertinent information (e.g., contrail sighting, additional pilot or ATC observation reports, law enforcement contact, etc.).

2–1–11. AIRPORT EMERGENCY PLANS

a. Operational instructions covering airport emergency service at airports served by an ATCT and/or FSS must be issued by the air traffic manager (the ATCT manager at airports with both facilities) in the form of a LOA. Procedures and/or LOAs for alerting airport emergency equipment at other public–use airports served by the ATCT and/or FSS must also be developed, if deemed appropriate.

NOTE–
Facility managers or their designee should meet with Airport Rescue and Fire Fighting (ARFF) personnel on an annual basis to review the local airport emergency service LOA and the effectiveness of local procedures.

REFERENCE–
FAA Advisory Circular AC 150/5210–7, Aircraft Rescue and Fire Fighting Communications.

b. Responsibility for the prompt dispatch of equipment upon alert notice by the FAA ATCT or the FSSs is the joint responsibility of the airport management and the emergency equipment operator. The amount of equipment and number of personnel responding to the emergency will be determined by the equipment operator and should be kept to the minimum required. After receiving the alert and the route to be taken, the personnel operating the equipment are responsible for handling the emergency.

c. Procedures for alerting airport emergency equipment, including additional equipment which may be located off the airport, must consist only of:

1. Stating the nature and the location of the emergency by means of a signalling system; e.g., a siren and/or telephone. When required, the tower must indicate the route to be taken by the emergency equipment. FSSs must not specify such routes.

2. Specifying, when required, the category of alert applicable to the emergency.

3. Initiating the alert when, in the opinion of any of the following, a potential or actual emergency exists:

(a) The FAA specialists on duty.

(b) The pilot of the aircraft concerned.

(c) The operator of the aircraft or his/her representative.

(d) A representative of the airport management.

d. Alert Phases: Operations personnel may categorize local alerts if the category or phase designations have been coordinated locally and agreed to. It may be desirable for emergency equipment to be alerted on a standby or ready basis by use of a two-phase or three-phase alert system, but keep these actions as inconspicuous as possible without impairing efficiency. A three-phase alert may be set up as follows:

1. Alert I: Indicating an aircraft approaching the airport is in minor difficulty; e.g., feathered propeller, oil leak, etc. The emergency equipment and crews would standby at the equipment house for further instructions.

2. Alert II: Indicating an aircraft approaching the airport is in major difficulty; e.g., engine on fire, faulty landing gear, no hydraulic pressure, etc. This could mean emergency equipment would proceed to a predetermined location (end of runway, etc.) to await development of the potential emergency.

3. Alert III: Indicating an aircraft involved in an accident on or near the airport and emergency equipment should proceed immediately to the scene.

e. After alerting the emergency equipment, notify only the local aircraft operator or his/her representative and the airport management.

NOTE–
Airport management is responsible for notifying other agencies or personnel.

REFERENCE–
Advisory Circular AC 150/5210–7, Aircraft Rescue and Fire Fighting Communications.

2–1–12. EXPLOSIVES DETECTION K–9 TEAMS

At many of our major airports a program has been established by the FAA and the Law Enforcement Assistance Administration to make available an explosives detection K–9 team. ATC facilities must take the following actions should they receive an aircraft request for the location of the nearest explosives detection K–9 team:

a. The facility will relay the pilot's request to the FAA Washington Operations Center, AEO–100, telephone: commercial (202) 267–3333; ETN 521–0111; or DSN 851–3750 providing the aircraft's identification and position.

b. AEO–100 will provide the facility with the nearest location. The facility will have AEO–100 standby while the information is relayed to the pilot.

c. After it has been determined that the aircraft wishes to divert to the airport location provided, the air traffic facility will ascertain estimated arrival time and advise AEO–100. AEO–100 will then notify the appropriate airport authority at the diversion airport. In the event the K–9 team is not available at this airport, AEO–100 will relay this information to the air traffic facility providing them with the secondary location. ATC will then relay this to the pilot concerned for appropriate action.

2–1–13. INTERSECTION TAKEOFFS

Air traffic managers at ATCTs and at FSS facilities that provide LAA will prepare an airport diagram showing intersection takeoff information as follows:

a. Indicate the actual remaining runway length from each intersection; round all actual measurements "down" to the nearest 50 feet. Obtain measurements from an authentic source and record them on the diagram.

NOTE–
Some airports publish "declared distances" for a particular runway. These are published in the Chart Supplement or the Aeronautical Information Publication (AIP), and there is no requirement that facility personnel be made aware of them. These distances are a means of satisfying airport design criteria and are intended to be used by pilots and/or operators for preflight performance planning only. There are no special markings, signage, or lighting associated with declared distances, and they do not limit the actual runway available for use by an aircraft. Therefore, they cannot be used for any air traffic control purpose. If pilots inquire about the existence of declared distances, refer them to the Chart Supplement or the AIP.

b. If the airport authority requests that certain intersection takeoffs be denied, so indicate on the diagram.

EXAMPLE–
/NO TKOFF/

c. Indicate any access points to a runway from which an intersection takeoff may be made.

2–1–14. AIRCRAFT IDENTIFICATION PROBLEMS

FAA CONTRACT TOWERS NOT APPLICABLE

To reduce any potential misunderstandings of aircraft identifications caused by duplicate, phonetically similar-sounding, or hard to distinguish registration numbers or call signs operating in the same area, facility managers must ensure that those occurrences are processed using the Similar Sounding Call Sign Submission Tool. Where possible, facility managers must ensure computers in operating quarters are provided with a bookmarked hyperlink to https://ksn2.faa.gov/ATO/AJT-BURST-Team-Tools/SSCS/SitePages/Home.aspx. Where no internet-connected computers are accessible in operations areas, specify procedures in a facility directive for forwarding pertinent information to personnel that can make the entry into the tool as soon as practical. Ensure that the following additional actions are taken.

a. Scheduled air carrier aircraft: When two or more air carriers with duplicate flight numbers or phonetically similar-sounding call signs operate within 30 minutes of each other at the same airport or within the same sector and cause an identification problem on a recurring basis, request that the flight identification numbers be changed by:

NOTE–
Recurrent situations would be aircraft proceeding primarily the same direction through the same sectors three or more times a week, at least two weeks out of four consecutive weeks.

1. For carriers listed at the following web address, http://tfms.faa.gov/fly/airlinephones/airlinephones.html, contact the appropriate airline office.

2. For carriers not listed on the website, contact the operator or the chief pilot of the carrier concerned. Changes to the list can be provided to the ATCSCC Facility Automation Office via the Traffic Management Officer (TMO) or the Deputy Director of System Operations (DDSO).

b. *Military aircraft*: Contact base operations of the departure airport and request that action be taken to have the flight identifications changed when duplicate, phonetically similar, or hard to distinguish call signs are causing a flight identification problem. If additional assistance is required, immediately advise the military representative assigned to the Service Area office.

c. Civil aircraft other than air carrier: Advise Mission Support Services, Aeronautical Information Services, at Callsigns@faa.gov when two or more designated call signs are found to be phonetically similar or difficult to pronounce and are causing a flight identification problem.

d. The designated facility officer must maintain a record of actions taken using the Similar Sounding Call Sign Documentation Tool accessed via https://ksn2.faa.gov/ATO/AJT-BURST-Team-Tools/SSCS/SitePages/Home.aspx.

2–1–15. APPROACH CONTROL AIRSPACE

With the advancement of technologies, the air traffic services provided by en route facilities and terminal facilities are becoming more integrated. Terminal airspace should be adjusted to match the services provided. Although en route services are an ARTCC function, terminal facilities may be expected to provide some en route service. There are some areas in which an ARTCC may not have adequate radar coverage or resources, and in these areas it may be necessary to expand the terminal airspace to provide service. Conversely, at locations with nonradar approach control facilities, en route facilities may have radar coverage, and better service would be provided if some approach control airspace is recalled to the ARTCC. At certain locations, the en route facility may be able to absorb all the airspace of a nonradar approach control. Prior to implementing airspace changes, en route and terminal facility managers must work together to ensure the delegated approach control airspace best meets the needs of the airspace area.

2–1–16. AUTHORIZATION FOR SEPARATION SERVICES BY TOWERS

a. Nonapproach control towers, not equipped with a tower radar display, may be authorized to provide appropriate separation between consecutive departures based upon time or diverging courses, and between arrivals and departures, provided:

1. A LOA exists with the IFR facility having control jurisdiction which authorizes the separation responsibilities and prescribes the procedures to be used;

2. The agreement has been approved by the Service Area Director of Air Traffic Operations; and

3. There is no delegation of airspace to the tower.

b. Towers equipped with certified tower radar displays (CTRD) may be authorized to provide separation services in accordance with paragraph 10−5−3, Functional Use of Certified Tower Radar Displays.

c. An authorization for towers to provide separation services other than those prescribed in subparagraphs a and b must be supported by a staff study prepared by the authorizing facility that addresses at least:

1. The proposed procedures.

2. Operational benefits.

3. Operational impact.

4. Why the IFR facility is unable to provide an equal or superior level of service without the delegation of airspace for separation responsibility.

5. Improved services to users.

6. Additional radar training.

7. The measures taken to ensure that the local controller's ability to satisfy the FAA's air traffic responsibilities regarding aircraft operating on the runways or within the surface area is not impaired.

8. On-site spares, maintenance support/restoration requirements.

9. Savings and/or additional costs.

10. The number of additional people required.

d. The staff study must, following OSG review and concurrence by the District General Manager, be forwarded to the Service Area Director of Air Traffic Operations for approval.

2−1−17. BIRD HAZARDS

The air traffic manager of the ATCT must establish procedures to:

a. Ensure that any reported bird strikes or trend toward an increase in bird activity on or around the airport served by the ATCT are reported to airport management.

b. Ensure that coordination will be accomplished with airport management for the possible issuance of NOTAMs when flocks of birds roost on the runways.

NOTE−
It is the responsibility of airport management to issue any such NOTAMs.

c. Participate in local bird hazard programs when established by airport management.

2−1−18. PROHIBITED/RESTRICTED AREAS AND STATIONARY ALTRVS

FAA Order JO 7110.65, Air Traffic Control, prescribes separation requirements from special use, ATC-assigned airspace, and stationary ALTRVs. The intent in prescribing this separation requirement is to establish separation minima between nonparticipating aircraft and certain aircraft operations inside that airspace. Some prohibited/restricted areas and stationary ALTRVs are established for security reasons or to contain hazardous activities, and do not require a boundary separation minima. These areas may be exempted from vertical and lateral separation minima when identified by facility management. In making a determination to exempt specific areas, air traffic facility managers must be guided by the following:

e. Adjacent Airport Operations.

1. Aircraft that will enter the designated airspace after departing controlled airports within or adjacent to security areas must be provided security services by the appropriate ATC facility having jurisdiction over the affected airspace. Procedures for handling this situation must be covered in a Letter of Agreement (LOA) or facility directive as appropriate.

2. Aircraft departing uncontrolled airports within security areas must be handled using procedures contained in a NOTAM or rule designating the area where ATC security services are required.

2–1–22. AIRPORT TRAFFIC PATTERNS

a. The Service Area Directors of Air Traffic Operations are the focal point to review traffic patterns. Traffic patterns at airports without an operating control tower should be established in accordance with Advisory Circular, AC 90–66, Non–Towered Airport Flight Operations.

b. FAA Order JO 7400.2, Procedures for Handling Airspace Matters, will be the source for handling technical matters pertaining to the establishment or the revision of traffic patterns.

2–1–23. OBSTACLE IDENTIFICATION SURFACES, OBSTACLE FREE ZONES, RUNWAY SAFETY AREAS, APPROACH/ DEPARTURE HOLD AREAS, AND CLEARWAYS

a. Facility air traffic managers must monitor planned airport construction projects, work with the regional airports office and the airport manager in determining the need to modify any taxi routes normally used, and request notification from the airport manager when adequate signage and marking are completed on the new/different taxi routes, while ensuring that local procedures provide protected airspace from adjacent, nonintersecting runways and taxiways where simultaneous use could create hazards for arriving and departing aircraft. These procedures must be reviewed whenever new runways or taxiways are programmed or whenever new/different aircraft are scheduled to provide service to the airport.

b. Ensure that aircraft on the ground do not penetrate marked Obstacle Identification Surfaces, Obstacle Free Zones, Runway Safety Areas, Approach/Departure Hold Areas, Clearways, or other airspace designed to provide protection for departures and arrivals.

c. At locations where potential for conflict exists, take action to rectify the situation by developing proposed solutions and establishing local procedures to define conditions when the Approach/Departure Hold Areas and other surfaces must be protected. These procedures must be included in a facility directive and the signage at the intended hold position must be consistent with the phraseology identified in FAA Order JO 7110.65, paragraph 3–7–2, Taxi and Ground Movement Operations.

d. ATMs must consult with the airport authority, Flight Standards, Airports, and the Regional Runway Safety Program Manager (RSPM) when developing proposed solutions and establishing local procedures. The RSPM will assist the ATM, as needed, in initiating contact with Flight Standards and Airports.

REFERENCE–
P/CG Term – Approach/Departure Hold.

2–1–24. FACILITY IDENTIFICATION

a. TERMINAL/EN ROUTE: Requests for permanent changes or waivers to facility identification require that the ATM document the benefit to the Agency and the customer. The ATM must submit the request through the District General Manager to the Service Area Director of Air Traffic Operations. The Service Area Director of Air Traffic Operations has approval authority. Large, combined, or consolidated facilities may be authorized multiple identification nomenclature at the discretion of the Service Area Director of Air Traffic Operations.

REFERENCE–
FAA Order JO 7110.65, Para 2–4–19, Facility Identification.

b. FSS: Requests for permanent changes or waivers to facility identification require that the ATM document the benefit to the Agency and the customer. The Flight Service Safety and Operations Group must review the

request and forward its recommendation to the Director of Flight Service. The Director of Flight Service has approval authority.

REFERENCE–
FAA Order JO 7110.10, Para 2–5–2, Facility Identification.

c. If a facility identification change is approved, the ATM must ensure all applicable facility directives, LOAs, and aeronautical publications reflect the new identification. A Letter to Airmen must be published notifying users of the change.

2–1–25. DISPOSITION OF OBSOLETE CHARTS

a. Obsolete charts may only be disposed of by destroying, including recycling, or by giving to flight schools and other training institutions where the charts are to be used only for training in the classroom. Under no circumstances should obsolete charts be given to pilots or the general public, regardless if they are marked obsolete or not.

b. There are hundreds of changes that appear on each new edition of a chart. When pilots are given obsolete charts they are not aware of critical changes that have occurred. Further, the use of such a chart could result in a Code of Federal Regulations (CFR) violation or an accident which would have serious legal implications for the agency.

2–1–26. OUTDOOR LASER DEMONSTRATIONS

FAA Order JO 7400.2, Procedures for Handling Airspace Matters, Chapter 29, Outdoor Laser Operations, contains procedures for processing outdoor laser demonstration requests.

2–1–27. COMBINE/RECOMBINE AN ATCT/TRACON

Prior to consideration for any ATCT/TRACON to combine or recombine, a detailed staff study will be required from the facility explaining the benefit to the agency and the customer. After the Terminal Operations Service Area office review, the staff study must be forwarded to the Director of Terminal Planning. A decision to combine or recombine an ATCT/TRACON will require coordination with the ATO Chief Operating Officer.

2–1–28. SUBMISSION OF AIR TRAFFIC CONTROL ASSIGNED AIRSPACE (ATCAA) DATA

Air Traffic Service Area offices submit data on all ATCAAs used on a continuing/constant basis, and any subsequent changes to the ATCAA database to System Operations Airspace and Aeronautical Information Management for the purpose of updating the Special Use Airspace Management System (SAMS) and Aeronautical Information System. Include the following as applicable:

a. Transmittal memorandum containing a brief overview of the ATCAA, and/or changes to, FAA headquarters, and System Operations Airspace and Aeronautical Information Services. Summarize the ATCAAs or any amendments made to ATCAAs including additional changes, etc.

b. A separate attachment that contains a description of the area to include latitude/longitude points, boundaries, altitudes, times, controlling agency, using agency, and any other relative information.

NOTE–
If only part of the description of an existing area is being amended, the attachment should show just the changed information rather than the full legal description.

c. A sectional aeronautical chart depicting the final boundaries of the proposed area, including any subdivisions.

d. Any other information that should be considered by FAA headquarters.

NOTE–
ATCAA descriptive data will normally be submitted 9 weeks prior to the requested/required airspace effective date.

2–1–29. SUBMISSION OF SUA AND PAJA FREQUENCY INFORMATION

The Aeronautical Information Services maintain a national database of Special Use Airspace (SUA) and Parachute Jump Area (PAJA) controlling sector contact information. The database is used to publish frequencies for pilots to obtain status information for SUAs and PAJAs. Facility managers should ensure that the following information is forwarded to Aeronautical Information Services:

a. Contact frequencies for existing SUAs and PAJAs within your area of jurisdiction.

b. Any changes to contact frequencies for existing SUAs and PAJAs within your area of jurisdiction.

c. Contact frequencies for any new SUAs or PAJAs within your area of jurisdiction.

2–1–30. REPORTING UNAUTHORIZED LASER ILLUMINATION OF AIRCRAFT

Consistent with the provisions of Air Traffic Service, Duty and Operational Priorities; all Air Traffic Control facilities, FAA Contract Towers**,** and Flight Service Stations must report unauthorized laser illumination incidents as follows:

a. Contact local law enforcement or the Federal Bureau of Investigation (FBI) as soon as possible providing location, description, and other pertinent information regarding the incident;

b. Report the incident to the Domestic Events Network (DEN) Air Traffic Security Coordinator (ATSC);

c. Record the incident via the Comprehensive Electronic Data Analysis and Reporting (CEDAR) program or, if CEDAR is not available, via the appropriate means, in accordance with FAA Order JO 7210.632, Air Traffic Organization Occurrence Reporting;

d. Provide the following information when reporting the incident via the DEN and CEDAR:

1. UTC date and time of event.

2. Call Sign, or aircraft registration number.

3. Type of aircraft.

4. Nearest major city.

5. Altitude.

6. Location of event (e.g., latitude/longitude and/or Fixed Radial Distance (FRD)).

7. Brief description of the event.

8. Any other pertinent information.

9. Law enforcement contact information.

NOTE–
Facilities without direct access to the DEN should forward the information through the Washington Operations Center Complex (WOCC) to the DEN.

REFERENCE–
FAA Order JO 7110.65, Para 2–9–3, Content.
FAA Order JO 7110.65, Para 10–2–14, Unauthorized Laser Illumination of Aircraft.

2–1–31. REPORTING SUSPICIOUS AIRCRAFT/PILOT ACTIVITIES

a. Facility air traffic managers must ensure that the operations manager, operations supervisor, or controller-in-charge promptly reports any suspicious aircraft/pilot activities to the National Tactical Security Operations (NTSO) Air Traffic Security Coordinator (ATSC) team on the Domestic Events Network (DEN).

REFERENCE–
FAA Order JO 7110.65, Para 2–1–2, Duty Priority.

NOTE–
Additional information for ATC on identifying suspicious situations is located in FAA Order JO 7610.4, Sensitive Procedures and Requirements for Special Operations, Chapter 7, Section 3, Suspicious Aircraft/Pilot Activity.

b. The NTSO ATSC must be notified as soon as possible of any suspicious activity, including the following:

1. Radio communications are lost or not established. Consider any IFR aircraft that is NORDO for more than 5 minutes as suspicious. This includes all aircraft (for example, general aviation, law enforcement, military, MEDEVAC) regardless of transponder code. ATC actions taken to establish communications with the NORDO aircraft must be reported to the NTSO ATSC.

2. An aircraft fails to turn on or changes from its assigned transponder beacon code (other than approved emergency/radio failure beacon code).

3. An aircraft deviates from its assigned route of flight/altitude and refuses to return to it when instructed.

4. Phantom or deceptive transmissions such as impersonating a pilot or controller relaying ATC instructions, or unusual questions about military activities or sensitive/secure areas.

REFERENCE–
FAA Order JO 7110.65, Para 2–4–6, False or Deceptive Communications.

5. Inconsistent or abnormal repetitive aircraft activity such as: flights over/near sites of interest or prohibited/restricted airspace; unanticipated speed or rate of climb/descent; or missed crossing restrictions or reporting points.

6. Pilot reports flight difficulties with no eventual explanation or response to ATC.

7. Any air carrier, cargo, or scheduled air taxi that requests to divert from its original destination or route for any reason other than weather or routine route changes should be considered by ATC as suspicious activity.

8. Any general aviation arriving from an international departure point that requests to divert from the original U.S. destination airport.

9. Other general aviation and non-scheduled air taxi or charter services that request to divert from the original destination or route for any unusual reason (e.g., reasons other than weather, company request, passenger request, mechanical, etc.) should be considered by ATC as suspicious activity.

10. All reported or identified balloon activities of unknown origin or intent that are near, entering or within U.S. territorial airspace, and/or other balloon flights that deviate from coordinated mission parameters.

11. Any other situation that may indicate a suspicious aircraft.

REFERENCE–
FAA Order JO 7210.3, Para 2–1–34, Reporting Suspicious UAS Activities.

12. Any situation or pilot activity (for example, background noise, change in pilot's voice characteristics, etc.) that may indicate a hijacked aircraft. Due to air to ground communications capabilities (e.g., data links, cellular phones), controllers may learn of a hijack situation from alternate sources (for example, airline air operations center) rather than from the aircrew itself.

2–1–32. REPORTING DIVERTED AIRCRAFT ARRIVING FROM INTERNATIONAL LOCATIONS

Any aircraft departing from an international location that diverts to a U.S. Airport, or is diverted and lands at a U.S. airport different from the original U.S. destination airport, must be reported to the Domestic Events Network (DEN) Air Traffic Security Coordinator (ATSC). In addition, any diverted aircraft that ATC identifies as suspicious (in accordance with paragraph 2–1–31) must be promptly reported to the DEN ATSC.

NOTE–
Weather, airport/runway conditions, or other unforeseen reasons may necessitate an aircraft to divert or be diverted on short notice. Reporting via the DEN assists U.S. Customs and Border Protection (CBP) with real-time notification of the airport change.

2–1–33. REPORTING INOPERATIVE OR MALFUNCTIONING ADS–B TRANSMITTERS

FAA Flight Standards Service (AFS), Safety Standards Division is responsible for working with aircraft operators to correct ADS–B malfunctions. Reports of inoperative or malfunctioning ADS–B transmitters must be forwarded to adsbfocusteam@faa.gov and must include the following information:

2. The OS must comply with the required tasks in paragraph 2–6–1, Watch Supervision.

3. The OS may provide watch supervision in their two approved areas simultaneously provided the following conditions are met:

(a) The supervisor must have direct line of sight to both areas.

(b) May only be assigned during mid-shift configurations and/or during facility defined times included in the approval.

NOTE–
This does not apply when the OS is assigned the Operations Manager in Charge (OMIC) position during midnight operations.

2–6–3. CIC DESIGNATION AT FAA-OPERATED FACILITIES

CIC designation at FAA-operated facilities differs from CIC designation at FAA Contract Tower (FCT) facilities due to administrative differences. For FCT CIC policy, see Chapter 11 of this order.

a. At FAA-operated facilities, candidates for CIC must:

1. Be certified for 6 months in the area/facility where CIC duties will be performed. The Service Area Director of Air Traffic Operations may issue a facility waiver for the 6-month requirement where a more immediate assignment is needed. Waivers to facilities will be valid for 2 years.

2. Be operationally current.

3. Be selected by the ATM.

b. Specialists who have been designated as a CIC and subsequently transfer to another facility are not required to fulfill the requirement of subparagraph 2–6–3a1 at the new facility; however, they must meet all other prerequisites.

c. In facilities that use CICs to provide midwatch coverage, specialists that provide such coverage must be designated as a CIC only for the purpose of providing midwatch coverage upon facility/area certification and completion of the local CIC training course. Air traffic managers must ensure the local CIC training course is completed within 30 days of facility/area certification/rating.

d. In combined radar/tower facilities, specialists certified in the tower may be designated as CIC in the tower, provided all the above prerequisites are met.

2–6–4. CONTROLLER-IN-CHARGE (CIC) SELECTION PROCESS

a. All eligible employees who meet the prerequisites of subparagraphs 2–6–3a1 and 2 must be considered for selection as CIC. Air traffic managers, when determining facility requirements for CICs, must consider the following:

1. Facility operational needs.

2. Scheduling concerns.

3. Staffing concerns.

4. Special events.

5. Other issues.

b. When facility requirements are established, air traffic managers may designate a panel to forward recommendations for CIC candidates to the designated selecting official. A facility may have one recommendation panel for each area of specialization.

c. The recommendation panel must consider the following knowledge, skills, and abilities (KSA) in reviewing each candidate. These KSAs must include but are not limited to:

1. Problem solving and analytical ability.

2. Planning and organizing.

3. Decisiveness.

4. Judgement.

5. Communication skill.

6. Interpersonal skill.

d. The recommendation panel must forward its recommendations to the air traffic manager or his/her designee. Written feedback must be provided to the selecting official for all candidates not recommended including dissenting opinions.

e. Candidates who are not selected to be a CIC, upon request, must be advised of the reasons for nonselection. If applicable, specific areas the employee needs to improve must be identified. Employees may request assistance from their immediate supervisor in developing options to improve the identified areas.

NOTE–
These provisions do not apply to midwatch CIC coverage.

2–6–5. CONSOLIDATING POSITIONS

a. Assign personnel to positions as required by activity, equipment, and facility function. Positions may be consolidated in consideration of activity and the qualifications of the personnel involved.

b. To the extent staffing resources permit, and where the position is established, the tower associate (local assist) position must be staffed. This position is considered essential to the operational integrity and safety levels required to minimize the potential for surface errors and land-over incidents. Nonlocal control functions must not be consolidated/combined at the local control position except during periods of significantly reduced traffic levels.

c. When conducting line up and wait (LUAW) operations, local control position must not be consolidated/combined with any other non-local control position.

REFERENCE–
FAA Order JO 7210.3, Para 10–3–8, Line Up and Wait (LUAW) Operations.

2–6–6. RELIEF PERIODS

a. Personnel performing watch supervision duties are responsible for ensuring that breaks are administered in an equitable manner and applied so as to promote the efficiency of the agency. They are also responsible for ensuring that breaks are of a reasonable duration.

NOTE–
Breaks to recuperate are provided to enable employees to engage in activities necessary to rejuvenate themselves in order to effectively manage fatigue.

b. Personnel performing watch supervision duties are responsible for knowing the whereabouts of employees to ensure their availability for position assignments.

c. Personnel performing watch supervision duties must not condone or permit individuals to sleep during any period duties are assigned. Any such instance must be handled in accordance with applicable Agency policy and the applicable collective bargaining agreement.

2–6–7. BASIC WATCH SCHEDULE

a. Facility watch schedules must take into account normal traffic flow, thereby permitting the posting of a continuing schedule for an indefinite period of time. Facility management is responsible for ensuring watch schedules are in accordance with collective bargaining agreements.

Section 10. Wind/Altimeter Information

2–10–1. WIND INSTRUMENT SENSORS

Air traffic managers must designate in a facility directive which wind sources must be used for operational purposes.

a. Towers equipped with LLWAS may use direct dial or LLWAS wind information for weather observations, except where automated wind information is available.

b. Approach control facilities may use direct dial, LLWAS, or automated display wind information for operational purposes.

c. FSSs must use direct dial or automated display wind information for operational purposes.

d. Other exceptions must be referred to the Manager of System Safety and Procedures for approval.

2–10–2. WIND INDICATOR CROSS CHECK

All FAA facilities having an associated NWS office or military weather station using the same sensing equipment must compare wind direction and speed indicator readings at the beginning of each work day with those of the NWS or military weather station, keeping in mind that the NWS wind direction equipment are oriented to true north. Apply the magnetic variation to ensure a correct reading. Coordinate the time of the cross–check and the associated procedures with the meteorologist-in-charge or other appropriate officer. Wind instrument errors must be handled as follows:

a. If an FAA wind direction indicator is out of tolerance with other indicators on the same sensor by 5 degrees, or if the wind speed indicator reveals a disparity of plus or minus 5 knots, notify the appropriate maintenance personnel immediately for corrective action.

b. If the indicators show an error of over 10 degrees or 10 knots, the equipment must be considered inoperative. In this case, obtain further wind information from other properly functioning wind instruments in the tower, local FSS, the NWS, or military weather office. Notify the appropriate maintenance personnel of all outages.

2–10–3. ALTIMETER REQUIREMENTS

a. At least two sources of altimeter setting information or an approved pressure standard are required in a TRACON, Radar Approach Control facility (RAPCON), Terminal Radar Approach Control in tower cab (TRACAB), Combined Control Facility (CCF), Radar Air Traffic Control Facility (RATCF), Army Radar Approach Control (ARAC), tower cab, and a FSS that takes weather observations and/or provides Local Airport Advisories (LAA). When two or more facilities are located on the same airport, the requirement may be reduced to one source of altimeter setting information per facility. Aircraft altimeters must not be used in reporting altimeter settings.

NOTE–
Stand alone RADAR approach control facilities (TRACON, RAPCON, RATCF, CCF) not associated with a control tower are only required to maintain altimeter settings for those airports under their jurisdiction.

b. Each of the following systems is considered to be one (1) source of altimeter setting information for the purposes of this paragraph:

1. Automated Surface Observing System (ASOS)

2. Automated Weather Observing System (AWOS)

3. Stand Alone Weather Sensor (SAWS)

4. Surface Weather System (SWS)

5. Digital Altimeter Setting Indicator (DASI)

6. Altimeter Setting Indicator (ASI)

c. ASOS, AWOS, SAWS, and SWS systems are considered approved pressure standards for the purposes of this paragraph.

2–10–4. COMPARISON CHECKS

a. Comparison checks against another source of altimeter setting information are not required for ASOS, AWOS, SAWS or SWS.

NOTE–
ASOS, AWOS, SAWS, and SWS are equipped with a minimum of two (2) and as many as three (3) digital pressure transducers.

b. Facilities equipped with ASI or DASI:

1. Compare the reading of each ASI daily with a collocated ASOS/AWOS/SAWS/SWS or with the altimeter setting issued by an associated facility with a commissioned ASOS/AWOS/SAWS/SWS that is located either on the airport or within the distances set forth in subparagraphs c and d.

2. When the differences between the two altimeter settings exceeds 0.05 in. Hg. at nonprecision approach locations or 0.02 in. Hg. at precision approach locations, remove the instrument from service and notify Technical Operations personnel. When all ASI instruments in the facility are found to exceed the tolerances, report the altimeter setting as *missing.*

3. When the difference is less than the tolerances specified in subparagraph 2 above, the value (+ or −) is applied as the correction factor to determine the operational altimeter setting.

(a) On dial−type display ASIs, post the correction factor directly on the face of the instrument. Use the same comparison procedures and determine the correction factor for each instrument in the facility.

(b) On DASI systems, local facility procedures must be developed in coordination with the associated Technical Operations office to make routine comparison checks with ASOS/AWOS/SAWS/SWS and adjust the DASI to display the correct altimeter setting.

NOTE–
Facilities that have DASI equipment that is not FAA owned or maintained must accomplish the procedures in paragraph 2−10−4, b1, b2 and b3(a) monthly.

c. At ASI or DASI locations that are not collocated with a commissioned ASOS/AWOS/SAWS/SWS, make a comparison against the altimeter setting issued by an adjacent facility with a commissioned ASOS/AWOS/SAWS/SWS.

1. At locations where precision approaches are conducted, the facility used for comparison must be located within 10 NM, and at both locations the wind speed must be 12 knots or less with no gusts above 15 knots.

2. At all other locations the distance must not exceed 25 NM, and at both locations the wind speed must be 15 knots or less with no gusts above 20 knots.

3. The difference in elevation does not exceed 100 feet at precision approach locations and 200 feet at all other locations.

4. The station's temperature at both locations must be within 30 degrees Fahrenheit of the standard atmosphere temperature for the station's elevation.

Chapter 3. Facility Equipment

Section 1. General

3–1–1. BASIC EQUIPMENT

a. The basic operating equipment for ARTCCs consists of flight progress boards, radar displays, communications, and automation equipment. At facilities utilizing ATOP, additional equipment consists of Air Traffic Situation Displays and Auxiliary Displays. This equipment is arranged in individual units called sectors and laid out in accordance with plans maintained by Technical Operations and Air Traffic Services. Air traffic managers may recommend changes to these plans.

b. The basic operating equipment for terminals consists of a control desk, frequency control panel, weather instruments, recorders and, as required, "data communication," radar, and automation equipment arranged in many different configurations according to the type of facility and generally conforming to plans by the ATO per FAA Order JO 6480.7, Airport Traffic Control Tower (ATCT) and Terminal Radar Approach Control (TRACON) Design Policy. Air traffic managers may recommend changes to these plans.

1. At terminal facilities where certified information display system (IDS) equipment is installed, the IDS must be the display source for the time, DASI, RVR, wind (including wind shear ribbon display terminals), and weather data from ASOS, AWOS, SAWS, SWS, etc.

2. If all control positions are using a certified IDS, no more than one legacy display for each type (DASI, RVR, etc.) may remain in the tower and/or TRACON for back-up purposes.

3. Facilities that use uncertified IDS must ensure the information is cross-checked with the actual source for accuracy in accordance with the facility's daily watch checklist (for example, ASOS, RVR, LLWAS, etc.).

NOTE–
For facilities using certified systems, these comparisons are performed by technical operations personnel.

4. Air traffic facilities that use electronic IDS must ensure that all displayed information is current. Facilities must ensure that any information with a scheduled expiration is removed from the controller display at the time of expiration. If the system is capable of automatically removing expired information, it must be configured to do so.

NOTE–
This includes Notice to Airmen (NOTAM) information which may be viewed on the Aeronautical Information System Replacement (AISR) or at: https://notams.aim.faa.gov/notamSearch.

c. The basic operating equipment for FSSs consists of radio and landline communications equipment, automation equipment, flight progress boards, pilot briefing equipment, recorders, data communications equipment, displays of aeronautical and meteorological information, and aircraft orientation plotting boards. Air traffic managers may recommend changes to these plans.

3–1–2. PERIODIC MAINTENANCE

a. Requests from Technical Operations personnel for approval to shut down air traffic system components for periodic maintenance are forwarded to the air traffic facility having approval authority.

b. If conditions prevent approval of the shutdown at the time requested, the OMIC/OSIC should cooperate fully and work with Technical Operations personnel in arranging an alternative time. Ordinarily, shutdowns of air traffic system components should be planned to occur during the hours of least traffic activity regardless of the time of day.

NOTE–
The OMIC/OSIC should coordinate with System Operations Traffic Management in determining alternate times.

c. When a NAVAID shutdown will affect another facility's operation, the facility having approval authority must coordinate with other facilities concerned.

3–1–3. NATIONAL AIRSPACE SYSTEM (NAS) CHANGES

When programs are initiated which will result in inauguration, commissioning, alteration, or decommissioning of NAS components (NAVAIDs, facilities, services, etc.), supervisors must ensure, to the extent practicable, that effective dates coincide with the U.S. 56–day cycle effective dates for charting publications.

3–1–4. TRAFFIC LIGHTS, GATES, AND SIGNALS

Air traffic personnel must not operate traffic lights, gates, signals, or similar devices for restricting or preventing transit of persons or vehicles between airport movement areas and other on/off airport areas, or to control vehicular traffic on streets, highways, rail, or other similar areas when traffic thereon may be incompatible with aircraft operations. The control of such traffic is the responsibility of airport management or other appropriate authorities.

3–1–5. CLEANING INSTRUMENT COVERS

Air traffic managers must ensure that personnel use a moist cloth when cleaning glass or plastic instrument covers to preclude the creation of static charges.

NOTE–
FSS OASIS facilities should exercise caution in the handling of flat panel monitors. Do not touch the screen with any object, including hands. Damage to the screen will occur. Detailed instructions for the care of the monitors can be found in the WINGS Systems Users Guide.

3–1–6. ENGINE GENERATOR TRANSFER PROCEDURES FOR ANTICIPATED POWER FAILURE

a. STMCIC or OSIC at terminal facilities and ARTCCs must inform the systems engineer (SE) or other appropriate Technical Operations supervisor of any severe storm activity approaching the facility. The STMCIC or OSIC must advise the OMIC.

b. At facilities without an operational power conditioning system (PCS), the STMCIC or OSIC must coordinate with the SE or other appropriate Technical Operations supervisor to determine a mutually acceptable time to change to/from generator power.

NOTE–
1. *Air traffic and Technical Operations personnel are required to monitor weather reports and radar to determine when severe storm activity is approaching a facility. At least 30 minutes prior to the estimated arrival of a severe storm in the area of a facility, maintenance personnel will start engine generators at facilities as indicated in appropriate agency directives. (These include the Facilities Master File; FAA Order JO 6030.31, National Airspace System Failure Response; local contingency/emergency plans, or any other directives pertaining to restoration of services.) This 30–minute start–up requirement does not apply at facilities where at least one of the following conditions exists:*

a. *The facility has an operational PCS.*

b. *Maintenance personnel are not on duty at the time action is required.*

c. *Air traffic has remote control of the engine generators.*

2. *After coordinating with air traffic, Technical Operations must (depending on the type of auxiliary power system) either place the facility on generator power or place the generator on the loadbank until the storm activity has left the area. (The change back to commercial power will be made at the coordinated time.)*

3. *It is important to note that at facilities with an operational PCS, no action other than the initial storm notification is required since the transfer to generator power occurs automatically with no power interruption when commercial power fails.*

REFERENCE–
FAA Order JO 6030.31, National Airspace System Failure Response.

Section 3. Communications Procedures

3–3–1. COMMUNICATIONS

Facility air traffic managers must establish a facility Contingency Plan that addresses procedures for providing interim communications during power outages, and other significant events.

3–3–2. TELEPHONE COMMUNICATIONS

a. Answer public access telephones by stating the facility's name and type. The employee may state his/her name at his/her discretion. If, for any reason, a caller specifically requests identification, the employee should provide his/her assigned operating initials in lieu of the actual name. Contract facilities must answer public access lines by stating the name of the service provider and type.

EXAMPLE–
ARTCC: (The facility's name) Center; for example, "Washington Center."
FSS: (The facility's name) Flight Service; for example, "Juneau Flight Service" or "(Service Provider Name) Flight Service."
ATCT: (The facility's name) Tower; for example, "Atlanta Tower."
Approach Control: (The facility's name) Approach Control; for example, "Dulles Approach Control."

b. Answer local airport, private exchange (PX), or interdepartmental system type telephones as outlined above, except omit the location name; e.g., Center, Tower, Flight Service, etc.

c. Where the public access telephone is recorded, a beeper tone is not required. In place of the "beep" tone, the FCC has substituted a mandatory requirement that persons to be recorded must be given notice that they are to be recorded and give consent. This notice is given to the public through an entry in the Aeronautical Information Manual (AIM). Consent to the record is assumed by the individual when placing the call to an operational facility.

d. When equipment capabilities exist, every effort should be made to conduct conversations regarding ATC services, aircraft accidents, incidents, and contingency operations on a recorded line.

e. Recorded telephone lines must be identified in the facility SOP.

3–3–3. MONITORING FREQUENCIES

a. Frequencies allocated to a facility must be continuously monitored except:

1. ARTCCs need not monitor 121.5 and 243.0 MHz if other ATC facilities monitor those frequencies in a given area.

2. FSSs equipped with ICSS equipment may reconfigure the ICSS to allow the temporary selection, muting, or rerouting of 121.5 and 243.0 MHz during the period of an interfering signal; e.g., continuous emergency locator transmitter (ELT), stuck mike, etc.

b. Facilities must establish procedures to ensure that frequencies used on a shared basis; e.g., single frequency approach operations, are continuously monitored by one of the positions of operation.

3–3–4. EMERGENCY FREQUENCIES 121.5 AND 243.0 MHz

a. Air traffic facilities must have transmit and receive capability on emergency frequencies 121.5 and 243.0 MHz as necessary to meet emergency frequency network requirements.

b. At locations having more than one type of facility, such as a FSS and a tower, or a FSS, a tower, and an ARTCC, a common transmitter and receiver may be shared where practicable. Where this is done, the transmitter must be equipped with a lockout device to avoid inadvertent interference between facilities.

c. When facilities are in proximity and no derogation of services will result, transmit/receive capability should not be provided for each facility. The following requirements must be maintained:

1. Geographical area coverage must not be derogated.

2. Facilities without emergency frequency capability must have appropriate landlines for rapid relay of emergency information.

d. The two emergency channels must not be terminated on the same key in the transmitter–receiver selector panels. Neither emergency frequency must be terminated with any other frequency.

e. To preclude inadvertent use of these frequencies, a mechanical or other appropriate device must be provided which will require deliberate removal or bypass before any emergency frequency transmit key can be moved to the locked–operate position.

f. UHF emergency frequency 243.0 MHz is installed in military aircraft using an override arrangement. As a result, transmissions on this frequency are received by all military aircraft within the transmitter's area of coverage. Unnecessary emissions on this frequency derogate communications on ATC frequencies and may interfere with valid emergency communications. Reduce transmissions on 243.0 MHz to the absolute minimum consistent with safety.

g. As a minimum, conduct two–way, ground–to–air checks during low activity periods:

1. Once a week.

2. Following equipment repairs.

3. Following Technical Operations maintenance checks.

h. Control facilities should limit broadcasts on 243.0 MHz to the facility in the area of desired coverage and must ensure that broadcasts are not continued unnecessarily.

3–3–5. BATTERY-POWERED TRANSCEIVERS

Facilities equipped with battery-powered transceivers must ensure they are maintained in a state of readiness. Transceivers identified for use during a Contingency Plan Event must be checked weekly for receive and transmit capability on both battery and commercial power. These checks facilitate controller familiarization.

REFERENCE–
FAA Order JO 7210.3, Subpara 4–6–5g, Preparation of FAA Form 7230–4.

3–3–6. FACILITY STATUS REPORT

Facility air traffic managers must notify System Operations and Safety by message, attention Manager of System Safety and Procedures, with an information copy to the appropriate Service Area office, of changes in the operational status of communication facilities not covered by FAA Order 7900.2, Reporting of Electronic Navigation Aids and Communication Facilities Data to Aeronautical Information Services. The following data must be reported (include the RIS AT 7230–12 in the text):

a. The date and time FAA assumes operation of or decommissions an operations center, message center, data switching center, domestic or international aeronautical fixed telecommunication network (AFTN) "data communication circuit," or international voice circuit.

b. Change in the hours of operation of any of the above and the effective date.

c. Changes required in weather schedule publications and communications systems drawings.

3–3–7. TESTING EMERGENCY LOCATOR TRANSMITTERS

a. The frequencies 121.6, 121.65, 121.7, 121.75, 121.8, 121.85, and 121.9 MHz are authorized to ELT test stations and for use in ELT exercises by the Air Force, Coast Guard, and other search and rescue organizations.

a. Between ARTCCs:

1. Radar handoff procedures.

2. Interfacility coordination procedures.

3. Delegation of responsibility for IFR control jurisdiction.

b. Between ATCTs:

1. Tower en route control service.

2. Interfacility coordination procedures.

c. Between Flight Service Stations: Procedures for maintaining master flight plan files.

d. Between an ARTCC and an ATCT:

1. Approach control service.

2. Interfacility coordination procedures.

3. Tower/center en route control service.

e. Between an ARTCC and an FSS: Procedures for the assignment of DVFR and VFR beacon codes.

f. Between an ATCT and an FSS: Operation of airport lighting.

g. Between an ARTCC or an approach control facility and a nonapproach control tower, an FSS, an airport manager, or a local operator: Special VFR Operations. (See FIG 4–3–1.)

h. Between an ARTCC or an approach control facility and a nonapproach control tower:

1. Authorization for separation services.

2. Interfacility coordination procedures.

3. Opposite direction operations procedures.

REFERENCE–
FAA Order 7210.3, Para 2–1–38, Opposite Direction Operations.

i. Between an ARTCC and another government agency:

1. Interfacility coordination for control of ADC aircraft.

2. Delegation of responsibility for approach control services.

3. MTR procedures.

j. Between a tower and another government agency:

1. Simulated flameout procedures.

2. Control of helicopter SVFR flights.

3. Operation of aircraft–arresting barriers.

4. MTR procedures.

k. Between a tower and/or FSS and an airport manager/aircraft operator at airports upon which the tower and/or FSS is located:

1. Airport emergency service.

2. Operation of airport lighting.

3. Reporting airport conditions, to include how all PIREP braking action reports of “good to medium,” “medium,” “medium to poor,” “poor,” or “nil” are to be immediately transmitted to airport management, and an agreement on actions by air traffic personnel for the immediate cessation of operations on runways subject to “nil” braking action reports.

REFERENCE–
Advisory Circular AC 150/5200–30D, Airport Winter Safety and Operations.

4. Control of vehicular traffic on airport movement areas.

5. Specific activities allowed in the RSA during aircraft operations.

REFERENCE–
FAA Order JO 7210.3, Para 2–1–23, Obstacle Identification Surfaces, Obstacle Free Zones, Runway Safety Areas, Approach/Departure Hold Areas, and Clearways.
AC–150/5210–20A, Appendix C.

6. Operations under an exemption from part 91, appendix D, section 3, the surface area of Class B, Class C, Class D, or Class E airspace within which Special VFR weather minimums are not authorized.

REFERENCE–
Advisory Circular AC 150/5210–7C, Airport Rescue and Fire Fighting Communications.

l. Between a tower and/or FSS and an airport manager/aircraft operator at airports upon which the tower is located but the FSS is not: Reporting airport runway conditions.

m. Between an air traffic control facility and a fixed site operating under Section 44809. For all operations occurring on-airport, follow procedures in FAA Order JO 7200.23, Processing of Unmanned Aircraft Systems Requests, Chapter 2, Processing of Section 44809 Authorization Requests.

4–3–3. DEVELOPING LOA

Air traffic managers must take the following action when developing an LOA: (See examples FIG 4–3–1 and FIG 4–3–2. For space example LOAs, see Appendix 6.)

a. Determine, through coordination, which FAA facility is principally responsible for processing the LOA.

b. Confine the material in each agreement to a single subject or purpose.

c. Describe the responsibilities and procedures applicable to each facility and organization involved. Review pertinent national procedures or local instrument flight procedures and incorporate into the new LOA(s) as necessary.

NOTE–
Information related to subscribing for alerts regarding upcoming changes to instrument flight procedures is available at the Instrument Flight Procedures Information Gateway: https://www.faa.gov/air_traffic/flight_info/aeronav/procedures/.

REFERENCE–
FAA Order JO 7210.3, Para 2–1–2, Facility Standard Operating Procedures (SOP).
FAA Order JO 7210.3, Para 2–1–6, Checking Accuracy of Published Data.
FAA Order JO 7210.3, Para 4–3–8, Annual Review/Revisions.

d. Delegate responsibility for control of IFR aircraft, where necessary, by taking the following action:

1. Describe the area within which responsibility is delegated. The area may be depicted in chart form.

2. Define the conditions governing use of the area. These include altitudes, routing configuration, and limitations or exceptions to the use of the applicable airspace.

3. Specify the details of control procedures to be used. These include clearance limits, reporting points, handoff points, and release points.

4. Identify clearance limits designated as Instrument Approach Fixes when they are to be used for holding aircraft.

5. Specify communications and coordination procedures.

e. Coordinate with other FAA facilities and military or civil organizations as appropriate.

f. Attach charts or other visual presentations, when appropriate, to depict the conditions of the LOA.

g. Coordinate with the Regional Flight Standards Division, All Weather Operations Program Manager if aircraft operations or pilot procedures will be affected.

h. Prepare a single supplement, if necessary, to augment the letter at a facility and attach it to the basic LOA. Do not repeat material from the basic LOA.

i. After coordination, send two copies of the proposed LOA, including supplements, to the service area office for approval if required.

4–3–4. REVIEW BY SERVICE AREA OFFICE

a. The Service Area office must review the proposed LOA, ensure coordination with other interested offices and affected user groups, as necessary, and approve the LOA if satisfactory. Coordination includes mandatory review of the LOA by a Service Center Environmental Protection Specialist (EPS) in accordance with paragraph 4–1–6.

b. The Service Area office may, in writing, delegate to air traffic managers, air traffic managers designees, ATREPs, or Region Air Defense Liaison Officer (RADLOs) the authority to develop, coordinate, approve, and implement LOAs except for:

1. Those which prescribe procedures or minima contrary to those contained in FAA Order JO 7110.65, Air Traffic Control, unless appropriate military authority has authorized application of reduced separation between military aircraft; or

REFERENCE–
FAA Order JO 7110.65, Para 1–1–10, Procedural Letters of Agreement (LOAs).

2. Those between an IFR facility and a tower to authorize the separation services prescribed in paragraph 2–1–16, Authorization for Separation Services by Towers, and paragraph 10–5–3, Functional Use of Certified Tower Radar Displays.

4–3–5. APPROVAL

Upon receipt of Service Area office approval, the air traffic manager must:

a. Prepare the LOA in final form incorporating the Service Area office guidance. Development of the LOA includes an environmental impact review by the appropriate Service Center EPS in accordance with paragraph 4–1–6 of this order.

b. Establish an effective date, acceptable to all parties involved, that permits sufficient time for distribution and for participating facilities and user groups to familiarize personnel, revise directives, flight charts, etc., and complete other actions.

c. Sign the LOA and obtain signatures of other authorities as required.

d. Distribute copies of the signed LOA to each participating facility or organization, the Service Area office, and other interested offices. Distribution of supplements outside the facility is not required.

e. Ensure that current, new, or revised LOA, Standard Operating Procedures (SOP), and FAA Facility Orders (FO) are posted in the Facility Directives Repository (FDR) before the effective date of the document.

EXCEPTION. LOAs containing contingency plan information must not be posted to the FDR. LOAs with such information must be posted to the National OCP database.

REFERENCE–
FAA Order JO 7210.3, Para 2–2–14, Facility Directives Repository (FDR).

4–3–6. SPACE LOAs

LOAs exist between ATC facilities and Federal Ranges; space launch/reentry sites; and launch and/or reentry service providers (LSPs). FAA Order JO 7400.2, Procedures for Handling Airspace Matters, contains responsibilities and procedures for Commercial Space operations. The following lists the roles and responsibilities of organizations and individuals involved in the space LOA process:

NOTE–
This paragraph does not apply to on-orbit activities or operations.

a. The respective ATO Service Center OSG will serve as facilitator of the LOA development.

b. ATO Service Center OSG will coordinate with the appropriate Service Area, ATO Space Operations, the Office of Commercial Space Transportation (AST), the Office of Airports, and other offices having responsibilities in accordance with the operation.

c. Each LOA must include, but is not limited to:

1. Names and contact information for all parties involved.

2. Operating procedures to include communications, real-time coordination, Notice to Airmen (NOTAM) content issuance, contingency, and emergency procedures and notifications.

3. For Federal Range LOAs: a brief description of the launch/reentry site and any limitations on operations. If no limitations or restrictions are needed, notate this in the LOA as "No Restrictions."

NOTE–
Possible restrictions may include but are not limited to restrictions on operating hours, restrictions on vehicle size, and restrictions on number of operations.

4. For launch/reentry operation LOAs: description of operation to include but not limited to vehicle type and characteristics; anticipated frequency of operations; requested airspace and altitude, and notional Aircraft Hazard Area (AHA) information. When possible, this should include vehicle telemetry data transmittal.

5. For launch/reentry site LOAs: brief description of the launch/reentry site, types of anticipated operations, and anticipated frequency of proposed operations.

6. For launch/reentry sites controlled and used by a single LSP, a single LOA for launch/reentry site and operation may be utilized. Contents of the LOA must comply with c1 through c5.

4–3–7. HOT AIR BALLOON LOAs FOR CLASS C AIRSPACE

Air traffic managers at facilities that conduct hot air balloon operations within Class C airspace must enter into an LOA with balloon operators or festival representatives specifying procedures and conditions for operations. The LOA must be developed using a hot air balloon LOA template obtained from the Service Center Operations Support Group.

4–3–8. ANNUAL REVIEW/REVISIONS

a. Review LOAs at least annually and update as necessary. Examine current LOAs for practices and/or procedures that are no longer required. Reviewing includes both content and relevance that achieve full operational efficiency and customer flexibility. Review and, if necessary, update LOAs when new/revised instrument flight procedures are published or national procedures are implemented or changed.

NOTE–
Information related to subscribing for alerts regarding upcoming changes to instrument flight procedures is available at the Instrument Flight Procedures Information Gateway: https://www.faa.gov/air_traffic/flight_info/aeronav/procedures/.

REFERENCE–
FAA Order JO 7210.3, Para 2–1–2, Facility Standard Operating Procedures (SOP).
FAA Order JO 7210.3, Para 2–1–6, Checking Accuracy of Published Data.
FAA Order JO 7210.3, Para 4–3–3, Developing LOA.

b. Process revisions to LOAs and attachments or supplements thereto as page replacements. Mark the revisions as follows:

1. Place an asterisk or vertical line to the left of each new or revised paragraph or section to signify new material.

2. Identify page revisions by the "REV" number, e.g., "REV 1," and the effective date in the lower right hand corner of each revised page.

c. Coordinate revisions to a LOA in the same manner and degree as for the original LOA.

4–3–9. CANCELLATION

After appropriate coordination with LOA signatories and the Service Area, cancel any agreement which is no longer applicable. Ensure that the FDR is updated.

FIG 4–3–1

Format for a Control Facility/FSS Letter of Agreement

(Name) Center/Approach Control and (Name) FSS

LETTER OF AGREEMENT

EFFECTIVE: _____

SUBJECT: Special VFR Operations within (Name) Airport Surface Area

1. PURPOSE: To provide operating procedures for Special VFR flight handling in the (name) surface area without individual coordination.

2. SCOPE: The procedures outlined herein are for use in the conduct of Special VFR operations within the (name) Airport surface area at or below _____ feet. These procedures are applicable only to aircraft equipped with functioning 2–way radio in order to effect a recall when required by traffic or weather conditions.

3. RESPONSIBILITIES: Upon request by the (name) FSS, the Center/Approach Control Facility may authorize Special VFR operations in the (name) Airport surface area for specific periods of time. The Center/Approach Control Facility must retain the authority to withdraw the provisions of this agreement at any time.

4. PROCEDURES:

a. Local Special VFR operations. The (name) FSS must not authorize more than one aircraft to operate simultaneously in the surface area unless pilots agree that they will maintain visual separation with other aircraft operating in the surface area.

b. IFR Arrivals and Departures. Special VFR operations must be controlled by the (name) Center/Approach Control during the following periods:

(1) From 10 minutes prior to the estimated time of arrival of an IFR aircraft over the approach fix until it is on the ground (IFR arrivals must not be cleared for an approach until the FSS confirms that there are no Special VFR operations in progress.)

(2) From 10 minutes prior to the estimated time of departure of an IFR aircraft until it departs the surface area.

c. Special VFR Arrivals and Departures:

(1) The (name) FSS may authorize aircraft to enter, depart, or fly through the surface area when no Special VFR operations are in progress. Authorization must be granted as outlined in 4a.

(2) Aircraft desiring to enter the surface area during times Special VFR operations are in progress must be instructed to maintain VFR conditions outside the surface area pending recall and landing of aircraft operating in the surface area.

d. Predesigned clearance phraseologies. To authorize Special VFR operations or to issue instructions or other messages pertinent thereto, the (name) FSS must use the following phraseology:

(1) To authorize operations:
A–T–C CLEARS (identification) TO ENTER/OUT OF/THROUGH (name) SURFACE AREA. MAINTAIN SPECIAL VFR CONDITIONS AT OR BELOW (altitude). REPORT LANDING COMPLETED/LEAVING SURFACE AREA,
or
A–T–C CLEARS (identification) TO OPERATE WITHIN (name) SURFACE AREA. MAINTAIN SPECIAL VFR CONDITIONS AT OR BELOW (altitude).

(2) To deny operations when visibility is less than one mile:
VISIBILITY (value). A–T–C UNABLE TO ISSUE DEPARTURE/ENTRY CLEARANCE.

(3) To suspend operations:
SPECIAL VFR AUTHORIZATION DISCONTINUED. RETURN TO AIRPORT OR DEPART SURFACE AREA. ADVISE INTENTIONS ..... (after response), REPORT LANDING COMPLETED/LEAVING SURFACE AREA.

(4) To advise an aircraft to remain outside the surface area:
A–T–C ADVISES (identification) TO MAINTAIN VFR OUTSIDE THE (name) SURFACE AREA PENDING ARRIVAL/RECALL/DEPARTURE OF SPECIAL VFR AIRCRAFT.

Air Traffic Manager, (Name) FSS

Air Traffic Manager, (Name) ARTCC/Approach Control

FIG 4–3–2
Format for an ARTCC/Air Division Letter of Agreement

(Name) Air Route Traffic Control Center and (Name) Air Division

LETTER OF AGREEMENT

EFFECTIVE:_____

SUBJECT: Interfacility Coordination for the Control of Aerospace Defense Command Interceptor Aircraft

1. PURPOSE: (List responsibility and describe necessary coordination.)

2. CANCELLATION: (As required.)

3. SCOPE: (Specify area, names, and types of facilities involved.)

4. RESPONSIBILITIES: (Specify.)

5. PROCEDURES:

a. ATC–Assigned Airspace. (List procedures to be followed for requesting and authorizing airspace, handling aircraft to and from the airspace, and notifying when no longer required.)

b. Transfer of Control. (Specify transfer procedures.)

c. Departure. (Specify required advanced time for filing flight plans. Outline additional items required in the flight plan; e.g., type of departure, CONAD control facility, and IND position number.)

d. En Route. (including information that ATC is responsible for effecting separation in assigned airspace whenever nonparticipating aircraft are cleared to operate within such airspace.)

e. Arrivals. (Outline handoff procedures and special instructions.)

f. General. (Self–explanatory.)

6. ATTACHMENTS (List, as required, items such as chart of ATC–assigned airspace areas, common reference/handoff points, etc.)

Air Traffic Manager, (Name) ARTCC

Commander, (Name) Air Division

(Title of other appropriate authority)

4–3–10. AUTOMATED INFORMATION TRANSFER (AIT)

a. Radar identification, altitude, and en route fourth line control information approval may be transferred via full data blocks without using point–out procedures or verbal coordination. Air traffic managers wishing to authorize the use of the AIT process must establish AIT procedures adapted to local traffic situations and use the process only within the context of those specific procedures. These precoordinated procedures and the controller responsibilities must be specifically defined in facility directives.

REFERENCE–
FAA Order JO 7110.65, Para 5–4–10, En Route Fourth Line Data Block Usage.

b. The controller who first transfers radar identification will also transfer aircraft communications. Either the transferring or the receiving controller, whoever is specified in a facility AIT directive, may issue the altitude change, if any. Additionally, facility AIT directives must require that any deviation from the specified procedure invalidates the procedure for that situation and requires that verbal coordination be completed as per FAA Order JO 7110.65, Air Traffic Control, paragraph 2–1–14, Coordinate Use of Airspace, paragraph 2–1–15, Control Transfer, paragraph 5–4–5, Transferring Controller Handoff, paragraph 5–4–6, Receiving Controller Handoff, or paragraph 5–4–7, Point Out. The following are general examples of the AIT process.

1. Transfer of radar identification only:

EXAMPLE–
Controller A initiates a transfer of radar identification to controller B before the aircraft enters controller B's airspace. Controller B accepts the transfer of radar identification before the aircraft enters his/her airspace. Controller B, traffic

permitting, then initiates a transfer of radar identification to controller C before the aircraft enters controller C's airspace. Controller A transfers aircraft communications to controller C before the aircraft enters controller C's airspace and after observing that controller C has accepted the transfer of radar identification.

2. Transfer of radar identification and altitude control:

EXAMPLE–

1. *Controller A initiates a transfer of radar identification to controller B; controller B accepts the transfer. Controller B amends either the interim or assigned altitude in the data block to an altitude within his/her altitude stratum as prescribed in a facility directive. Controller B initiates a transfer of radar identification to controller C before the aircraft enters controller C's airspace. Controller A, after observing controller B initiate a transfer of radar identification to controller C, clears the aircraft to the altitude displayed in the data block by controller B. Controller A, after observing that controller C has accepted the transfer of radar identification, transfers aircraft communication to controller C before the aircraft enters controller C's airspace.*

2. *Controller C may clear the aircraft to the altitude displayed by controller B if so established in a facility AIT directive.*

3. The following is an example of a precoordinated AIT procedure which might be written in a facility directive:

EXAMPLE–

The following procedure is established for implementation under the (AIT) process and is agreed to by the South and East areas. Aircraft departing ELP via J26 to ROW requesting FL 280 or above must be handled as follows:

(a) *Sector 20 must clear the aircraft to FL 270 within its airspace and then initiate a transfer of radar identification to sector 63.*

(b) *Sector 63 must accept the transfer of radar identification then display either an assigned or interim altitude in the data block.*

(c) *Sector 63 must then initiate a transfer of radar identification to sector 23 before the aircraft enters sector 23's airspace.*

(d) *Sector 20, after observing the assigned/interim altitude displayed in the data block and that a transfer of radar identification has been initiated to sector 23, must then clear the aircraft to the appropriate altitude.*

(e) *Sector 20 must transfer communications of the aircraft to sector 23 before the aircraft enters sector 23's airspace and after observing sector 23's acceptance of the transfer or radar identification.*

2. Flight service stations may use an automated version of FAA Form 7230−4 or establish local forms and procedures for recording, disseminating, and documenting the resolution of MORs. Local forms used for recording this information are considered supplements to FAA Form 7230−4 and must be filed with it.

i. Place a large letter "E" in the left hand margin beside entries on equipment malfunctions. The "E" must also be used when equipment is restored to service. The "E" is not required for facilities using local forms if procedures are established in accordance with subparagraph g.

NOTE−
The "E" is to be used on entries related to equipment problems which require Technical Operations involvement. The "E" is not required for routine maintenance items or for carryover entries on previously entered equipment malfunctions.

j. Employees other than the person responsible for the watch who make an entry must initial or enter initials for each of their own entries.

k. Use additional forms as necessary to complete the reporting of the day's activity.

l. Make an entry closing out FAA Form 7230−4 at the close of business.

m. The air traffic manager, or his/her designee, must initial the form after reviewing the entries to ensure that the facility operation is adequately and accurately described.

4−6−6. FAA FORM 7230−10, POSITION LOG

a. Air traffic managers must ensure that FAA Form 7230−10, Position Log, or an automated sign on/off procedure is used for position sign on/off. FAA Form 7230−10 must be prepared daily. All logs, including automated ones, must reflect 24 hours or the facility's official operating hours, if less than 24 hours daily.

b. Position logs must be used as the sole-source record for on the job training instructor (OJTI) and evaluator time and premium pay. As a supporting document for time and attendance (T&A) purposes, position logs which document on the job training (OJT) time must be retained for one year prior to destruction.

c. Prepare FAA Form 7230−10 as follows:

1. Field 1 must contain the facility three-letter identification code.

2. Field 2 must contain the facility position/sector identifier that is a maximum of five letters and/or numbers, starting in the first space on the left side of the field. Unused spaces must be left blank.

3. Field 3 must contain a maximum of two letters to show the position type, as follows:

(a) *ARTCCs:* Starting on the left side of the field, use position codes as follows:

TBL 4−6−1
Field 3 − ARTCC

Designator	*Position*
A	Assistant Controller
D	Nonradar Control
F	Flight Data
H or RA	Handoff, Tracker or Radar Associate
R	Radar Control
TM	Traffic Management
O	Other Positions

(b) *Terminals:* Use two-letter position codes as follows:

TBL 4–6–2
Field 3 – Terminal

Designator	*Position*
Tower	
AC	Approach Control Cab
CC	Coordinator Cab
CD	Clearance Delivery
FD	Flight Data
GA	Ground Control Assistant
GC	Ground Control
GH	Gate Hold
LA	Local Control Assistant
LC	Local Control
SC	Supervision Cab
TRACON	
AP	Approach Control TRACON
AR	Arrival Radar
CI	Coordinator TRACON
DI	Data TRACON
DR	Departure Radar
FM	Final Monitor Radar
FR	Final Radar
HO	Handoff TRACON
NR	Nonradar Approach Control
PR	Precision Approach Radar
SI	Supervision TRACON
SR	Satellite Radar
Tower/TRACON	
TM	Traffic Management

(c) *FSSs:* Use two-letter codes, as follows:

TBL 4–6–3
Field 3 – FSS

Designator	*Position*
BC	Broadcast
FD	Flight Data
IF	Inflight
NO	NOTAM
OT	Other
PF	Preflight
WO	Weather Observer

4. Field 4 must contain the date in digit format. All spaces must be used.

5. Field 5 must contain the UTC time that the employee assumes responsibility for the position or the UTC time that the position is combined with another. For employees receiving OJT instruction or evaluation, field 5 must contain the UTC time that the OJT instruction or evaluation begins.

6. Field 6 must contain the operating initials of the employee working the position.

7. Field 7 must contain the UTC time that the employee is relieved of responsibility for the position or the UTC time that the position is decombined. For employees receiving OJT instruction or evaluation, field 7 must contain the UTC time that the OJT instruction or evaluation ends.

8. Field 8 must contain the appropriate code identified at the bottom of page 1 of the form.

9. Field 9 must contain the identifier of the position being combined with (per field 2). Field 9 may be left blank if the same entry is appropriate and entered in field 10.

10. Field 10 must contain the type of position being combined with (per field 3).

11. If the second page (back-side) of FAA Form 7230−10 is used, then fields 1, 2, 3 and 4 on that page must also be completed.

12. When a mistake is made in filling out fields 5, 6, 7, 8, 9, or 10 − if the portion of the line that is incorrect can be legibly corrected, then line out that portion only and write the correct information. If the incorrect portion cannot be legibly corrected, then line out the entire line and write the correct information on the next line.

4−6−7. AUTOMATED POSITION SIGN ON/OFF

a. *FLIGHT SERVICE STATION*. Use of automated position sign on/off procedures is approved for FSS facilities. Facility managers are responsible for ensuring the accuracy of sign on/off data. Facilities must ensure sign on/off data is forwarded to concerned facilities along with other data required for accident packages. Sign on/off data must be retained for six months, in accordance with FAA Order 1350.14, Records Management. Data can be retained either electronically or on paper. FAA Form 7230−10, Position Log, is only required to be used during those times that the automated procedure is not available.

b. *TERMINAL/EN ROUTE*. Use of automated position sign on/off procedures is approved for terminal and en route facilities. The information requirements described in paragraph 4−6−6, FAA Form 7230−10, Position Log, for FAA Form 7230−10 also apply to the automated procedure, except that times on/off the position may be displayed to the second rather than to the minute. Before implementation, facilities must receive Service Area Director of Air Traffic Operations approval and must verify the accuracy of the automated sign on/off procedure by conducting a 30-day trial period. After verifying the automated procedure's accuracy, an actual FAA Form 7230−10 is only required to be used during those times that the automated procedure is not available.

4−6−8. TIME AND ATTENDANCE (T&A) RECORDING

Record the actual times an employee works and is absent on a daily basis. Facilities may use any of the following methods for documenting time and attendance reported to the servicing payroll office.

a. The supervisor's or timekeeper's observation and subsequent recording of employees' hours worked. When this method is used, leave usage must be documented via OPM (Formerly Standard Form 71), Request for Leave or Approved Absence, or a locally produced form/electronic format documented by facility directive.

b. Personnel log. A locally produced sign in/out form documented by facility directive, or FAA Form 7230−4.

1. When employees arrive, they must sign their name and record their time of arrival. When employees leave, they must record their time of departure and initial the form.

2. The personnel log must contain a statement or certification signed by each shift supervisor affirming the form's accuracy and approving the entries made by personnel while under their supervision. This statement must include the specific period of time for which each supervisor is providing certification.

3. The personnel log may also be used to document leave usage provided:

(a) The employee records the amount and type of leave used on the day the leave is used.

(b) Since leave use is covered by the Privacy Act, local management must inform all employees that they may use OPM (Formerly Standard Form 71), Request for Leave or Approved Absence instead of indicating their

leave use on the log (or any other group format employed). This notification must be in writing, signed by the employee and retained in facility files, or the notification may be included in a facility directive which authorizes the group form.

c. Facilities may develop forms other than the personnel log to facilitate the documentation of leave and absence, provided:

1. The form includes, as a minimum, the employee request for leave, and the supervisor's approval/disapproval.

2. Each form and its use must be contained in a facility directive.

3. Group forms must allow for the Privacy Act alternative addressed above.

d. Initialing time and attendance reports may be used to document leave usage where this capability still exists.

e. Time clocks or other automated timekeeping devices. These devices may be linked to a supporting computer system for purposes of recording.

Section 3. DOE and Other Aircraft

5–3–1. DEPARTMENT OF ENERGY (DOE) FLIGHTS

DOE contracts for civil pilots to operate public aircraft to transport radioactive and/or high explosive materials within the conterminous United States. They will operate principally during daylight hours and, although they will be made in VFR conditions insofar as possible, an instrument flight plan will be filed and IFR procedures followed.

5–3–2. AERIAL SAMPLING/SURVEYING FOR AIRBORNE CONTAMINATION

a. The USAF Technical Application Center (AFTAC), Department of Energy (DOE), or other U.S. Government agencies will use aircraft with the "SAMP" call sign to perform aerial sampling/surveying of suspected foreign or domestic nuclear, chemical, or hazardous material contamination. A planned aerial sampling/surveying schedule is established by the USAF. Although sampler/survey aircraft are flight planned to the suspected area of airborne contamination, the aircraft are likely to require altitude and route changes which cannot be anticipated prior to departure. The purpose of those altitude and route changes is to permit direct contact with and sampling/surveying of the airborne contamination whose exact location and altitude distribution cannot be accurately predicted.

b. The sponsoring agency will notify ATC facilities of the "SAMP" aerial sampling/surveying mission prior to departure.

c. ATC facilities must report any issues associated with "SAMP" aerial sampling/surveying flights to the Domestic Events Network (DEN) Air Traffic Security Coordinator (ATSC).

d. The Air Traffic Control System Command Center (ATCSCC) must issue a nuclear debris report as an ATCSCC numbered advisory if such report is received from AFTAC, DOE, or other U.S. government agencies.

REFERENCE–
FAA Order JO 7110.65, Para 2–1–4, Operational Priority.
FAA Order JO 7110.65, Para 2–4–20, Aircraft Identification.
FAA Order JO 7110.65, Para 9–2–17, SAMP Flights.

5–3–3. DUE REGARD OPERATIONS

a. Article 3 of the International Civil Aviation Organization (ICAO) Chicago Convention of 1944 includes the following:

1. This Convention must be applicable to civil aircraft and must not be applicable to state aircraft.

2. Aircraft used in military, customs and police services must be deemed to be state aircraft.

3. The contracting States undertake, when issuing regulations for their state aircraft, that they will have due regard for the safety of navigation of civil aircraft.

b. Department of Defense and U.S. Customs Service have specified that one of the following conditions must be met for flight operations outside U.S. Domestic airspace which are conducted under the "due regard" or "operational" prerogative of state aircraft and not in accordance with standard ICAO flight procedures. Under these conditions the PIC assumes the responsibility for separating his/her aircraft from all other air traffic.

1. Aircraft must be operated in visual meteorological conditions (VMC); or

2. Aircraft must be operated within radar surveillance and radio communications of a surface radar facility; or

3. Aircraft must be equipped with airborne radar that is sufficient to provide separation from other aircraft; or

4. Aircraft must be operated within Class G airspace.

c. Search and rescue actions for flights conducted under due regard provision are the responsibility of the parent organization.

5–3–4. WEATHER RECONNAISSANCE FLIGHTS

The U.S. Air Force Reserve (AFRES) 53rd Weather Reconnaissance Squadron (53WRS) and the National Oceanic & Atmospheric Administration (NOAA) Aircraft Operations Center (AOC) are responsible for flying weather reconnaissance/research missions. 53WRS aircraft conducting these missions will utilize the call–sign "TEAL," and aircraft from NOAA AOC will utilize the call-sign "NOAA." Due to the unique nature of these missions it is necessary to provide a degree of special handling to ensure that sufficient meteorological data is collected. The routes flown are dictated by storm movement, not traffic flows. The nature of these weather phenomena may result in very little time between the filing of a flight plan and the actual departure.

a. WINTER SEASON MISSIONS.

1. Winter season missions are flown in support of the National Winter Season Operations Plan (NWSOP). The Chief, Aerial Reconnaissance Coordination, All Hurricanes (CARCAH) will publish the Winter Season Plan of the Day (WSPOD) by 1830 UTC. The WSPOD provides mission information and includes aircraft type and call sign, departure airfield, route of flight, and dropsonde release points.

NOTE–
1. *The 53WRS and NOAA AOC are responsible for coordinating airspace access directly with DoD for missions on the U.S. east coast.*

2. *The current season NWSOP is available at https://www.icams-portal.gov/resources.htm.*

2. TEAL or NOAA flights may request CARCAH to relay an en route clearance request to the ARTCC if the flight is unable to contact ATC.

NOTE–
ATC responsibilities pertaining to clearance requests via CARCAH are described in FAA Order JO 7110.65, paragraph 9–2–19, Weather Reconnaissance Flights

3. ATC will provide TEAL and NOAA aircraft priority handling in accordance with FAA Order JO 7110.65, paragraph 2–1–4, Operational Priority.

b. HURRICANE AND TROPICAL CYCLONE MISSIONS.

1. These reconnaissance/research missions are flown in support of the National Hurricane Operations Plan (NHOP) and in accordance with:

(a) The Memorandum of Agreement between the National Oceanic and Atmospheric Administration (NOAA) Aircraft Operations Center (AOC), U.S. Air Force Reserve Command 53rd Weather Reconnaissance Squadron (WRS), and the Federal Aviation Administration (FAA) Air Traffic Organization (ATO) in Support of the National Hurricane Operations Plan; and

(b) Associated letters of agreement.

2. Prior to an NHOP reconnaissance/ research mission, the 53rd WRS or NOAA AOC will:

(a) Provide the Mission Coordination Sheet to the appropriate ARTCC and the ATCSCC at least one hour prior to the mission.

NOTE–
The Mission Coordination Sheet describes the reconnaissance/research mission and includes, for example, the aircraft call sign, departure airfield, and route of flight.

(b) Submit a request to the appropriate ARTCC for a Weather Reconnaissance Area (WRA) NOTAM at least one hour prior to the mission.

(c) File a flight plan as soon as practicable before departure time.

NOTE–
Providing the Mission Coordination Sheet does not pre-empt the mission commander's responsibility to file a flight plan, nor does it constitute an ATC clearance.

3. The ATCSCC must:

(a) Review the Tropical Cyclone Plan of the Day (TCPOD) by 1830 UTC.

(b) Activate the Hurricane Desk, if required.

(c) Review the Mission Coordination Sheet.

(d) Designate the primary ARTCC when the reconnaissance/research flights are expected to operate through airspace managed by multiple ATC facilities.

(e) Assist ATC facilities with traffic flow priorities if the hurricane reconnaissance/ research flight will impact terminal traffic.

4. The ARTCC(s) must:

(a) Review the Mission Coordination Sheet.

(b) Coordinate with all impacted ATC facilities within their area(s) of responsibility;

(c) Coordinate with SUA Using Agencies in accordance with WRA Letters of Agreement (LOA), unless other coordination procedures are established by an agreement.

NOTE–
An example of an agreement containing other coordination procedures for SUA is the LOA between Washington Center, New York Center, Boston Center, Jacksonville Center, Air Traffic Control System Command Center and Fleet Area Control and Surveillance Facility, Virginia Capes that defines coordination and control procedures governing the use of SUA operated by FACSFAC VACAPES.

(d) Issue the WRA NOTAM, as applicable.

NOTE–
Any questions about the WRA NOTAM should be directed to the ARTCC that originated the NOTAM, not CARF.

(e) Relay any operational concerns to the ATCSCC for further evaluation and coordination.

(f) When designated by the ATCSCC as the Primary ATC Facility, or when the reconnaissance/research flights are expected to operate only through airspace managed by your facility, ARTCC responsibilities include:

(1) When necessary, coordinate with CARCAH and aircrew(s) on flight plan specifics.

(2) If the mission profile changes, coordinate with the ATCSCC and ensure other affected ATC facilities are aware of the change.

(3) Advise the ATCSCC and other affected ATC facilities of any mission cancellation or delay information received from the flying unit.

(g) Should it become necessary for ATC to contact a TEAL or NOAA flight and all other methods of communication are not possible (e.g., direct radio, New York Radio, San Francisco Radio, aircraft relay), CARCAH may be requested to relay messages to/from the aircraft. CARCAH may phone the appropriate ATC facility to authenticate the request.

5. Requests to change any portion of the NHOP or MOA must be coordinated with ATO System Operations Security.

5–3–5. FOREIGN STATE DIPLOMATIC FLIGHTS

Diplomatic clearances that authorize foreign state aircraft (military or non-military) to operate in U.S. territorial airspace for a specific time and purpose are approved by the U.S. State Department. Foreign state diplomatic flights are non-priority. Contact the FAA System Operations Support Center (SOSC) (202–267–8276 or email 9–ATOR–HQ–RT–REQ@faa.gov) with questions or issues concerning foreign state diplomatic flights.

Section 2. Sector Information Binders

6–2–1. EN ROUTE OR OCEANIC CONTROLLER TEAM CONCEPT

There are no absolute divisions of responsibilities regarding position operations. The tasks to be completed remain the same whether one, two, or three people are working positions within a facility/sector. The team, as a whole, has the responsibility for the safe and efficient operation of that facility/sector.

6–2–2. EN ROUTE SECTOR INFORMATION BINDER

The en route sector information outline is to be used for guidance in developing facility sector binders for each sector of operation. The pertinent items in subparagraph a through subparagraph e below must be incorporated into each sector binder. The format of the binder must be determined by the air traffic manager and must contain all information necessary for the safe and efficient operation of each sector. A sector specific binder is required for each operational sector and is to be in a location easily accessible by each position/sector.

a. Sector Narrative: General description of normal traffic flows and adjacent sector/facility coordination and potential trouble spots.

b. Assignment of airspace:

1. Delegation of Approach Control airspace.

2. Sectors normally combined.

EXAMPLE–
Which sector assumes responsibility when combined or which sector assumes responsibility for approach control airspace.

3. Military airspace delegation.

c. Sector Information.

1. Frequency Information.

(a) Primary frequency.

(b) Back-up frequency.

(c) Primary and back-up frequency remote center air/ground facility (RCAG).

(d) Back-up emergency communication (BUEC) operation priorities.

(e) Position location.

(f) Location of emergency frequencies and RCAG.

(g) Special Use frequencies and RCAG.

2. Indirect access (IA) dial codes.

3. Sector Description (map, video map, and/or narrative).

(a) Lateral limits.

(b) Vertical limits.

4. Specify unique sector equipment configurations.

d. Sector Procedures.

1. Sector specific directives.

2. LOAs or LOA procedures applicable to that sector.

3. Areas of limited radio/radar coverage.

4. Mandatory speed restrictions.

5. Mandatory heading requirements.

6. Mandatory altitude requirements.

7. Sector handoff/point out procedures if different from requirements of FAA Order JO 7110.65, Air Traffic Control, Chapter 5, Section 4, Transfer of Radar Identification.

8. Transfer of control points other than airspace boundaries.

9. Radar arrival routes and restrictions for airports within facility/sector jurisdiction.

10. Normally used sector holding fixes to include published/unpublished hold, allowable altitudes, maximum speed, maximum length, direction of turn, direction from fix, and if applicable, published procedures involved.

11. Special strip or flight data requirements of sector.

12. Authorized jump areas in Class A airspace within area of jurisdiction.

13. Special routes for dangerous cargo or inert devices flights in area of jurisdiction.

14. Sensitive/classified activities to be avoided by special interest flights.

15. IFR Military Training Routes (IR) in area of jurisdiction.

16. Aerial refueling routes, including air refueling initial point (ARIP), air refueling control point (ARCP), and egress fix(es).

17. Special use and ATC-assigned airspace within area of jurisdiction.

e. Flight Data Requirements.

1. Primary and back-up printers.

2. Alternative methods for relaying/requesting information.

3. Data that requires expeditious handling including, flight plan data, weather information, traffic management messages, and miscellaneous data.

4. Specify flight progress strips to be posted and the location to place them.

5. Sources to obtain weather information.

6. Sources and data required for display in SIAs.

Section 3. Operations

6–3–1. HANDLING OF SIGMETs, CWAs, AND PIREPs

a. SIGMETs and CWAs:

1. The CWSU meteorologist is the focal point for the review of SIGMETs to determine application to the ARTCC area of responsibility and may issue a CWA to modify or redefine the SIGMET information.

2. The CWSU meteorologist may also issue a CWA in advance of a SIGMET when the observed or the expected weather conditions meet SIGMET criteria or when conditions do not meet SIGMET criteria but are considered significant.

3. The weather coordinator (WC) has the primary responsibility for the inter/intrafacility dissemination of AIRMETs (except over CONUS), SIGMETs, urgent PIREPs (UUA), routine PIREPs (UA), and CWAs, and must ensure that sufficient information is disseminated to facilitate the required alert broadcasts.

NOTE–
In recognition that there are several uses/definitions for the acronym CONUS, references herein to CONUS are specific to the contiguous United States (i.e., "lower 48").

REFERENCE–
FAA Order JO 7210.3, Chapter 18, Section 26, Weather Management.
FAA Order JO 7110.65, Para 2–6–6, Hazardous Inflight Weather Advisory.

4. Terminal ATC facilities must relay the SIGMET and the CWA information to towers under their jurisdiction.

b. PIREPs:

1. The WC is the focal point for handling PIREP requests and for the dissemination of urgent and routine PIREPs within the ARTCC and to terminal ATC facilities.

2. The CWSU meteorologist solicits PIREPs through the weather coordinator or directly from the controllers when required.

(a) Both solicited and unsolicited PIREPs that meet the urgent PIREP criteria must be distributed immediately via AISR, or other distribution systems such as the Aviation Weather Center's webpage.

(b) Solicited and unsolicited routine PIREPs must be distributed in a timely manner.

c. Classify PIREPs as follows:

1. URGENT: Weather phenomena reported by a pilot which represents a hazard or a potential hazard to flight operations. Disseminate reports of the following conditions as URGENT PIREPs:

(a) Tornadoes, funnel clouds, or waterspouts.

(b) Severe or extreme turbulence (including clear air turbulence).

(c) Severe icing.

(d) Hail.

(e) Low level wind shear (LLWS). For the safety of light aircraft, classify low level wind shear PIREPs as UUA if the pilot reports airspeed fluctuations of 10 knots or more. Classify reports of low level wind shear with airspeed fluctuations less than 10 knots as routine. If airspeed fluctuation is not reported, classify the PIREP as UUA.

NOTE–
LLWS is defined as wind shear within 2,000 feet of the surface.

(f) Volcanic eruptions, ash clouds, and/or the detection of sulfur gases (H_2S or SO_2) in the cabin should be reported; however, if a pilot only reported the smell of H_2S or SO_2 in the cabin and confirmed no volcanic ash clouds were present, classify the report as a ROUTINE PIREP.

NOTE–
The smell of sulfur gases in the cockpit may indicate volcanic activity that has not yet been detected or reported and/or possible entry into an ash-bearing cloud. SO_2 is identifiable as the sharp, acrid odor of a freshly struck match. H_2S has the odor of rotten eggs.

(g) Any other weather phenomena reported which are considered by the specialist as being hazardous or potentially hazardous to flight operations.

2. ROUTINE: Classify all other PIREPs as routine.

3. Expanded information on the categorization of PIREPs and reporting format is located in FAA Order JO 7110.10, Chapter 8, Section 1, Pilot Weather Reports.

6–3–2. RECEIPT OF NOTAM DATA

ARTCC air traffic managers must coordinate with other air traffic facilities in their area to ensure that adequate procedures are established for the receipt and distribution of NOTAMs. NOTAM distribution may be accomplished via the Aeronautical Information System Replacement (AISR) or accessed at https://notams.aim.faa.gov/notamSearch as a source for NOTAM information.

6–3–3. REVIEW AIRSPACE STRUCTURE

Although magnetic radials are used in planning airways/routes, conversion to true radials is required for designation. The final magnetic radials are not determined until the airspace action is charted. As a result, differences from planned magnetic radials may occur in the conversion of true to magnetic radials. Differences may also occur later due to changes in the magnetic variation, which is recomputed every 5 years. These differences could contribute to the misapplication of the VFR altitude hemispheric rule. Therefore, ARTCC air traffic managers must conduct a continuing review of the airway and jet route structures and proposed new airspace cases and bring any differences to the attention of the Service Area Director of Air Traffic Operations.

6–3–4. FLIGHT DATA UNIT

a. The Flight Data Unit (FDU) is responsible for processing and disseminating operational information necessary for NAS operations.

b. The FDU must provide system support during outage(s) of critical systems and/or software. These responsibilities include data recovery, manual processing, and disseminating information or data products as necessary for safe and efficient operations.

c. The Air Traffic Manager (ATM) must:

1. Ensure all FDU responsibilities and procedures listed below are established in local orders or directives.

2. Assign additional duties of a recurring nature based on unique facility requirements.

3. Provide FDU specialists a copy of, or access to, the following;

(a) FAA Order JO 7110.10, Flight Services.

(b) FAA Order JO 7110.65, Air Traffic Control.

(c) FAA Order JO 7900.5, Surface Weather Observing–METAR.

(d) FAA Order 7930.2, Notice to Airmen (NOTAM).

(e) Position binder, which includes:

(1) Procedures for accomplishing assigned position related duties and responsibilities.

(2) Examples and formats for seldom used procedures.

(3) Cross references to documents and lists contained in other publications which may be used where applicable.

d. Unless otherwise specified in a facility directive or a letter of agreement, the Flight Data Communications Specialist (FDCS) performs the following:

1. Flight Plan Data.

(a) Process domestic flight plan(s) proposals, corrections, amendments, and remove strip requests.

(b) Process international flight plan(s) proposals, corrections, amendments, remove strip requests, and departure messages.

(c) Process military flight plans.

(d) Provide data search assistance for Search and Rescue (SAR) information requests.

2. Weather Products:

(a) Support the TMU weather coordinator with inter/intrafacility dissemination of the weather data products described in the Weather Management section of this order. This should include both urgent PIREPs (UUA) and routine PIREPs (UA).

REFERENCE–
FAA Order JO 7210.3, Para 18–26–4, Weather Management, Subpara b1.

(b) Provide inter/ intrafacility dissemination of international weather products as needed.

(c) Perform altimeter and weather data checks and system updates as required.

(d) Provide backup services for terminal facility PIREP and METAR entries.

REFERENCE–
FAA Order JO 7110.65, Para 2–6–3, Weather Information, Subpara c.

3. NOTAMs:

(a) Process and disseminate FDC, Special Use Airspace (SUA), and Temporary Flight Restriction (TFR) NOTAMs.

(b) Provide assistance with formatting and inputting Special Activity Airspace (SAA) NOTAMs.

(c) Process and disseminate NOTAM D information as necessary, to include ERIDS backup services.

4. System/Administrative Messages: Process and disseminate the following messages:

(a) GENOTs,

(b) CIRNOTs,

(c) Oceanic track,

(d) ALTRV movement/change.

5. Classified National Security Information (CNSI) and Communications Security (COMSEC): Handle, safeguard, and protect CNSI and COMSEC material in accordance with national policies, FAA orders, and local SOPs.

6. Clearance Relay:

(a) Responds to telephone requests for ATC clearances received from pilots by contacting the appropriate sector within the ARTCC or approach control facility and relays clearance issued to the pilot verbatim.

(b) Advises appropriate ARTCC sector or approach control facility of IFR Flight Plan cancellations received over the telephone.

6–3–5. CHANGES TO MTR AND MOA PUBLISHED ACTIVITY SCHEDULES

ARTCCs must use the procedures as outlined in FAA Order 7930.2, Notice to Airmen (NOTAM), paragraph 6-1-2, Special Activity Airspace (SAA), when MTR or MOA activity is scheduled to occur at other than published or charted times.

Section 9. En Route Information Display System (ERIDS)

6–9–1. GENERAL

ERIDS is a real time, interactive, electronic information display system that is used as a replacement for paper sources of information. ERIDS provides controllers, supervisors, and traffic management personnel with access to aeronautical data, weather data, airspace charts, ATC procedures, NOTAMs, PIREPs, and other sources of ATC information.

6–9–2. REQUIREMENTS

a. Where available, ERIDS must be used to provide controllers with the following information:

1. Sector binder information.

REFERENCE–
FAA Order JO 7210.3, Para 6–2–2, En Route Sector Information Binder.
FAA Order JO 7210.3, Para 2–1–3, Position/Sector Binders.

2. Notices to Airmen (NOTAMs). Facilities using ERIDS for NOTAM distribution must develop a backup plan in the event ERIDS becomes unavailable/unusable.

3. National directives.

4. United States Government flight information publications/DoD flight information publications.

5. Other air traffic information and lists determined by facility directives.

b. ERIDS may be used to record and disseminate PIREPs.

c. ERIDS must not be used to disseminate dynamic operational information; for example, miles-in-trail restrictions, runway in use, weather information other than PIREPS, etc.

d. Facilities must develop local procedures to meet the following requirements:

1. Facilities using ERIDS must ensure that the provisions of FAA Order JO 7210.3, paragraph 6–2–2, are met in the event of an ERIDS outage or degradation.

2. Facilities using ERIDS in lieu of sector information binders must ensure that all information is available and maintained for each operational sector in accordance with the provisions of FAA Order JO 7210.3, paragraph 6–2–2.

Section 10. En Route Data Communications

6–10–1. CONTROLLER PILOT DATA LINK COMMUNICATIONS (CPDLC)

All ARTCC ATMs must ensure that the following requirements are incorporated into facility documents, as appropriate, prior to the operational use of CPDLC.

a. CPDLC shutdowns must be coordinated with all affected personnel and users unless operational conditions require an emergency shutdown of the service.

1. The Operations Manager-in-Charge (OMIC) must coordinate with each area to ensure controllers stop using CPDLC.

2. Controllers must use voice to broadcast a message alerting pilots to the shutdown.

NOTE–
A NOTAM may be issued for a longer-term outage.

3. Controllers must take action to ensure that any open or abnormally closed uplinks at the time of the shutdown will be resolved, by voice, with each aircraft.

b. A record of the operational status of CPDLC and its components must be maintained to include system on/off status, initial contact (IC) on/off status, service provider outages, service volume antenna outages, and other pertinent information.

c. Ensure Operations Supervisor (OS) and Controllers-in-Charge (CIC) brief the operational status of CPDLC and its components when relieved of position.

d. Establish procedures to update the frequency management tables to accurately reflect current frequency assignments.

NOTE–
Frequency management tables are used by the CPDLC system to determine the proper radio frequency to use when sending a transfer of communication (TOC) uplink to an aircraft.

e. Establish procedures to coordinate any changes to frequency management tables that will impact adjacent facilities.

NOTE–
1. *When a frequency is out of service, any adjacent ARTCC that might use that frequency in a TOC uplink has to be informed so its frequency management tables can be updated.*

2. *Prior to CPDLC implementation, sector combinations and frequency assignments were normally coordinated across facility boundaries between controllers at the operational positions. With the implementation of CPDLC, controllers should forward that information to the OS/CIC on duty so that the frequency management tables can be updated.*

f. Blocked List Procedures

1. Contact ZTL or ZLC flight data unit to manually have an aircraft added or removed from the Blocked List.

2. When aircraft are automatically added to the blocked list by the system, for reasons other than excessive logons, flight data personnel at ZTL and ZLC are directed to remove them from the blocked list manually.

NOTE–
Aircraft that are added to the blocked list for excessive logons will not be automatically removed from the blocked list by flight data personnel at ZTL and ZLC.

g. Technical Operations (TO) personnel must be notified when an outage or problem occurs with any element of the Terminal Data Link System (TDLS).

Section 2. Instrument Approach Data

9–2–1. GENERAL

ARTCCs are responsible for the tabulation and reporting of instrument approach data for those nontower, nonapproach control, or VFR tower airports under the ARTCC's jurisdiction to which instrument approaches are conducted. Instrument approach data are used primarily to determine the need and priority order of approach aids, such as ILS and VOR. Therefore, it is not necessary to report instrument approaches made to purely military airports unless the FAA is responsible for providing the aids for that airport. One count must be recorded for each approach meeting the criteria.

9–2–2. INSTRUMENT APPROACHES

a. An instrument approach is an approach made to an airport by an aircraft on an IFR flight plan when the visibility is less than 3 miles or the ceiling is at or below the minimum initial approach altitude.

b. Where no weather reporting service is available at nontower satellite airports, the following criteria in descending order must be used to determine valid instrument approaches.

1. A pilot report.

2. If the flight has not canceled its IFR flight plan prior to reaching the initial approach fix.

3. The official weather as reported for any airport located within 30 miles of the airport to which the approach is made.

9–2–3. AIRPORTS REPORTED

Instrument approaches must be reported for all airports where instrument approaches are conducted. Reporting is the responsibility of the facility having the authority for clearing the approach. Therefore, the ARTCC is responsible to report instrument approaches for the nontower airports and nonapproach control (VFR) airports in its area. At airports where there is an FAA VFR tower, the ARTCC and the tower must determine which facility must maintain the count. If the tower counts the approaches, it must forward the appropriate totals to the ARTCC for inclusion in the center's monthly report. (VFR towers do not report instrument approaches to Washington.) When the ARTCC provides approach control on a part–time basis; i.e., during periods when the primary approach control facility is closed, the ARTCC must forward the instrument approach count for those hours to the primary approach control facility for inclusion in their monthly report.

9–2–4. FAA FORM 7230–16, APPROACH DATA WORKSHEET

FAA Form 7230–16 is a worksheet furnished for the purpose of recording instrument approaches. It does not have a specific arrangement allowing each facility to tailor it to its own needs. Instrument approaches will be counted by the standard *air carrier, air taxi, general aviation,* and *military* categories. At the end of the month, the totals, by airport, will be transferred to FAA Form 7230–12. FAA Form 7230–16 must be retained in the facility's files.

9–2–5. FAA FORM 7230–12, INSTRUMENT APPROACHES MONTHLY SUMMARY

FAA Form 7230–12 is a monthly form, submitted by both ARTCC and terminal approach control facilities, for reporting the number of instrument approaches made at airports for the month. The facility's name and location will be entered; two digits each will be used for the month and the year (January would be 01), and the three-letter identifier filled in at the top of the form. ARTCCs must check box H: ARTCC or CCF. ARTCCs must not enter any data in the block for instrument approaches terminating at a primary approach airport. ARTCCs list all

airports, using a three-character identifier, under the heading “Instrument Approaches to Nonapproach Control Airport,” with the respective monthly totals by category. If an ARTCC has more airports than can be listed on the front, continue on the back of the form. In this case, the ARTCC’s identifier and the month and the year must be entered again on the back. Only ARTCCs and approach controls submit this form. Under no circumstances should two facilities report the same airport. Therefore, it may be necessary for facilities to make arrangements to ensure no duplicate reporting of instrument approaches.

9–2–6. DISTRIBUTION AND AMENDMENT

a. Distribute FAA Form 7230−12 as follows (it may be combined in one envelope with the other monthly forms):

1. The original and one copy to the Service Area office not later than the 2nd workday (Monday−Friday) of the following month.

2. One copy to the facility’s files (with FAA Form 7230−16).

3. One copy to the local airport officials as requested.

b. Correct any errors in the forms sent in last month by completing a new form, circling the revised fields, and marking the form “AMENDED COPY.” Amended copies of forms more than 1 month old will not be accepted unless approval has been obtained from Safety and Operations Support by the Service Area office. Send amended copies along with the current reporting month’s forms to the Service Area office.

9–2–7. FORWARD COPY TO ADJACENT SERVICE AREA

If the report contains data for an airport which is under the administrative jurisdiction of another Service Area office, forward a copy to that Service Area office.

1. 800’ ceiling and 2 SM visibility – arrival/departure runway.

2. Weather less than 2 SM visibility - departure only runway.

b. Ensure training for operational personnel is completed prior to any runway length changes that include the following:

1. Use of the term “full length.”

2. Use of the term “shortened.”

3. Review of current and future national “Runway Construction Changes” training materials.

c. Provide continued training and/or briefings for the duration of the construction project to ensure operational personnel are advised of construction changes as the project progresses.

REFERENCE–
FAA Order JO 7110.65, Para 2–9–3, Content.
FAA Order JO 7110.65, Para 3–7–1, Ground Traffic Movement.
FAA Order JO 7110.65, Para 3–9–1, Departure Information.
FAA Order JO 7110.65, Para 3–9–4, Line Up and Wait (LUAW).
FAA Order JO 7110.65, Para 3–9–10, Takeoff Clearance.
FAA Order JO 7110.65, Para 3–10–1, Landing Information.
FAA Order JO 7110.65, Para 3–10–5, Landing Clearance.
FAA Order JO 7210.3, Para 10–3–12, Airport Construction.
FAA Order JO 7210.3, Para 10–4–1, Automatic Terminal Information Service (ATIS).

10–3–14. TEMPORARY AUTHORIZATION AND USE OF A TAXIWAY AS A RUNWAY

The airport owner/operator has principal authority to determine the use of the airport surface in accordance with applicable laws, regulations, and FAA policies. Accordingly, the airport traffic control tower does not have authority to use a taxiway as a runway unless otherwise authorized in writing by the airport owner/operator and the Service Area Director of Operations. In limited circumstances, such as airport construction or special events, an ATM may recommend temporary use of a taxiway as a runway but must first obtain written authorization from the airport owner/operator and take actions as specified below.

REFERENCE–
14 CFR Part 139, Certification of Airports
AC 150/5300–13, Airport Design.
AC 150/5340–1, Standards for Airport Marking
AC 150/5340–18, Standards for Airport Sign Systems
AC 150/5370–2, Operational Safety on Airports During Construction.

NOTE–
The airport owner/operator must submit the appropriate airspace case to the FAA in advance of the planned effective date of the change in airport use. The owner/operator will be provided a Determination Letter on the outcome of the airspace case to include any special requirements. The ATM should obtain a copy of the Determination Letter from the airport owner/operator for awareness.

a. The airport owner/operator and ATM must plan and coordinate any temporary authorization for the use of a taxiway as a runway. The ATM must notify the General Manager and the OSG once these discussions have started.

REFERENCE–
FAA Order JO 7210.3, Para 4–2–1, Local Coordination/Conferences.

b. The OSG must assist the General Manager and ATM for use of the planned authorization. This includes but is not limited to OSG coordination with Flight Standards Service.

c. Authorization for an operating airport traffic control tower to use a taxiway as a runway is limited to VFR weather conditions, sunrise to sunset, for same runway separation (SRS) Category I and II aircraft only, per FAA Order JO 7360.1, Aircraft Type Designators. Any proposal for an authorization outside of these limitations requires additional coordination with Airports Division, Flight Standards Service, and/or the OSG, as well as submission of a waiver request per Chapter 1 of this order.

REFERENCE–
FAA Order JO 7110.65, Para 3–9–6, Same Runway Separation.

d. Upon receipt of written authorization from the airport owner/operator to temporarily use a taxiway as a runway, and any supporting documentation to include the OE/AAA determination letter (if any), the ATM must notify the General Manager and the OSG.

e. The General Manager must review the written authorization and determine if it should be forwarded, with documentation, to the Service Area Director of Air Traffic Operations.

f. The ATM must ensure actions necessary for operational safety, both before and during the temporary use period, are taken (e.g., safety risk management, Letter to Airmen, and/or NOTAM). The length of time necessary for the parties to take these actions will vary based on operational complexity and airport considerations.

g. Authorization from the Service Area Director of Air Traffic Operations must not exceed one year from the effective date. An extension may be granted for an additional period up to one year to complete arrangements to return to normal operations.

h. The ATM must timely notify the General Manager of any need for an extension, but no later than 30 days prior to expiration of the authorization. If at the end of a 24-month period from the initial authorization the taxiway is still needed as a runway, additional justification and a new request for authorization must be initiated by the ATM.

10–3–15. APPROACHES TO PARALLEL RUNWAYS

a. Where vectors are provided to intercept parallel final approach courses, facilities must review and, where necessary, address speed requirements to reduce the potential for overshoot situations.

b. When determining speed requirements, consider, at a minimum, the following:

1. Airspace constraints.

2. Field elevation.

3. Fleet mix.

4. Airport layout.

5. Traffic flow(s).

6. Local weather.

c. When speed requirements are implemented, those requirements must be contained in a facility directive.

10–3–16. GO-AROUND/MISSED APPROACH AND NON-INTERSECTING CONVERGING RUNWAY OPERATIONS

Tower facility directives must address procedures for go-arounds and/or missed approaches for all runway configurations.

a. Facilities must give consideration, at a minimum, to the following factors:

1. Operational position configuration.

2. Communication and/or control transfer.

3. Runway configuration.

4. Evaluation of existing waivers (for example, reduced separation on final).

5. Wake turbulence.

6. Weather conditions.

7. Type of approach (instrument or visual).

REFERENCE–
P/CG Term – Go–around.

P/CG Term – Low Approach.
P/CG Term – Missed Approach.
FAA Order JO 7110.65, Para 3–8–1, Sequence/Spacing Application.
FAA Order JO 7110.65, Para 3–8–2, Touch-and-Go or Stop-and–Go or Low Approach.
FAA Order JO 7110.65, Para 4–8–11, Practice Instrument Approaches.
FAA Order JO 7110.65, Para 4–8–12, Low Approach and Touch-and-Go.
FAA Order JO 7110.65, Para 5–5–4, Minima.
FAA Order JO 7110.65, Para 5–6–3, Vectors Below Minimum Altitude.
FAA Order JO 7110.65, Para 5–8–4, Departure and Arrival.
FAA Order JO 7110.65, Para 5–8–5, Departures and Arrivals on Parallel or Nonintersecting Diverging Runways.
FAA Order JO 7110.65, Para 7–2–1, Visual Separation.
FAA Order JO 7210.3, Para 10–4–12, Simultaneous Converging Instrument Approaches, Subpara b4(b).
FAA Order JO 7110.308, Para 6b1(d), Para 6c2(i).

b. Where facilities vector aircraft conducting go-arounds or missed approaches below the minimum altitude for instrument operations, facility directives including LOAs, where applicable, must include:

1. Authorized headings or range of headings from each runway end to be used for vectoring aircraft conducting missed approaches/go-arounds until reaching the MVA/MIA. Authorized headings must be evaluated by the Service Center FPT if newly designated, and when changes are made; and

2. The display of those prominent obstacles on a video map, consistent with the assigned flight path, that influence the determination of the authorized headings. Prominent obstacles, as defined in the Pilot/Controller Glossary, can be determined with the assistance of the Service Center FPT. When no prominent obstacles are identified, the facility directive must include a statement of this determination.

3. A statement that air traffic is responsible for terrain and obstruction avoidance when vectoring aircraft, not on a published procedure below the MVA/MIA during climbout, and are assumed to climb at the minimum climb gradient of 200 feet/NM.

REFERENCE–
FAA Order JO 7110.65, Para 5–6–3, Vectors Below Minimum Altitude.
FAA Order 1050.1, Environmental Impacts: Policies and Procedures.

c. Non-intersecting Converging Runway Operations (CRO):

1. ATMs must develop procedural mitigations if non-intersecting CRO operations are conducted and a 1 NM extension of the runway centerline crosses the centerline of the other runway or the 1 NM extension of a runway crosses the 1 NM extension of another runway. A facility directive must:

(a) Specify procedures to ensure that an arrival that executes a go-around does not conflict with a departure off the non-intersecting converging runway. (See FIG 10–3–2 and FIG 10–3–3.)

FIG 10–3–2

Departure/Arrival Non-Intersecting Converging Runway Operations

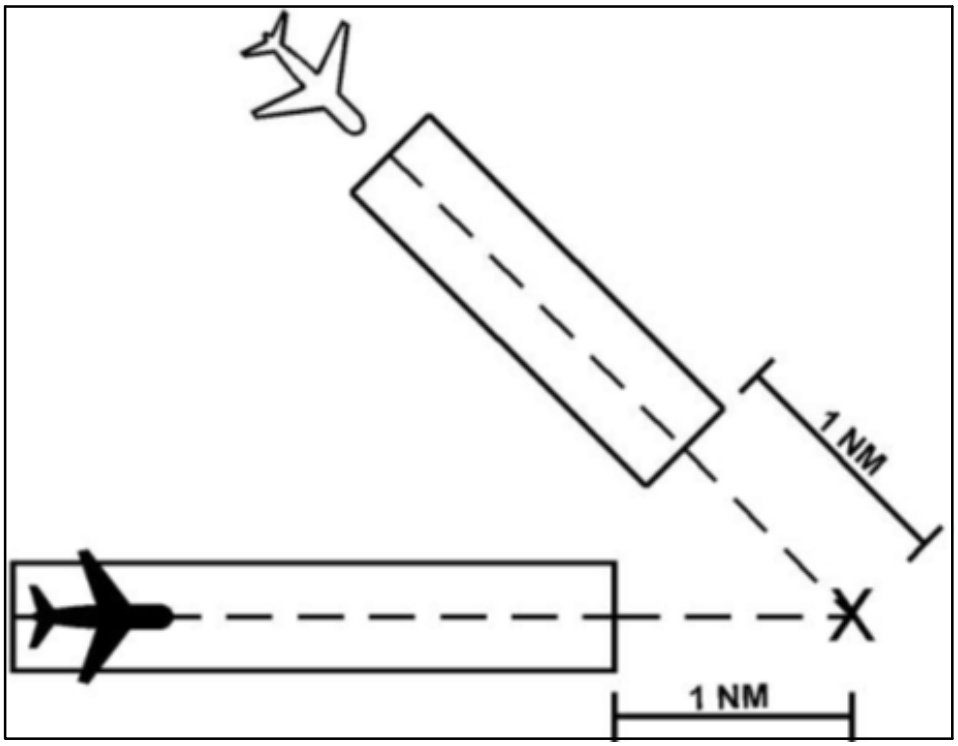
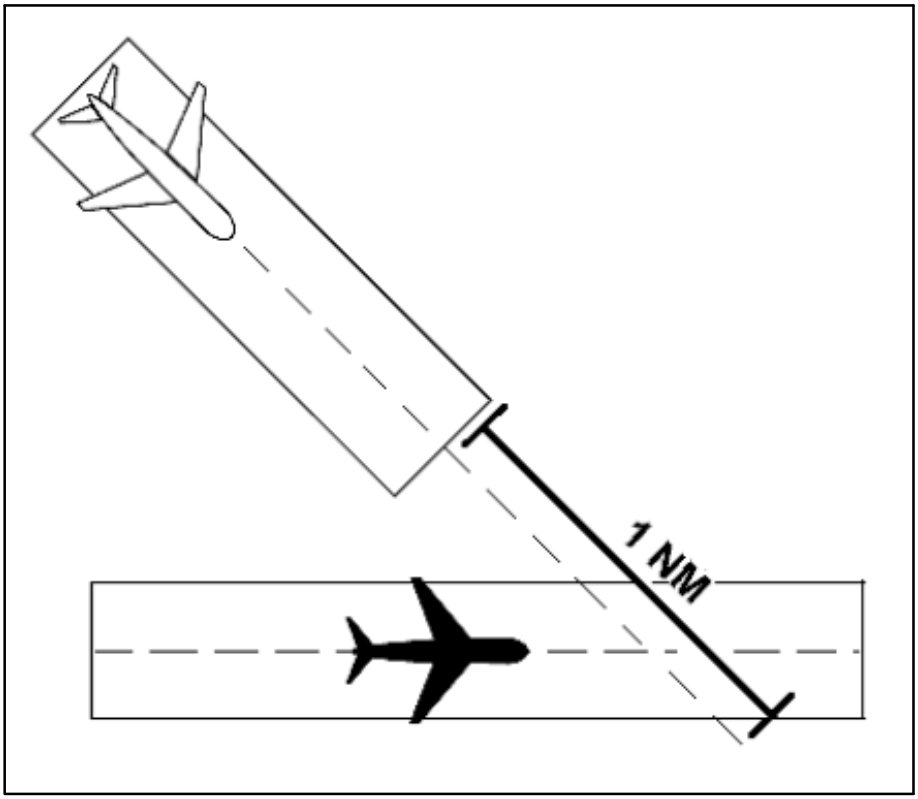


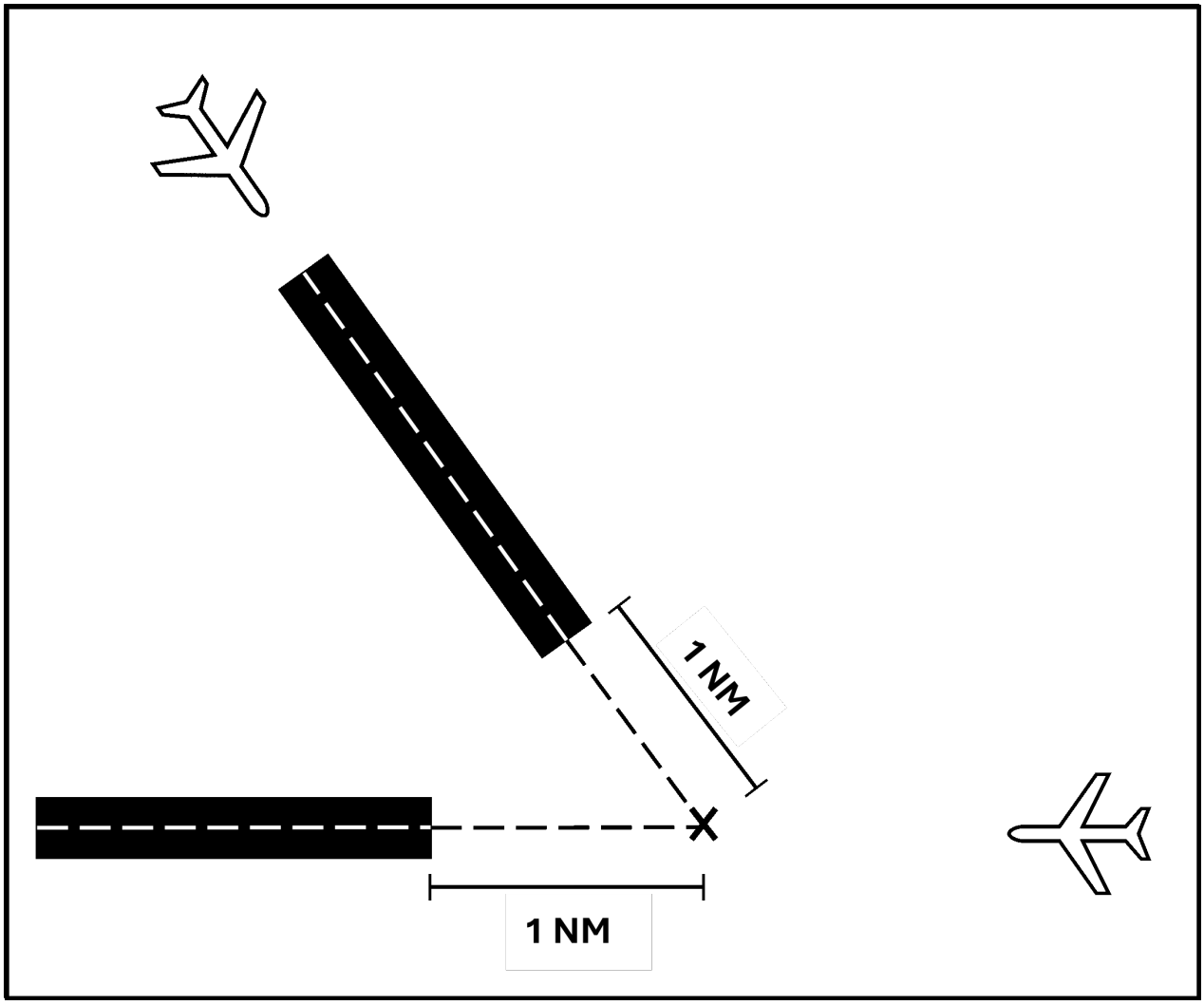
FIG 10–3–3

Departure/Arrival Non-Intersecting Converging Runway Operations



(b) Specify procedures to ensure that an arrival that executes a go-around does not conflict with an arrival to the non-intersecting converging runway. (See FIG 10−3−4.)

FIG 10−3−4
Arrival/Arrival Non-Intersecting Converging Runway Operations



(c) Define technological tools that assist with locally developed procedures, where applicable.

NOTE−
Tools available for ATM consideration may include, but are not limited to:
a. *Arrival Departure Window (ADW)*
b. *ASDE-X/ASSC Virtual Runway Intersection Point (VRIP)*
c. *Cutoff Points (CP) developed with the use of enhanced TARGETS.*

REFERENCE−
FAA Order JO 7110.65, Para 3−9−9, Nonintersecting Converging Runway Operations.

(d) Specify procedures to be used when conditions dictate intersecting runway separation standards must be applied.

REFERENCE−
FAA Order JO 7110.65, Para 3−9−8, Intersecting Runway/Intersecting Flight Path Operations.
FAA Order JO 7110.65, Para 3−10−4, Intersecting Runway/Intersecting Flight Path Operations.

2. A facility may be permitted to conduct independent non-intersecting CRO without the use of mitigations for runway pairs in subparagraph c1 above when:

(a) A safety analysis and/or simulation modeling is conducted for the non-intersecting CRO runway pair and the arrival/departure configuration meets the FAA target level of safety. For example, SCIA (see paragraph 10–4–12) or Dependent Converging Instrument Approaches (DCIA) (see FAA Order JO 7110.110) implementation may serve as an alternative to developing mitigations under subparagraph c1 above.

(b) Runway configurations and operational constraints for which these provisions are applied must be specified in a facility directive.

NOTE–
The above provisions will only be considered after review of a facility Safety Risk Management Document (SRMD).

3. All non-intersecting CRO procedures under subparagraph c above must be approved by the Director, Strategic Operations, Headquarters, AJT–1.

d. The ATM must review facility go-around/missed approach and/or non-intersecting CRO procedures on an annual basis and revise as necessary.

10–3–17. EQUIVALENT LATERAL SPACING OPERATIONS (ELSO)

At locations conducting 10 degree course divergence for simultaneous or successive RNAV departures on the same runway or parallel runways that are separated by 2,500 feet or more, air traffic managers must complete the following:

a. Create radar video map overlays that depict the initial departure tracks from each affected runway end.

b. Develop and administer initial controller training for ELSO. Annual proficiency training on local ELSO procedures are required.

c. Include in the facility Standard Operating Procedures or a Letter of Agreement with a satellite tower, that the OM/OS/CIC assess the feasibility of continuing ELSO when wind conditions dictate that aircraft cannot consistently fly the intended RNAV track. This is due to the detrimental effects of a strong cross wind component affecting initial departure tracks.

Section 2. Operations and Staffing

11–2–1. REQUESTS FOR ADDITIONAL SERVICES

a. The FCT contracts specify the terms under which ATC services will be provided, including hours of operation for each FCT.

b. FAA personnel must not require actions of the contractor that fall outside the scope of the contract; for example, extension of the hours of operation or requests for additional staffing. Only the CO can effect modifications to a contract.

11–2–2. FAA STAFFING FOR SPECIAL EVENTS

AJT district offices must coordinate with AJT–22 whenever FAA staffing for special events (for example, Sun 'n Fun, EAA AirVenture Oshkosh, etc.) will be needed at an FCT, and provide staffing and supervisory schedules for the tower during the event.

NOTE–
At no time can an FAA controller act in a supervisory capacity (OM/OS/CIC/Trainer, etc.) over an FCT controller, nor can an FCT controller act in a supervisory capacity over an FAA controller.

11–2–3. LETTERS OF AGREEMENT (LOA)

FCTs are authorized to negotiate with, and enter into LOAs with FAA facilities, National Airspace System (NAS) users, and airport operators/tenants in accordance with FAA directives.

a. The AJT district must provide assistance to the FCT air traffic manager for the development of local procedures, facility LOAs, etc.

b. The contractor must comply with the service area's LOA processing procedures.

c. Within 90 days of assuming air traffic manager responsibilities, the FCT Air Traffic Manager (ATM) will conduct and document a review of the facility LOAs to determine if they are operationally valid and accurately reflect the facility's procedures.

11–2–4. EMERGENCY AND CONTINGENCY SITUATIONS

FAA facilities must provide assistance to FCTs during emergency and/or contingency situations. Requests outside the scope of an LOA or approved contingency plan must be coordinated through the Service Center.

11–2–5. FACILITY DIRECTIVES REPOSITORY (FDR)

In addition to other required directives, FCT ATMs will ensure the most current version of all facility LOAs are uploaded into the Facility Directives Repository. Directives deemed proprietary will have only the dated or revision–numbered cover page uploaded.

NOTE–
LOAs containing contingency plan information must not be posted to the FDR. LOAs with such information must be posted to the National Operational Contingency Plan database.

11–2–6. FAA CONTRACT TOWER (FCT) AIR TRAFFIC CONTROLLER ELIGIBILITY

a. A person must meet the requirements of Title 14 Code of Federal Regulations (14 CFR), Aeronautics and Space, part 65 and part 67, and have held a previous Control Tower Operator (CTO) certificate or FAA Air Traffic Safety Oversight (AOV) credential with a tower rating.

b. Persons not holding a previous CTO certificate or AOV credential with a tower rating must have a valid Enhanced Air Traffic Collegiate Training Initiative (E−CTI) tower endorsement letter or graduated from an FAA-approved Control Tower Operator Partnership (CTO−P) school.

c. There is no maximum age restriction for FCT air traffic controllers.

Section 3. Training

11–3–1. TESTING AND CERTIFICATION

a. The AJT district must ensure that facility rating, control tower operator (CTO) certification, or FAA Air Traffic Safety Oversight Credentials are performed. The FCT ATM must contact the district in a timely manner to schedule CTO certification.

b. At Limited Aviation Weather Reporting Stations (LAWRS) designated FCTs, the FCT ATM must arrange initial LAWRS observer training and testing and coordinate certification or certificate transfer with AJT–22 via email requests to 9–AJT–HQ–ASWO@faa.gov.

11–3–2. BRIEFING/TRAINING ITEMS

a. ATO Headquarters organizations, Service Center Offices, and districts must ensure that required briefing materials are distributed in a format that can be utilized by FCT facilities.

b. AJT districts must ensure that all required briefing items are forwarded to their assigned FCTs.

11–3–3. CIC DESIGNATION AT FCT-OPERATED FACILITIES

CIC designation at FCT-operated facilities differs from CIC designation at FAA-operated facilities due to administrative differences. For FCTs, candidates for CIC must:

a. Have been prior certified FAA/DoD/military controllers, or have FCT CIC experience, with assessment by the ATM that the candidate's experience is suitable for CIC designation. Candidates hired via Enhanced Air Traffic Collegiate Training Initiative or Control Tower Operator Partnership (CTO–P) must have been certified for 6 months in the facility where CIC duties will be performed. The Service Area Director of Air Traffic Operations may issue a facility waiver for the 6-month requirement where a more immediate assignment is needed. Waivers to facilities will be for 2 years.

b. Be operationally current.

c. Be selected by the ATM.

Section 3. Operations

14–3–1. AIRPORT CONDITION FILE

Maintain a current file of all public use civil landing areas within the FSSs flight plan area. Post the latest available information regarding airport conditions and facilities on the current FAA Airport Master Record (FAA Form 5010-1). Review the National Flight Data Digest, and post changes not previously received.

14–3–2. LANDING AREA STATUS CHECKS

To the extent that their operational duties permit, FSS air traffic managers are encouraged to visit airports and to contact airport managers. Operational changes in airport conditions, facilities, or services that are observed by or reported to the FSS must be transmitted to System Operations Airspace and Aeronautical Information Services.

14–3–3. LIAISON VISITS

As practicable:

a. Visit attended landing areas at least once each year. Visit unattended fields at the discretion of the FSS air traffic manager. Rotate liaison visits among professional level specialists.

b. Make familiarization flights over the FSSs flight plan area and particularly the area within 100 miles of the station. This will enable specialists to acquire and maintain knowledge of the landmarks and the facilities used in aircraft orientation and pilot briefings. Combine familiarization flights and liaison visits as practicable.

14–3–4. DUTIES

Typical duties for liaison visits and familiarization flights include:

a. Acquiring knowledge of airports, facilities, and topography.

b. Becoming familiar with landmarks.

c. Becoming familiar with the operation of aircraft equipment and navigation procedures.

d. Discussing FAA services.

e. Checking arrangements for handling NOTAMs.

f. Checking arrangements for the search of airports for missing aircraft.

g. Checking arrangements for alerting airport emergency equipment.

h. Checking the listing of airports and other facilities in aeronautical publications and their depiction on aeronautical charts.

i. Collecting information for the Airport Condition File and the aircraft orientation board.

j. Ascertaining the number of based aircraft and/or itinerant operations for planning FX or other communications needs to the associated FSS.

k. Obtaining pilots' opinions of the services provided by the station.

l. Practicing aircraft orientation procedures.

14–3–5. TIE-IN NOTAM RESPONSIBILITY

Tie-in FSSs must make arrangements with other agencies and facilities (NWS, U.S. Army, control tower, etc.) for the proper exchange of NOTAM information.

14–3–6. REGULATORY NOTAMs FOR PRESIDENTIAL TFR, SPECIAL SECURITY INSTRUCTIONS, OR EMERGENCY AIR TRAFFIC RULES

a. Upon receipt of these messages, the watch supervisor, controller-in-charge (CIC), or designated lead specialist (DLS) at the designated FSS must ensure that the applicable NOTAM is received at each of the remaining facilities.

b. The watch supervisor, CIC, or DLS of the designated FSS must be responsible for:

1. Logging the Presidential TFR (14 CFR section 91.141), Special Security Instructions flight restriction (14 CFR section 99.7), or Emergency Air Traffic Rules (14 CFR section 91.139) regulatory NOTAM in the facility log.

2. Notifying the specialists on duty that a Presidential TFR, Special Security Instructions, or Emergency Air Traffic Rules regulatory NOTAM has been issued, if applicable.

3. Posting the applicable Presidential TFR, Special Security Instructions, or Emergency Air Traffic Rules regulatory NOTAM in the facility status information area.

4. As part of the FSS watch checklist, the watch supervisor, CIC, or DLS must check to ensure that every applicable Presidential TFR, Special Security Instructions flight restriction, or Emergency Air Traffic Rules regulatory NOTAM has been received in the facility.

NOTE–
The purpose of this procedure is to ensure that all flight service specialists are aware of applicable regulatory NOTAMs for Presidential TFRs, Special Security Instructions flight restrictions, or Emergency Air Traffic Rules so that pilots are briefed appropriately.

Section 4. Supplemental Duties

18–4–1. TELEPHONE CONFERENCES

a. The ATCSCC is involved in several daily telephone conferences (TELCONs). TELCONs are initiated and hosted by the ATCSCC for field facilities, the appropriate Vice Presidents, and the Chief Operating Officer. Supplemental conference capability is available through the FAA's Remote Transmitter Site and the Washington Operations Center.

b. TMUs/TMCs utilize TELCONs when the need arises to discuss, evaluate, or problem solve any issues. These conference calls should include the appropriate ARTCC TMU, adjacent terminal facilities/towers, the ATCSCC, and the service area TM branch or Service Area office office responsible for TM.

c. TMUs/TMCs should actively participate in facility briefings and user meetings in order to promote, educate, and inform all concerned about the function, role, and responsibilities of TM.

d. TELCONs are also used to maintain operational "Hotlines." The objective of Hotlines is to provide rapid communications between FAA facilities, customers and other aviation interests when complex air traffic and airspace issues are being managed. Hotlines allow many participants the capability to problem–solve complicated issues and reduces the amount of coordination needed to implement collaborated strategies. Hotlines may be initiated at the request of both the FAA and other aviation entities that substantiate its use. The operational Hotlines are authorized for customer attendance; however, they may be limited to listen-only capability.

1. The ATCSCC administers, facilitates, and manages operational Hotlines.

2. Hotlines are used to communicate:

(a) Airport and airspace capacity issues.

(b) Constraint/capacity mitigation strategies.

(c) Route availability information and route alternatives.

(d) Weather information.

(e) Equipment Outages.

(f) Customer preferences for initiatives and alternatives.

(g) Special circumstances, contingency requirements and emergency events.

(h) All required coordination and information sharing necessary in regard to the event.

(i) Coordination that can be accomplished quickly and precisely with all parties. If an item requires extensive coordination, other communication sources will be used.

(j) Items that are not considered sensitive or classified in nature.

NOTE–
Examples of sensitive or classified items include VIP movement and military requirements or exercises.

e. TMOs are responsible for ensuring that ARTCC and TRACON TMUs participate in the "Plan, Execute, Review, Train, Improve" (PERTI) Webinar each day at 2:30 p.m. eastern time.

18–4–2. SPECIAL INTEREST FLIGHTS

ATCSCC, ARTCC, and CCF: Follow procedures in FAA Order JO 7610.14, Non-Sensitive Procedures and Requirements for Special Operations, Chapter 7, Miscellaneous Military and Civil Flight Activities, Section 4, Special Interest Flights, regarding special interest flights from State Department designated special interest

countries. Forward all issues concerning special interest flights to the DEN ATSC for relay to the appropriate authorities.

18–4–3. ANALYSIS

a. The TMU analysis function or individuals assigned analysis functions must be responsible for the collection and analysis of all available data as it pertains to traffic capacity, traffic flows, points of congestion, peak hours, etc. Specific areas of consideration include, but are not limited to:

1. Sector demand (by hours).

2. Sector flows (route/altitudes).

3. Sector loading points.

4. Sector traffic breakdown by category of user.

5. Normal initiatives necessary to prevent sector saturation.

6. Alternatives to prevent saturation and relieve congestion/conflicts.

NOTE–
Alternatives must take into consideration other facility/sector capabilities.

7. Total facility traffic count and potential user demand.

8. Sector staffing required to support potential user demand.

9. Location of delays (by sector and airport).

b. Coordination with user organizations must be effected, when appropriate.

18–4–4. OPERATIONS MANAGER (OM) SUPPORT

Facility TMUs must maintain a working knowledge of the major related fields of air traffic operations/responsibilities to effectively support the STMCIC in dealing with special situations that may arise on a daily basis. Reference sources that identify these related areas are listed below.

a. Emergency plan: Numerous interfacility letters of agreement are normally located at the STMCIC complex concerning plans which have been established to provide continuity in the event of a disaster or emergency conditions that would limit air traffic service. Additionally, in these binders are instructions concerning security control of air traffic and air navigation aids, defense readiness, and physical security plans.

b. Accident procedures/bomb threats/search and rescue procedures:

1. FAA Order JO 8020.16, Air Traffic Organization Aircraft Accident and Incident Notification, Investigation, and Reporting.

2. Bomb threats.

3. National Search and Rescue Manual.

4. FAA Order 1270.1, Freedom of Information Act Program.

c. EA activity: FAA Order JO 7610.4, Sensitive Procedures and Requirements for Special Operations.

d. Hijack situations:

1. FAA Order JO 7610.4, Sensitive Procedures and Requirements for Special Operations.

2. FAA Order JO 7110.65, Air Traffic Control.

e. Suspect Aircraft: FAA Order JO 7110.67, Air Traffic Management Security Services for Special Operations.

f. Special flight operations: FAA Order JO 7110.65, Chapter 9, Special Flights.

NOTE–
In order to provide the maximum TM services, TM personnel should be utilized to perform non–TM functions only as a last resort.

18–4–5. DIVERSION RECOVERY

a. A diversion is a flight that is required to land at other than its original destination for reasons beyond the control of the pilot/company, e.g., periods of significant weather. Diversion recovery is an initiative orchestrated by the ATCSCC and system users to minimize the impact of system disruption. Diversion recovery will be utilized during and after periods of significant weather or other phenomena that has adversely impacted the system resulting in flight diversions. The goal of the diversion recovery initiative is to ensure that flights which have already been penalized by having to divert to another airport, do not receive additional penalties or delays. Flights identified for diversion recovery must receive priority handling over other flights from their point of departure.

b. Diversion flights are identified by having "DVRSN" in the Remarks section of the flight plan, or the user inputs the information into the Diversion Recovery Tool (DRT). The following protocols will be utilized in diversion recovery procedures:

1. A flight on the DRT, as listed in TBL 18–4–1, is requesting priority. FAA facilities must ensure the auto–detect feature is not activated on their DRT. FAA facilities must view the "general aviation" and "comments" columns when utilizing the DRT.

2. "High" priority indicates the user's preference within one company.

3. "Yes" priority indicates that special handling is requested for the flight.

4. The user submitted preferred priorities may be modified where necessary to maintain the efficiency of the system.

c. The ATCSCC must:

1. Implement diversion recovery.

2. Transmit an advisory to inform both field facilities and users that a diversion recovery initiative has been implemented and the DRT has been activated.

3. Adjust the initiative as necessary to meet changing conditions.

4. Transmit an advisory when the DRT has been deactivated.

d. The ARTCCs must:

1. Implement diversion recovery as directed by the ATCSCC.

2. Notify the ATCSCC if they do not intend to use the DRT. In such cases, the ATCSCC must send the Center a general message with the information as stated in TBL 18–4–1, every 60 minutes until diversion recovery is no longer in effect.

3. Provide expeditious handling in returning to the system those flights identified by the ATCSCC/DRT as diversion flights.

4. Forward user diversion recovery requests to towers and TRACONs. (See TBL 18–4–1).

NOTE–
DVRSN will be placed in the remarks section of the flight plan by the user.

e. Towers and TRACONs must:

1. Provide expeditious handling in returning to the system those flights identified by the ARTCC/DRT as diversion flights.

2. Notify the overlying ARTCC TMU if they will utilize the DRT.

TBL 18–4–1
User Recovery Priority Request Format

The following flights are requesting priority handling to their original destination. Please advise the appropriate FAA facilities of this request.								
ACID	Diverted To	ETD	CTD	DEST	DCNTR	ACNTR	PRIORITY	COMMENTS
ZZZ111	MDW	2210Z	–	ORD	ZAU	ZAU	–	–
ZZZ222	PIT	2200Z	–	ORD	ZOB	ZAU	HIGH	–
ZZZ555	ATL	2300Z	2320Z	IAD	ZTL	ZDC	–	–
Note: ***ETD=Proposed Wheels–up Time.**								

18–4–6. VOLCANIC ASH

a. Upon receipt of a validated report of volcanic activity and/or ash cloud movement, the ARTCC TMU whose geographic area of responsibility is impacted by such activity must:

1. Assess areas of potential or actual ash cloud location.

2. Notify the ATCSCC and the other facilities in their area of jurisdiction that may be affected. Provide as much information as possible, including PIREPS and other pertinent information that has been received.

b. Upon receipt of a Volcanic Ash Advisory (VAA), Volcanic Ash SIGMET, or ARTCC notification, the ATCSCC must:

1. Retransmit the VAA received from the Washington or Anchorage VAACs to air traffic control facilities and stakeholders via a numbered ATCSCC advisory. The VAA will also be displayed on the ATCSCC website in the advisories database.

2. Conduct, as needed, conference calls to assess constraints and TMIs associated with the volcanic ash.

NOTE–
The FAA does not have the capability to predict or depict volcano eruptions or ash cloud density and movements. It is not the responsibility of the FAA to provide separation between aircraft and volcanic activity or ash clouds.

18–4–7. SPACE LAUNCH OR REENTRY MISHAPS

a. A debris-generating space launch or reentry vehicle mishap is an emergency situation in the NAS. All efforts should be made to safely mitigate aircraft exposure to falling debris.

b. Upon notification of a debris-generating space launch or reentry vehicle mishap, or the activation of a debris response area (DRA), the ARTCC/Terminal TMU whose geographic area of responsibility is impacted must, to the extent possible, take actions to help mitigate aircraft exposure to falling debris.

c. The facility must ensure participation in hotlines hosted by ATO Space Operations (AJR–1800) for tactical space operations with potential impact to their airspace. The roles and responsibilities must be defined in a facility directive.

REFERENCE–
FAA Order JO 7210.3, Para 4–3–6, Space LOAs.
FAA Order JO 7400.2, Para 31–3–1, Responsibilities, Subpara b.

d. Facility reporting for mishaps should include playback data (CDR, FALCON, NVR, etc.) covering the affected area/airspace during the period when debris was reported falling.

REFERENCE–
FAA Order JO 7110.65, Para 10–5–2 Debris-Generating Space Launch or Reentry Vehicle Mishaps.
FAA Order JO 7210.632 Air Traffic Organization Occurrence Reporting, Appendix A.

Section 5. Coordination

18–5–1. COORDINATION

Coordinate through verbal and automated methods. At times, it may be required to utilize both methods to ensure complete communication and situational awareness.

18–5–2. COMMUNICATION

When time permits, utilize communication techniques that emphasize collaboration and consensus decision-making. Use tools that provide for common situational awareness to the extent possible.

18–5–3. DOCUMENTATION

The National Traffic Management Log (NTML) is utilized to record TM activities in the facility. It does not replace the facility log; however it may be utilized as the facility log when documented in a facility directive. Facilities with the NTML are required to make data entries. At non-NTML facilities, the first facility overlying the non-NTML facility is responsible for entering the NTML entries. This enables all facilities to be knowledgeable of conditions throughout the NAS.

18–5–4. RESPONSIBILITIES

a. All facilities must:

1. Communicate and coordinate:

(a) Events that have an adverse impact on the NAS.

(b) TBM operations.

(c) Traffic management initiatives (TMI).

2. Use the NTML to document events, TBM operations, and traffic management initiatives (TMI).

b. The ATCSCC must:

1. Provide an FAA ATCSCC data entry web page for facilities identified in TBL 18–5–1, Aviation System Performance Metrics Airport Traffic Control Towers.

2. Transmit these data to other FAA offices for analysis.

3. Provide the NTML to all ARTCC TMUs and designated terminals.

4. Communicate directly with facility and service area representatives for a critique of operations and future plans for TM.

5. Coordinate directly with service area representatives on plans, procedures, and operations that affect interfacility traffic flows.

6. Consult with weather information providers to ensure the receipt of timely weather forecasts (including the collaborative convective forecast), observed terminal weather sequences, and any weather data that may have a significant impact on the NAS.

7. Coordinate with the TMUs in the day-to-day operations of the NAS and resolve operational TM disagreements between facilities.

8. Conference affected ARTCC TMUs as needed when contacted by a terminal facility.

9. Initiate telecons and Hotlines with customers and facilities, as necessary, to obtain input and to provide operational information, as well as other significant events affecting the NAS.

10. Subscribe to the NTML entries pertinent to its position of operation.

11. Indicate the implementation or termination of extended flight plan drop times, when notified by field facilities, via numbered ATCSCC advisory.

c. ARTCC TMUs and designated terminals must:

1. Advise the ATCSCC of situations and conditions that may require implementation of TMIs or are of national interest including but not limited to: equipment, staffing, hurricane preparedness, forest fires, unexpected runway closure, outage, NAS capacity impacts, or status of TBM operations.

2. Present unresolved conflicts between adjacent TMUs to the ATCSCC for resolution.

3. Notify the ATCSCC if a significant change in capacity is expected or has occurred.

4. Be the contact for their underlying facilities about coordinating any TM issues, TBM operations, initiatives, programs, or information. Data received from underlying facilities must be forwarded to the ATCSCC in a timely manner.

5. Advise the ATCSCC if an operational Hotline is requested including:

(a) Facility participation required.

(b) Requested customer participation and assist the ATCSCC in determining if the Hotline will be limited to "listen-only" customer capability.

(c) Other aviation/airport resources requested.

6. Advise the ATCSCC when extended flight plan drop times have been implemented or terminated.

d. Terminal facilities must:

1. Coordinate with the appropriate ARTCC TMU and ensure it is kept aware of situations and conditions that may require the implementation or adjustment of TM initiatives or change in status to TBM operations.

2. Report to the ARTCC TMU any significant change in capacity that is expected or has occurred.

3. Present TM conflicts to the ARTCC TMU.

4. Consult with the ATCSCC, the affected ARTCC TMU, terminals, and customer organizations about the development and implementation of procedures, when appropriate.

e. Terminal facilities listed in TBL 18–5–1 must:

1. Enter the runway configurations (specifying runway numbers) and their associated AAR and ADR using the NTML.

NOTE–
Local procedures must be established to determine whether the tower or TRACON is responsible for these entries.

2. Enter the hourly arrival and departure counts starting at 0700 and ending at 2259 local using the ATCSCC-supplied web page.

NOTE–
These counts must include IFR/VFR arrivals and departures that are fixed wing itinerants. Helicopter and local operations must not be included in the traffic count.

3. Investigate and resolve issues about their web page.

4. Forward suggestions for NTML improvement to the District TMO. The TMO will consult with the ATCSCC.

f. The information for subparagraph e above applies to any airport in a ground delay program.

g. Field facility specialists with the NTML must:

1. Enter sign on/off times and initials.

Section 26. Weather Management

18–26–1. GENERAL

This section prescribes policy and responsibilities to ensure required weather products and services are provided in a timely manner.

18–26–2. BACKGROUND

The FAA (AJR) maintains an Inter-Agency Agreement (IA) with the National Oceanic and Atmospheric Administration/National Weather Service (NWS) for the provision of meteorological services to FAA facilities and specifies assignment of NWS meteorologists to the ATCSCC and to each ARTCC. The meteorologists provide ATC operational personnel advised of weather conditions that may be hazardous to aviation or impede the flow of air traffic in the NAS sixteen hours a day/seven days a week. Specific duties of the meteorologists are outlined below in paragraph 18–26–4 for FAA personnel awareness. Additional details can be found in the IA Statement of Work (SOW) and NWS Instruction 10-803, Support to Air Traffic Control Facilities.

18–26–3. POLICY

Facility managers will designate an operational ATC representative to serve as the Weather Coordinator (WC). The WC position is required for all shifts and is the primary interface between the NWS meteorologist and the facilities air traffic staff. The WC position is located in the TMU of each ARTCC. This position is a 24 hour position and can be combined with the OMIC when there are no TMU personnel present. All personnel assigned to this function must receive training for the associated responsibilities. If weather conditions warrant and workload permits, the WC may perform other operational or administrative functions.

18–26–4. RESPONSIBILITIES

a. Facility Managers must:

1. Have operational responsibility for the NWS meteorologists although responsibility for day to day activities can be delegated to the TMO. For example, if weather conditions warrant that the CWSU staff needed to be continued beyond the typical 16 hour day, the TMO could approve this.

2. Work with the local NWS Meteorologist-in-Charge (MIC) to ensure local orders and procedures define the NWS support expected and that compliance in the provision of the support is attained.

3. Ensure NWS meteorologists receive facility and air traffic control system familiarization training, as appropriate.

4. Forward any unresolved issues with NWS support to the appropriate Service Area and the FAA COTR for the IA.

5. Maintain a copy of the current IA and SOW.

b. The Weather Coordinator must:

1. Disseminate inter/intrafacility SIGMETs, AIRMETs (except over CONUS), CWAs, urgent PIREPs (UUA), and routine PIREPs (UA).

2. Provide assistance in the collection and dissemination of other significant weather information. WC priority of duties and responsibilities include:

(a) Inter/intrafacility dissemination of SIGMETs.

(b) Dissemination of CWAs within the ARTCC.

(c) Dissemination of urgent PIREPs within the ARTCC.

(d) Dissemination of CWAs to other facilities.

(e) Dissemination of AIRMETs within the ARTCC.

(f) Inter/intrafacility dissemination of Meteorological Impact Statements as required.

(g) Dissemination of other weather intelligence within the ARTCC as specified by local requirements.

(h) Receipt and handling of requests for PIREP/SIGMET/AIRMET/CWAs and other pertinent weather information.

(i) Notify Enroute Watch Supervision when barometric pressure within an ARTCC area of jurisdiction is greater than, or forecast to be greater than, 31.00 inches mercury (31" Hg).

c. NWS meteorologists' duties include:

1. Provide meteorological advice and consultation to ARTCC operational personnel and other designated FAA air traffic facilities, terminal, and FSS, within the ARTCC area of responsibility.

2. Provide scheduled and unscheduled briefings and products as needed per the IA SOW, NWS Instruction 10-803, and the operational direction of the Facility Manager. Examples include:

(a) Scheduled Briefings generally consist of forecast weather conditions pertinent to the ARTCC area during a specified period, plus an extended outlook. These briefings are scheduled and provided as required by the facility manager.

(b) Unscheduled products include the Meteorological Impact Statement (MIS) which is an unscheduled planning forecast describing conditions expected to begin within 4 to 12 hours which will, in the forecaster's judgment, impact the flow of air traffic within the ARTCC's area of responsibility and the Center Weather Advisory (CWA) which is an unscheduled air traffic and aircrew advisory statement for conditions currently in existence or beginning within the next 2 (two) hours.

3. The MIC will work with the Facility Manager to ensure local orders and procedures define the NWS support expected, to include operating hours. The MIC will also ensure back-up support plans are in place when and if the meteorologists at the center are not available.

20–3–6. RESPONSIBILITIES

a. All FAA personnel approving or issuing TFRs must ensure that restrictions meet regulatory criteria and are issued in accordance with FAA directives.

b. The ATO Director of System Operations Security (or designee) must:

1. Review and, if warranted, approve TFRs issued for law enforcement activities in accordance with the provisions of 14 CFR section 91.137.

2. Act as the operational representative for media concerns regarding active 14 CFR 91.137 TFRs.

c. ATO service area director (or designee) must:

1. Review all flight restrictions in their jurisdiction issued in accordance with 14 CFR 91.137 for compliance with regulations, directives, and policy (e.g., correct format, valid criteria).

2. Coordinate with affected air traffic facilities, event personnel, and local authorities when applicable.

3. Coordinate with the Domestic Events Network (DEN) air traffic security coordinator (ATSC) when hijacking situations are involved.

d. ARTCC/CCF/HCF air traffic managers (or designee) having jurisdiction over the area concerned must:

1. Accept requests for and, if warranted, establish TFRs in accordance with the provisions of 14 CFR sections 91.137(a)(1) and 91.137(a)(2).

2. Contact the System Operations Support Center (SOSC) at (202) 267–8276 to obtain approval for TFRs requested for law enforcement activities.

3. Inform all affected facilities of the TFR; including location, altitude, and effective times.

4. Coordinate with SUA using agencies when a TFR may impact SUA activities.

5. Notify the Regional Operations Center when a 91.137(a)(1) TFR has been issued. Ensure information is passed to Service Center Operations Support Group (OSG) and SOSC personnel.

6. Ensure IFR traffic is routed around the TFR, unless prior approval is obtained from the on-scene coordinator. No aircraft is authorized to enter a 14 CFR section 91.137(a)(1) TFR unless it is taking part in the relief activity.

7. Ensure the TFR is monitored for both IFR and VFR unauthorized traffic and a Mandatory Occurrence Report (MOR) is submitted for all TFR violators.

8. Maintain a chronological log of all TFR related actions on FAA Form 7230–4, Daily Record of Facility Operation Log, to include:

(a) The name and the organization of the person requesting the TFR.

(b) A brief description of the situation.

(c) The estimated duration of the restrictions.

(d) The name of the agency responsible for on–scene emergency activities and the telephone or other communications contact.

(e) A description of the location of the affected area.

9. Act as, or designate, an ATC coordination facility. If assistance is required, the coordination facility must serve as a primary “communication facility” for communications between the emergency control authorities and affected aircraft.

10. Issue flight restrictions, NOTAM, and appropriate cancellation in a timely manner.

e. All air traffic facilities must:

1. To the maximum extent possible, render assistance to the agency requesting the TFR.

2. Disseminate TFR information to all affected pilots in the area by all possible means.

3. Direct all media requests for information concerning TFRs to the FAA Office of Communications (AOC) through the Washington Operations Center at (202) 267−3333.

20−3−7. REVISIONS AND CANCELLATIONS

a. When restrictions are necessary beyond the published termination date/time, the ARTCC must ensure that a revised NOTAM and an appropriate cancellation are issued.

b. When the ARTCC within whose area the restrictions are established receives information from the ATO service area or the agency that requested the restrictions that the restrictions are no longer required, the ARTCC must take action to cancel them. If the information is received by another facility, that facility must notify the ARTCC, which will take appropriate action.

c. When it is obvious that the restrictions are no longer required but a cancellation request has not been received, the ARTCC must take action to ascertain the status of the restrictions from the ATO service area or the agency that requested the restrictions, and if appropriate, cancel them.

Appendix 6. Space LOA Sample Templates

Instructions for Letter of Agreement Template: Launch and Reentry Operator

[Name(s) of affected Air Traffic Control Facilities (Controlling Facility listed first)], ATO Space Operations, [Operator] Letter of Agreement

Effective:

Subject: Coordination of [Operator] Launch/Reentry Operations from [name and location of Launch and (if applicable) Reentry site]

1. Purpose:
State the purpose of the Letters of Agreement (LOA), type of operation (launch, launch with reentry), and location of operation (name and location of launch and (if applicable) Reentry site). If LOA is for a one-time operation, state that.

Sample text:
This Letters of Agreement (LOA) provides procedures for the integration and appropriate coordination of [licensed/permitted] [*Vehicle Type:* horizontal/vertical] [launch/launch with reentry/hover-test] operations into the National Airspace System (NAS) from [name and location of launch and (if applicable) Reentry site].

2. Cancellation:
Include any previous LOA canceled by this one [Subject and Effective Date of LOA being canceled].
State agreement to review LOA annually.

Sample text:
This LOA will remain in effect until canceled by any signatory entity and will be reviewed annually throughout the life of the [license/permit] or when modifications are made to the [license/permit].

3. Scope:
List the pertinent ATC facilities, Operator, and any additional stakeholders, including ATO Space Operations, Federal Ranges, and military facilities as applicable. State distribution of the LOA. The distribution should include, at a minimum, all signatories and the Office of Commercial Space Transportation (AST).

Sample Text:
This LOA is pertinent to [ATC facilities], [additional stakeholders], and [Operator]. It is to be distributed to all signatories and stakeholders].

4. Responsibilities:
State the responsibilities of the Operator, Controlling Facility, and as needed, any other stakeholders and/or affected facilities.

a. Operator must fulfill requirements provided in the Sample Text for this section.

b. Controlling Facility must fulfill requirements provided in the Sample Text for this section and

1. Fill out the Points of Contact Table (Attachment B).

2. Fill out the Actions Timetable (Attachment C).

c. *(As needed)* Other stakeholders and affected facilities must:

1. Ensure appropriate personnel are aware of the provisions of this agreement.

Sample text for Operator:
a. [Operator] must:

1. Ensure all Operator [and their designees] personnel operating within the scope of this agreement are knowledgeable of, understand, and comply with the provisions of this agreement.

2. Establish, make available, and be prepared to execute approved contingency plan(s).

a) Unless an established contingency plan has been approved by all necessary parties, [Operator] must coordinate requirements and get approval from [Controlling Facility] for contingency plan(s) at least [XX] calendar days prior to each operation.

3. Follow the procedures in Section 5 and the Action Timetable (Attachment C) with regards to communications and notifications.

4. Notify the parties in the Points of Contact Table (Attachment B) immediately if scheduled operations are canceled.

5. *(As needed)* Develop separate agreements with foreign Air Navigation Service Providers when airspace coordination outside of the U.S. Flight Information Region is needed for the operation.

Sample text for Controlling Facility:

b. [Controlling Facility] must:

1. Ensure all personnel responsible for providing air traffic service within the scope of this agreement are knowledgeable of, understand, and comply with the provisions of this agreement. This includes notification to other affected facilities.

2. Ensure appropriate [Controlling Facility] personnel are aware of and prepared to execute approved contingency plan(s).

3. Communicate with necessary facilities and ascertain their readiness to execute approved contingency plan(s).

4. Except when real time notifications of actual start of activity and end of activity times are provided to the facility via ATO Space Operations coordination, take appropriate actions to restrict airspace use during the effective times of the aircraft hazard area(s).

5. Take additional measures for public safety deemed necessary by 14 CFR parts 400–460.

Sample text as needed:

c. *(As needed)* [Other stakeholders and affected facilities] must:

1. Ensure appropriate personnel are aware of the provisions of this agreement.

2. Ensure appropriate personnel are aware of and prepared to execute approved contingency plan(s).

d. Deviations from responsibilities and/or procedures established in this LOA must be coordinated prior to each operation, and responsibilities must be clearly defined in each case.

5. Procedures:

Specify timeline and details for activities to take place prior to, during, and upon completion of operation. Specify frequency of proposed operations and any limitations when considering dates and times of operations. Include any restrictions on days of week and/or times of day operations that may or may not occur. Restrictions may include times when military operations require use of certain airspace. Specify procedure(s) for handling anomalies and emergencies. Information conveyed should include the location of event (latitude and longitude, represented as degree–minute–second) (when available), vehicle state, projected time the hazard will no longer be present, and any other pertinent details.

Sample text:

a. [Operator] must:

1. Provide a Launch/Reentry Forecast Package to the parties specified in the Points of Contact Table (Attachment B), except Central Altitude Reservation Function (CARF), at least once every [XX] months. These forecasts will include a best estimate of all anticipated launches for the upcoming [XX] months.

2. Provide [Controlling Facility] a pre-planning package a minimum of [XX] calendar days prior to the planned operation. At a minimum, the package should include:

a) The launch/reentry window.

b) The best estimate of the geographic definition of the hazard area(s) (latitude and longitude, represented as degree–minute–second) (when available) for the primary date and any back-up date(s).

c) *(As needed)* Any support aircraft's type and call sign.

3. *(As needed)* Submit Altitude Reservation (ALTRV) request(s) to CARF (and email a copy of the request to the [Controlling Facility]) a minimum of [XX] days prior to the planned operation.

4. Verify the issuance of the appropriate NOTAMs.

5. No less than [XX] minutes in advance of a planned operation, notification will be given by [Operator] to [Controlling Facility] of intent for the [launch/hover-test] to take place.

6. During the operation, a [Operator] representative must participate on an FAA Hotline teleconference with [Controlling Facility] and ATO Space Operations (see Actions Timetable, Attachment C, for phone number). Communication on the FAA Hotline teleconference must be established no less than [XX] minutes prior to planned operation.

a) The [Operator] representative must be able to provide real-time verbal indications of the status of the operation, its progress along the launch/reentry trajectory, and occurrence of significant events.

b) Participation by representative(s) from [other stakeholders and affected facilities] is advised.

7. Notify [Controlling Facility] upon completion of the operation.

8. *(As needed)* Contact CARF and request that the appropriate ALTRVs be canceled.

9. In the event of an anomaly, a [Operator] representative must immediately notify [Controlling Facility], via FAA Hotline teleconference, of the occurrence of the anomaly. Information communicated should include, at a minimum:

a) The last known state of the vehicle.

b) The location of the off-nominal event (latitude and longitude, represented as degree–minute–second) (when available).

c) The predicted location(s) impacted (latitude and longitude, represented as degree–minute–second) (when available).

d) Projected time the hazard(s) will no longer be present (when known).

e) Other information that will provide estimated positions of hazards.

10. In the event of an emergency, [Operator] must immediately contact [Controlling Facility], via FAA Hotline teleconference and email all the parties listed in the Points of Contact Table (Attachment B). Information conveyed should include, at a minimum:

a) The last known state of the vehicle.

b) The location of the event (latitude and longitude, represented as degree–minute–second) (when available).

c) The predicted location(s) impacted (latitude and longitude, represented as degree–minute–second) (when available).

d) Projected time the hazard(s) will no longer be present (when known).

e) Other information that will provide estimated positions of hazards.

b. [Controlling Facility]:

1. Upon notification of a completed operation, [Controlling Facility] must cancel appropriate airspace restrictions and/or NOTAMs.

2. In the event when [Controlling Facility] becomes aware of a condition that would make the launch/reentry unsafe, [Controlling Facility] must immediately contact, via FAA Hotline, [Operator] and all other parties listed in the Points of Contact Table (Attachment B).

6. Attachments

a. Signatures

b. Points of Contact Table

c. Actions Timetable

d. Only include graphics that are applicable to this scenario:

- Launch/Reentry Site Description/Map
- Aircraft Hazard Area Description/Map
- Temporary Flight Restriction Description/Map
- Air Traffic Control Assigned Airspace Description/Map

e. Commercial Launch/Reentry Site LOA

Attachment A: Signatures

_____ _____

[Controlling Facility] [Operator]

_____

[ATO Space Operations]

_____

[as appropriate, other stakeholders, including Federal Ranges and military facilities]

Attachment B: Points of Contact Table

The following table should be completed by the [Controlling Facility] and the information should be verified prior to every operation.

Office	Phone #	Email	Responsibility
[Operator]			
[Controlling Facility] Supervisor in Charge			
[Controlling Facility] Traffic Management Unit			
ATO Space Operations			
Central Altitude Reservation Function (CARF)			
National Traffic Management Office (NTMO)			

Attachment C: Actions Timetable

The following table should be completed by [Controlling Facility]. In coordination with the [Controlling Facility], [Operator] must ensure that the following actions are completed at the defined intervals.

Time	Event	Remarks	Date Completed
T – [XX] months Suggestion: T – 6 months	**Submit Launch/reentry Forecast Package**	**Operator should provide best estimate of all known launch/reentry dates for upcoming six months.**	
T – [XX] calendar days Suggestion: T – 30 – 60 calendar days	**Coordinate launch/reentry corridor/hazard area(s)**	**Operator should coordinate with ATO Space Operations and as appropriate, other affected facilities.**	
T – [XX] calendar days Suggestion: T – 10 calendar days	**Submit Pre-Planning Package**	**Operator should provide a description of the Aircraft Hazard Area(s), along with date(s) and time(s) for launch/reentry.**	

Time	Event	Remarks	Date Completed
T – [XX] calendar days Suggestion: T – 5 – 14 calendar days	**File an Altitude Reservation (ALTRV) request with CARF (as needed)**	**Operator is responsible for coordinating all necessary ALTRV requests. Requests should be submitted via email to _____@FAA.gov A copy of the request should also be emailed to [Controlling Facility].** **Contact:**	
T – [XX] hours	**Verify issuance of appropriate airspace notices (NOTAMs and TFRs)**	**Operator should contact [Controlling Facility] for issuance of TFR(s) and NOTAM(s) (as needed).** **Per 14 CFR § 91.143, TFRs need to be issued at least ___ hours in advance of the scheduled operation.**	
T – [XX] hours and repeat again at T – [XX] hours Suggestion: T – 24 hours and 3 hours	**Provide operational status report**	**Operator contacts [Controlling Facility] via [telephone/email] and provides operational status report, which includes confirmation of intent and specifics of operation.**	
T – [XX] minutes Suggestion: T – 60 – 30 minutes	**Establish Hotline connection**	**[FAA Hotline telephone #]** **The operation will be delayed or terminated if the Operator does not establish communications via FAA Hotline teleconference.** **Operator must have a representative on the FAA Hotline teleconference until the operation is complete.**	
T – [XX] minutes Suggestion: T – 30 minutes	**Provide operational status report**	**Operator provides operational status report. This report includes confirmation that the operation will take place as scheduled.** **As necessary, Operator should continue to communicate any significant operational changes.**	

Time	Event	Remarks	Date Completed
T – [XX] minutes and repeat at T – [XX] minutes Suggestion: T – 10 minutes and T – 5 minutes	**Receive final clearance or confirmation of continued approved mission status**	**Operator must receive clearance or confirmation of continued approved mission status from [Controlling Facility] to proceed with operation.**	
During operation	**Maintain real-time communication via FAA Hotline teleconference**	**Operator must provide real-time verbal indications on the status of the vehicle.**	
Post-operation or mission cancellation	**Notify ATC and CARF (if applicable) of completion or cancellation of operation**	**ATC must be notified when operation is complete. TFR(s), ALTRV(s), and any other necessary notices should be canceled as soon as practicable.**	
	Schedule post-operation debrief	**A debrief should occur ideally within __ hours, but no later than __ hours of the completion of the operation. A debrief should be conducted even if no off–nominal activity occurred.**	

Instructions for Letter of Agreement Template: Launch and Reentry Site

Letter of Agreement

Effective:

Subject: Operations at [Name and location of Launch and Reentry Site]

1. Purpose:
State the purpose of the Letters of Agreement (LOA), type(s) of anticipated operation (*if launch:* [horizontal/vertical]) [launch/reentry], frequency of proposed operation(s) (if known), and name and location of Launch and Reentry Site.

Sample text:
This LOA establishes a framework for the coordination and planning of procedures for [licensed/permitted] (*if launch:* [horizontal/vertical]) [launch/reentry] operations into the National Airspace System from [name and location of Launch and Reentry Site].

2. Cancellation:
Include any previous LOA canceled by this one [Subject and Effective Date of LOA being canceled]. State agreement to review LOA annually.

Sample text:
This LOA will remain in effect until canceled by any signatory entity and will be reviewed annually throughout the life of the license or when modifications are made to the license.

3. Scope:
List the affected ATC facilities; Launch/Reentry Site Operator; and any additional stakeholders, including ATO Space Operations, Federal Ranges, and military facilities, as applicable.
State that this LOA does not guarantee the approval of operations from the Launch and Reentry Site. Once a Vehicle Operator has been identified and its operations approved, responsibilities and procedures will be outlined in a separate letter of agreement with each Vehicle Operator.
State that this LOA does not confer any proprietary, property, or exclusive right in the use of airspace or outer space referenced in Code of Federal Regulation (CFR) 420.41.
State distribution of the LOA. The distribution should include, at a minimum, all signatories.

Sample text:
This LOA is pertinent to [ATC facilities and stakeholders; including ATO Space Operations] and [Launch/Reentry Site Operator]. It does not guarantee the approval of operations from the Launch/Reentry Site. Once a Vehicle Operator has been identified and its operations approved, responsibilities and procedures will be outlined in a separate LOA with each Vehicle Operator.

This LOA does not confer any proprietary, property, or exclusive right in the use of airspace or outer space referenced in Code of Federal Regulation (CFR) 420.41.

This LOA is to be distributed to the signatories, additional stakeholders, and the Office of Commercial Space Transportation (AST).

4. Responsibilities:
State the responsibilities of the Site Operator, Controlling Facility, and as needed, any other stakeholders and/or affected facilities. All parties named within this letter of agreement will work collaboratively to develop the following:

a. Procedures for notification and scheduling of operations, to include procedures for the issuance of Notices to Airmen, Altitude Reservations and Special Activity Airspace access.

b. Plans for communication between the operator and the FAA as necessary, before, during, and after a scheduled operation.

[Name(s) of affected Air Traffic Control Facilities (Controlling Facility listed first)], ATO Space Operations, [Launch and Reentry Site Operator]

c. Plans and procedures for cancellations, contingencies, and emergencies.

d. Plans and procedures for any other measures deemed necessary by the FAA to ensure public health and safety.

Sample text:

a. [Launch/Reentry Site Operator] is responsible for the management, operation, and maintenance of the Launch/Reentry Site. This includes the coordination with users of its facility and the responsibility for ensuring all necessary information regarding operations is provided to the appropriate ATC facilities.

b. The FAA is responsible for the safe, orderly, and expeditious flow of known air traffic under its control. It is also responsible for the dissemination of pertinent information to the aviation community.

c. All parties named in this LOA will work collaboratively to develop procedures and other such measures deemed necessary to protect public health and safety.

5. Attachments

State the responsibilities of the Site Operator, Controlling Facility, and as needed, any other stakeholders and/or affected facilities. All parties named within this letter of agreement will work collaboratively to develop the following:

A. Signatures

B. Points of Contact Table

C. Graphics/Maps

- Physical Site Description/Map
- Airspace Description/Map(s)

[Name(s) of affected Air Traffic Control Facilities (Controlling Facility listed first)], ATO Space Operations, [Launch and Reentry Site Operator]

Attachment A: Signatures

_____ _____

[Controlling Facility] [Launch/Reentry Site Operator]

_____

[ATO Space Operations]

_____

[As appropriate, other stakeholders, including Federal Ranges and military facilities.]

[Name(s) of affected Air Traffic Control Facilities (Controlling Facility listed first)], ATO Space Operations, [Launch and Reentry Site Operator]

Attachment B: Points of Contact Table

The following table should be completed by the [Controlling Facility] and the information should be verified prior to every operation.

Office	Phone #	Email	Responsibility
[Controlling Facility] Airspace and Procedures Office			
[Controlling Facility] Traffic Management Unit			
ATO Space Operations			
[Launch and Reentry Site Operator]			

Instructions for Letter of Agreement Template: Federal Range

Letter of Agreement

Effective:

Subject: Operations at [Name of Federal Range]

1. Purpose:
State the purpose of the Letters of Agreement (LOA), name of Federal range. Facilities and stakeholders included in LOA.

Sample text:
This LOA establishes a framework for the coordination and planning of procedures for launch and reentry operations into the National Airspace System (NAS) from [name of Federal Range]. The following describes responsibilities and requirements for [list included facilities and stakeholders].

2. Cancellation:
Include any previous LOA canceled by this one [Subject and Effective Date of LOA being canceled]. State agreement to review LOA annually.

Sample text:
This agreement cancels the [Subject and effective date of LOA being canceled].

This LOA will remain in effect until canceled by any signatory entity and will be reviewed annually or when modifications are required.

3. Scope:
List the affected ATC facilities; Federal Range site Operator; and any additional stakeholders, including ATO Space Operations, and military facilities, as applicable. State distribution of the LOA. The distribution should include, at a minimum, all signatories.

Sample text:
This LOA is pertinent to [ATC facilities and stakeholders, including ATO Space Operations] and [Federal range]. It does not guarantee the approval of operations from the [Federal range] This LOA does not confer any proprietary, property, or exclusive right in the use of airspace or outer space referenced in Code of Federal Regulation (CFR) 420.41.

This LOA is to be distributed to the signatories, additional stakeholders, and the Office of Commercial Space Transportation (AST).

4. Responsibilities:

State the responsibilities of the [Federal range], Controlling Facility, and as needed, any other stakeholders and/or affected facilities. All parties named within this letter of agreement will work collaboratively to develop the following:

a. Procedures for notification and scheduling of operations, to include procedures for the issuance of Notices to Airmen, Altitude Reservations and Special Activity Airspace access.

b. Plans for communication between the [Federal range] and the FAA as necessary, before, during, and after a scheduled operation.

[Name(s) of affected Air Traffic Control Facilities (Controlling Facility listed first)], ATO Space Operations, [Launch and Reentry Site Operator]

c. Plans and procedures for cancellations, contingencies, and emergencies.

d. Plans and procedures for any other measures deemed necessary by the FAA to ensure public health and safety.

Sample text:

a. [Federal range] is responsible for the management, operation, and maintenance of all facilities and equipment at [Federal range]. This responsibility includes the coordination with users of its facility and the responsibility for ensuring all necessary information regarding operations is provided to the appropriate ATC facilities.

b. The FAA is responsible for the safe, orderly, and expeditious flow of known air traffic under its control. It is also responsible for the dissemination of pertinent information to the aviation community.

c. All parties named in this LOA will work collaboratively to develop procedures and other such measures deemed necessary to protect public health and safety.

5. Restrictions to Operations

List any constraint to operations from Federal range.

Sample text:

a. None; Or

a. No launch or recovery operations between sunset and sunrise.

b. Launch vehicles limited to a max launch weight of 11,000,000 pounds.

6. Attachments

Must include at a minimum A. and B. but not limited to.

A. Signatures

B. Points of Contact Table

(examples of additional attachments)

- Physical Site Description/Map
- Airspace Description/Map(s)
- Launch/Reentry Site Description/Map
- Aircraft Hazard Area Description/Map
- Temporary Flight Restriction Description/Map
- Air Traffic Control Assigned Airspace Description/Map
- Action Timetable

[Name(s) of affected Air Traffic Control Facilities (Controlling Facility listed first)], ATO Space Operations, [Launch and Reentry Site Operator]

Attachment A: Signatures

_____

[Controlling Facility]

_____

[Federal Range]

_____

[ATO Space Operations]

_____

[As appropriate, other stakeholders and military facilities.]

[Name(s) of affected Air Traffic Control Facilities (Controlling Facility listed first)], ATO Space Operations, [Launch and Reentry Site Operator]

Attachment B: Points of Contact Table example

Office	Phone #	Email	Responsibility
[Operator]			
[Controlling Facility] Supervisor in Charge			
[Controlling Facility] Traffic Management Unit			
ATO Space Operations			
Central Altitude Reservation Function (CARF)			
National Traffic Management Office (NTMO)			

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BRIEFING GUIDE

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

Initiated By: AJV-0
Vice President, Mission Support Services

Table of Contents

1. PARAGRAPH NUMBER AND TITLE:
1−2−1. POLICY
2−1−1. INTERREGIONAL REQUIREMENTS

2. BACKGROUND: Review of paragraphs 1–2–1 and 2–1–1 revealed the need to update organization titles as they had changed. Editorial edits were necessary to bring the language up to date, and to provide guidance for requesting clarifications as well as updating language that speaks to potential conflicts between instructions in the order and labor union agreements.

3. CHANGE:

OLD	NEW
1–2–1. POLICY	**1–2–1. POLICY**
This order prescribes information necessary to effectively operate and administer air traffic service facilities. When a conflict arises between its provisions and those in other agency issuances, supervisors must request clarification from their respective En Route and Oceanic Operations Area, Terminal Operations Area, or Flight Service Safety and Operations Group. In the event a conflict arises between instructions in this order and the terms of a labor union contract, supervisors must abide by the contract.	This order prescribes information necessary to effectively operate and administer air traffic service facilities. When a conflict arises between **this order's** provisions and those in other agency issuances, **management** must request clarification from **higher authority and/or assistance from the Operations Support Group (OSG), Service Area Director of Air Traffic Operations**, or **the** Flight Services Safety and Operations Group. **Procedures for requesting interpretation or clarification to this order are contained in paragraph 1–1–9.** In the event a conflict arises between instructions in this order and the terms of a **Collective Bargaining Agreement (CBA)**, **management** must abide by the **CBA**.
OLD	**NEW**
2–1–1. INTERREGIONAL REQUIREMENTS	**2–1–1. FACILITY REQUIREMENTS**
Add	**Facilities must coordinate with various lines of business (LOB), staff offices, and ATO Service Units directly on mutual procedural or operational requirements. When the resolution of procedural or operational problems is not possible, or when a directive is incompatible with another directive or agreement, the facility must notify its higher authority management structure for resolution assistance.**

a. An air route traffic control center (ARTCC) is responsible to an En Route and Oceanic Operations Area Office. Terminal and Flight Service facilities located within an ARTCC operational area must comply with the En Route and Oceanic Operations Area Office directives governing interfacility operational requirements. Although these facilities are not under its administrative jurisdiction, the En Route and Oceanic Operations Area Office responsible for the administration of the ARTCC must provide these directives to the appropriate facilities in ARTCC operational areas. These facilities must coordinate directly on mutual procedural or operational requirements.	**a. Air Route Traffic Control Centers (ARTCCs) and terminal air traffic facilities are responsible to the respective Air Traffic Service Area office.**
b. When the resolution of procedural or operational problems is not possible or when the En Route and Oceanic Operations Area Office directives are incompatible with those published by the administratively responsible area office, the facility must notify its own Terminal Operations Area or Flight Service Safety and Operations Group for resolution.	**b. Flight Service Stations (FSS) are responsible to the Flight Service Safety and Operations Group.**
Add	**c. The Air Traffic Control System Command Center (ATCSCC) is responsible to the Director of NAS Operations.**

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1. PARAGRAPH NUMBER AND TITLE:
1−2−4. ABBREVIATIONS
6−2−2. EN ROUTE SECTOR INFORMATION BINDER

2. BACKGROUND: The contraction RCAG is incorrectly listed as “remote communications air/ground facility.” The acronym is properly identified in the Aeronautical Information Manual (AIM), FAA Order JO 6500.28 (Remote Communications Requirements for Air Traffic Control Facilities), the Aeronautical Information Publication (AIP), and FAA Order 7930.2 (Notice to Airmen (NOTAM)) as “remote center air/ground (RCAG).” This update corrects the acronym to align with FAA orders and publications.

3. CHANGE:

OLD	**NEW**
1–2–4. ABBREVIATIONS	**1–2–4. ABBREVIATIONS**
As used in this order, the following abbreviations have the meanings indicated: (See TBL 1−2−1.)	No Change
TBL 1–2–1 **Abbreviations**	No Change
RCAG . . . . . Remote communications air ground facility	RCAG . . . . . Remote **center** air/ground facility

OLD	NEW
6–2–2. EN ROUTE SECTOR INFORMATION BINDER	**6–2–2. EN ROUTE SECTOR INFORMATION BINDER**
Title through **c1(b)**	No Change
(c) Primary and back-up frequency remote communications air–ground facility (RCAG).	**(c)** Primary and back-up frequency remote **center** air/ground facility (RCAG).

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1. PARAGRAPH NUMBER AND TITLE:
1–2–4. ABBREVIATIONS
6–3–1. HANDLING OF SIGMETs, CWAs, AND PIREPs
18–26–4. RESPONSIBILITIES

2. BACKGROUND: A field facility reported that paragraph 6–3–1, Handling of SIGMETs, CWAs, and PIREPs, featured language inconsistent with other FAA orders concerning the reporting of low-level wind shear and volcanic activity. During research into this change, it was determined that the Leased Service A System (LSAS) is no longer in use, prompting additional edits.

3. CHANGE:

OLD	NEW
1–2–4. ABBREVIATIONS	**1–2–4. ABBREVIATIONS**
As used in this order, the following abbreviations have the meanings indicated: (See TBL 1–2–1.)	No Change
TBL 1–2–1 **Abbreviations**	No Change
Add	
LSAS . . . . . Leased Service A System	**AISR . . . . . Aeronautical Information System Replacement**
	Delete

OLD	NEW
6–3–1. HANDLING OF SIGMETs, CWAs, AND PIREPs	**6–3–1. HANDLING OF SIGMETs, CWAs, AND PIREPs**
Title through **a4**	No Change
b. PIREPs:	No Change
1. The WC is the focal point for handling PIREP requests and for the dissemination of urgent and routine PIREPs within the ARTCC and to terminal ATC facilities without Leased Service A System (LSAS) which are or may be affected.	**1.** The WC is the focal point for handling PIREP requests and for the dissemination of urgent and routine PIREPs within the ARTCC and to terminal ATC facilities.
2. The CWSU meteorologist solicits PIREPs through the weather coordinator or directly from the controllers when required.	No Change
(a) Both solicited and unsolicited PIREPs that meet the urgent PIREP criteria must be distributed immediately via the LSAS.	**(a)** Both solicited and unsolicited PIREPs that meet the urgent PIREP criteria must be distributed immediately via **AISR, or other distribution systems such as the Aviation Weather Center's webpage**.

(b) Solicited and unsolicited routine PIREPs must be distributed in a timely manner.	No Change
c. PIREP classification: Categorize PIREPs as follows:	**c. Classify** PIREPs as follows:
c1 through **c1(d)**	No Change
(e) Low level wind shear.	**(e)** Low level wind shear **(LLWS)**. **For the safety of light aircraft, classify low level wind shear PIREPs as UUA if the pilot reports airspeed fluctuations of 10 knots or more. Classify reports of low level wind shear with airspeed fluctuations less than 10 knots as routine. If airspeed fluctuation is not reported, classify the PIREP as UUA.**
NOTE– *Defined as wind shear within 2,000 feet of the surface.*	***NOTE–*** ***LLWS is d****efined as wind shear within 2,000 feet of the surface.*
(f) Volcanic eruptions and volcanic ash clouds.	**(f)** Volcanic eruptions**,** ash clouds**, and/or the detection of sulfur gases (H_2S or SO_2) in the cabin should be reported; however, if a pilot only reported the smell of H_2S or SO_2 in the cabin and confirmed no volcanic ash clouds were present, classify the report as a ROUTINE PIREP**.
Add	***NOTE–*** ***The smell of sulfur gases in the cockpit may indicate volcanic activity that has not yet been detected or reported and/or possible entry into an ash-bearing cloud. SO_2 is identifiable as the sharp, acrid odor of a freshly struck match. H_2S has the odor of rotten eggs.***
(g) Detection of sulfur gases (SO_2 or H_2S), associated with volcanic activity, in the cabin.	Delete
NOTE– *The smell of sulfur gases in the cockpit may indicate volcanic activity that has not yet been detected or reported and/or possible entry into an ash-bearing cloud. SO_2 is identifiable as the sharp, acrid odor of a freshly struck match. H_2S has the odor of rotten eggs.*	Delete
c1(h)	Re–letter **c1(g)**
2. ROUTINE: Classify all solicited and unsolicited PIREPs as routine unless otherwise indicated.	**2.** ROUTINE: Classify all **other** PIREPs as routine.
Add	**3. Expanded information on the categorization of PIREPs and reporting format is located in FAA Order JO 7110.10, Chapter 8, Section 1, Pilot Weather Reports.**

OLD	**NEW**
18–26–4. RESPONSIBILITIES	**18–26–4. RESPONSIBILITIES**
Title through **b2(c)**	No Change
(d) Dissemination of CWAs to other facilities (via other than LSAS).	**(d)** Dissemination of CWAs to other facilities.

(e) Dissemination of AIRMETs within the ARTCC.	No Change
(f) Inter/intrafacility dissemination of Meteorological Impact Statements as required (via other than LSAS).	**(f)** Inter/intrafacility dissemination of Meteorological Impact Statements as required.

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1. PARAGRAPH NUMBER AND TITLE:
2–1–2. FACILITY STANDARD OPERATING PROCEDURES DIRECTIVE

2. BACKGROUND: Emergency airport information is available via functions unique to En Route Automation Modernization (ERAM) system and the Standard Terminal Automation Replacement System (STARS). This change adds a requirement for those facilities where this function is available, Standard Operating Procedures (SOP) must include a description of the functionality and its uses.

3. CHANGE:

OLD	NEW
2–1–2. FACILITY STANDARD OPERATING PROCEDURES DIRECTIVE	**2–1–2. FACILITY STANDARD OPERATING PROCEDURES (SOP)**
The air traffic manager must issue a Standard Operating Procedures (SOP) Directive. The directive must specify, as a minimum, the required procedures for maintaining a safe and efficient operation and the jurisdictional boundaries for each operational position/sector.	The ATM must issue **an SOP specifying**, **at** a minimum, required procedures for maintaining a safe and efficient operation and the jurisdictional boundaries for each operational position/sector.
Add	***NOTE–*** ***Although FAA Order JO 1320.62, Air Traffic Organization Directives Management, states that an SOP is not an authorized way to issue policy and thus should not be identified as a directive, ATMs have historically issued SOPs as such and may continue to do so.***
a. Review SOPs at least annually and update as necessary. Examine current SOPs for practices and/or procedures that are no longer required. Review includes both content and relevance that achieve full operational efficiency and customer flexibility.	**a.** Review SOPs at least annually and update as necessary.
b. Review and, if necessary, update SOPs when new or revised instrument flight procedures are published or pertinent national procedures are implemented or changed.	No Change
NOTE– *Information related to subscribing for alerts regarding upcoming changes to instrument flight procedures is available at the Instrument Flight Procedures Information Gateway: https://www.faa.gov/air_traffic/flight_info/aeronav/procedures/.*	No Change

REFERENCE– *FAA Order JO 7210.3, Para 2–1–6, Checking Accuracy of Published Data.* *FAA Order JO 7210.3, Para 4–1–1, Correspondence Standards.* *FAA Order JO 7210.3, Para 4–3–3, Developing LOA.* *FAA Order JO 7210.3, Para 4–3–8, Annual Review/Revisions.*	No Change
c. Ensure noise abatement procedure commitments are included in the SOP or other facility directives and identified as such.	**c.** Ensure noise abatement procedure commitments are included in the SOP or facility directives and identified as such.
NOTE– *Noise abatement procedure commitments are the result of the NEPA process or other formal/informal agreements.*	No Change
Add	**d. Where emergency airport information is available via ERAM or STARS, include in the SOP a description of the functionality, to include any local adaptations or uses. Where no such automated functionality is available, the ATM must ensure the SOP addresses emergency airport information and where it must be made available in the operation.**

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1. PARAGRAPH NUMBER AND TITLE:
2–1–24. FACILITY IDENTIFICATION
2–1–26. OUTDOOR LASER DEMONSTRATIONS

2. BACKGROUND: Routine review of several paragraphs in Chapter 2 revealed the need to update outdated organizational references in paragraph 2–1–24 and 2–1–26. Paragraph 2–1–24, Facility Identification, has been updated to reflect the current approver for facility identification and has been split into two subparagraphs based on applicability. Paragraph 2–1–26, Outdoor Laser Demonstrations, contains only a pointer to FAA Order JO 7400.2, Procedures for Handling Airspace Matters, where laser demonstration procedures are wholly contained.

3. CHANGE:

OLD	NEW
2–1–24. FACILITY IDENTIFICATION	**2–1–24. FACILITY IDENTIFICATION**
a. Service Area Directors are the focal point to review/approve requests for waivers for facility identification changes in FAA Order JO 7110.65, Air Traffic Control, paragraph 2–4–19, Facility Identification, subparagraphs a, b, and c. The Flight Service Safety and Operations Group (AJR–B100) is the focal point to review/approve requests for waivers for facility identification changes in FAA Order JO 7110.10, Flight Services, paragraph 2–5–2, Facility Identification. If the waiver request is approved, the Service Area Director or the Director of Flight Service, as appropriate, must ensure that all aeronautical publications are changed to reflect the new identification and that a Letter to Airmen is published notifying the users of the change.	**a. TERMINAL/EN ROUTE: Requests for permanent changes or waivers to facility identification require that the ATM document the benefit to the Agency and the customer. The ATM must submit the request through the District General Manager to the Service Area Director of Air Traffic Operations. The Service Area Director of Air Traffic Operations has approval authority. Large, combined, or consolidated facilities may be authorized multiple identification nomenclature at the discretion of the Service Area Director of Air Traffic Operations.**

Add	***REFERENCE–*** ***FAA Order JO 7110.65, Para 2–4–19, Facility Identification.***
b. Service Area Directors must forward a copy of the approval to System Operations Services.	**b. FSS: Requests for permanent changes or waivers to facility identification require that the ATM document the benefit to the Agency and the customer. The Flight Service Safety and Operations Group must review the request and forward its recommendation to the Director of Flight Service. The Director of Flight Service has approval authority.**
Add	***REFERENCE–*** ***FAA Order JO 7110.10, Para 2–5–2, Facility Identification.***
Add	**c. If a facility identification change is approved, the ATM must ensure all applicable facility directives, LOAs, and aeronautical publications reflect the new identification. A Letter to Airmen must be published notifying users of the change.**

OLD	NEW
2–1–26. OUTDOOR LASER DEMONSTRATIONS	**2–1–26. OUTDOOR LASER DEMONSTRATIONS**
Add	**FAA Order JO 7400.2, Procedures for Handling Airspace Matters, Chapter 29, Outdoor Laser Operations, contains procedures for processing outdoor laser demonstration requests.**
a. The Area Directors of Terminal Operations Services are the focal point for reviewing/approving requests for outdoor laser demonstrations.	Delete
b. FAA Order JO 7400.2, Procedures for Handling Airspace Matters, is the source for processing outdoor laser demonstration requests.	Delete

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1. PARAGRAPH NUMBER AND TITLE: 2–6–3. CONTROLLER-IN-CHARGE (CIC) DESIGNATION

2. BACKGROUND: Review of this paragraph revealed several opportunities to streamline procedures and make editorial updates to reflect current organizational structure and responsibilities.

3. CHANGE:

OLD	NEW
2–6–3. CONTROLLER-IN-CHARGE (CIC) DESIGNATION	**2–6–3. CIC DESIGNATION AT FAA-OPERATED FACILITIES**
Add	**CIC designation at FAA-operated facilities differs from CIC designation at FAA Contract Tower (FCT) facilities due to administrative differences. For FCT CIC policy, see Chapter 11 of this order.**
a. Prior to being designated as a CIC, specialists must meet the following prerequisites:	**a. At FAA-operated facilities, candidates for CIC must:**

1. Have been certified for 6 months in the area/facility CIC duties to be performed. (The Director of En Route and Oceanic Operations Area Office or Terminal Operations Service Area Office may issue a facility waiver for the 6 month requirement where a more immediate assignment is needed. Waivers to facilities will be for 1 year, with renewals based on the result of a yearly evaluation by the area office director.)	**1. Be** certified for 6 months in the area/facility **where** CIC duties **will** be performed. **The Service Area Director of Air Traffic Operations** may issue a facility waiver for the 6-month requirement where a more immediate assignment is needed. Waivers to facilities will be **valid for 2 years.**
2. Be operationally current.	No Change
3. Be selected by the air traffic manager or his/her designee.	**3.** Be selected by the **ATM**.
4. Successfully complete CIC training.	Delete
b. Specialists who have been designated as a CIC and subsequently transfer to another facility are not required to fulfill the requirement of subparagraph 2−6−3a1 at the new facility; however, they must meet all other prerequisites.	No Change
c. In facilities that use CICs to provide midwatch coverage, specialists that provide such coverage must be designated as a CIC only for the purpose of providing midwatch coverage upon facility/area certification and completion of the local CIC training course. Air traffic managers must ensure the local CIC training course is completed within 30 days of facility/area certification/rating.	No Change
NOTE− *In combined radar/tower facilities, specialists who are certified in the tower cab may be designated as CIC in the tower, provided all of the above prerequisites are met.*	Delete
Add	**d. In combined radar/tower facilities, specialists certified in the tower may be designated as CIC in the tower, provided all the above prerequisites are met.**

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1. PARAGRAPH NUMBER AND TITLE: 3−3−1. SERVICE “F” COMMUNICATIONS

2. BACKGROUND: Review of paragraph 3−3−1 revealed that the reference to Service “F” is obsolete. This presented an opportunity to make editorial updates.

3. CHANGE:

OLD	NEW
3−3−1. SERVICE “F” COMMUNICATIONS	**3−3−1. COMMUNICATIONS**
Facility air traffic managers must establish procedures to provide interim communications in the event that local or long-line standard Service “F” fail. These must include the use of telephone conference circuits and the use of airline or other facilities.	Facility air traffic managers must establish **a facility Contingency Plan that addresses** procedures **for providing** interim communications **during power outages,** and other **significant events**.

1. PARAGRAPH NUMBER AND TITLE: 4–3–6. COMMERCIAL SPACE LOAs

2. BACKGROUND: In Spring of 2024, Air Traffic Safety Oversight Service (AOV) conducted an audit to determine compliance with policy and procedural requirements for integrating space launch/reentry vehicle operations in the NAS. An observation of noncompliance with letter of agreement (LOA) guidance and a recent update to FAA Order JO 1000.45, Application of the Acceptable Level of Risk to Space Missions in the National Airspace System, prompted a review of FAA Order JO 7210.3, Facility Operation and Administration, paragraph 4–3–6, Commercial Space LOAs, resulting in proposed updates to procedures to address gaps and provide clarity.

3. CHANGE:

OLD	NEW
4–3–6. COMMERCIAL SPACE LOAs	**4–3–6. SPACE LOAs**
LOAs exist between ATC facilities and commercial space launch/reentry site, launch, and/or reentry operations proponents. FAA Order JO 7400.2, Procedures for Handling Airspace Matters contains responsibilities and procedures for Commercial Space operations. The following lists the roles and responsibilities of organizations and individuals involved in the commercial space LOA process:	LOAs exist between ATC facilities and **Federal Ranges;** space launch/reentry site**s; and** launch and/or reentry **service providers (LSPs)**. FAA Order JO 7400.2, Procedures for Handling Airspace Matters**,** contains responsibilities and procedures for Commercial Space operations. The following lists the roles and responsibilities of organizations and individuals involved in the space LOA process:
Add	***NOTE–*** ***This paragraph does not apply to on-orbit activities or operations.***
a through **c1**	No Change
Add	**2. Operating procedures to include communications, real-time coordination, Notice to Airmen (NOTAM) content issuance, contingency, and emergency procedures and notifications.**
Add	**3. For Federal Range LOAs: a brief description of the launch/reentry site and any limitations on operations. If no limitations or restrictions are needed, notate this in the LOA as "No Restrictions."**
Add	***NOTE–*** ***Possible restrictions may include but are not limited to restrictions on operating hours, restrictions on vehicle size, and restrictions on number of operations.***
2. For launch/reentry operation LOAs: Description of operation to include vehicle type and characteristics; anticipated frequency of operations; and requested airspace, altitude, vehicle positioning data transmittal, and Aircraft Hazard Area (AHA) information.	**4**. For launch/reentry operation LOAs: **d**escription of operation to include **but not limited to** vehicle type and characteristics; anticipated frequency of operations; requested airspace **and** altitude, **and notional Aircraft Hazard Area (AHA) information. When possible, this should include vehicle telemetry data transmittal**.

3. For launch/reentry site LOAs: Brief description of the launch/reentry site, types of anticipated operations, and anticipated frequency of proposed operations.	**5**. For launch/reentry site LOAs: **b**rief description of the launch/reentry site, types of anticipated operations, and anticipated frequency of proposed operations.
4. Operating procedures to include communications, real-time coordination, NOTAM content issuance, contingency, and emergency.	Delete
Add	**6. For launch/reentry sites controlled and used by a single LSP, a single LOA for launch/reentry site and operation may be utilized. Contents of the LOA must comply with c1 through c5.**

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1. PARAGRAPH NUMBER AND TITLE:
4−6−6. FAA FORM 7230−10, POSITION LOG
4−6−7. AUTOMATED POSITION SIGN ON/OFF

2. BACKGROUND: Review of paragraphs 4−6−6 and 4−6−7 revealed an opportunity to provide several editorial updates.

3. CHANGE:

OLD	NEW
4−6−6. FAA FORM 7230−10, POSITION LOG	**4−6−6. FAA FORM 7230−10, POSITION LOG**
Title through **c1**	No Change
2. Field 2 must contain a position identifier that is a maximum of five letters and/or numbers, starting in the first space on the left side of the field. Unused spaces must be left blank.	**2.** Field 2 must contain **the facility** position**/sector** identifier that is a maximum of five letters and/or numbers, starting in the first space on the left side of the field. Unused spaces must be left blank.
(a) *ARTCCs:* ARTCCs must use sector identifiers which have been approved by the En Route and Oceanic Area Office.	Delete
(b) *TERMINALS and FSSs*: When there is more than one position of a particular type, establish and use individual identifiers for each position. When only one position of a particular type exists, this field may be left blank.	Delete

OLD	NEW
4–6–7. AUTOMATED POSITION SIGN ON/OFF	**4–6–7. AUTOMATED POSITION SIGN ON/OFF**
Title through **a**	No Change
b. *TERMINAL/EN ROUTE.*	No Change
Use of automated position sign on/off procedures is approved for terminal and en route facilities. The information requirements described in paragraph 4–6–6, FAA Form 7230–10, Position Log, for FAA Form 7230–10 also apply to the automated procedure, except that times on/off the position may be displayed to the second rather than to the minute. Before implementation, facilities must receive En Route and Oceanic Operations Area or Terminal Operations Area office approval and must verify the accuracy of the automated sign on/off procedure by conducting a 30 day trial period. After successfully verifying the automated procedure's accuracy, an actual FAA Form 7230–10 is only required to be used during those times that the automated procedure is not available.	Use of automated position sign on/off procedures is approved for terminal and en route facilities. The information requirements described in paragraph 4–6–6, FAA Form 7230–10, Position Log, for FAA Form 7230–10 also apply to the automated procedure, except that times on/off the position may be displayed to the second rather than to the minute. Before implementation, facilities must receive **Service Area Director of Air Traffic Operations** approval and must verify the accuracy of the automated sign on/off procedure by conducting a 30-day trial period. After verifying the automated procedure's accuracy, an actual FAA Form 7230–10 is only required to be used during those times that the automated procedure is not available.

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1. PARAGRAPH NUMBER AND TITLE: 5–3–4. WEATHER RECONNAISSANCE FLIGHTS

2. BACKGROUND: The National Winter Season Operations Plan (NWSOP) updates annually; therefore, it was decided that the responsibilities outlined therein should not be contained in FAA Order JO 7210.3. With this understanding, several subparagraphs under 5–3–4a1 have been deleted and replaced with the NWSOP website link for the most current information. Additionally, hurricane and tropical cyclone mission responsibilities have been updated to ensure timely information is used for planning and dissemination by the ATCSCC and the ARTCCs.

3. CHANGE:

OLD	NEW
5–3–4. WEATHER RECONNAISSANCE FLIGHTS	**5–3–4. WEATHER RECONNAISSANCE FLIGHTS**
Title through **a**	No Change
1. Winter season missions are flown in support of the National Winter Season Operations Plan (NWSOP). The NWSOP states the 53WRS and NOAA AOC will:	**1.** Winter season missions are flown in support of the National Winter Season Operations Plan (NWSOP). **The Chief, Aerial Reconnaissance Coordination, All Hurricanes (CARCAH)** will **publish the Winter Season Plan of the Day (WSPOD) by 1830 UTC. The WSPOD provides mission information and includes aircraft type and call sign, departure airfield, route of flight, and dropsonde release points.**
(a) Ensure the appropriate ARTCC(s) has access to the Winter Season Plan of the Day (WSPOD) prior to the mission:	Delete

NOTE– *The WSPOD describes the mission and includes, for example, type aircraft call sign, departure airfield, and route of flight.*	Delete
(b) Coordinate the mission directly with the ARTCC(s) upon receipt of the mission tasking:	Delete
NOTE– *The 53WRS and NOAA AOC are responsible for coordinating airspace access directly with DoD for missions on the U.S. east coast.*	Delete
(c) File a flight plan as soon as practicable prior to departure time:	Delete
(d) Request a NOTAM by filing directly with the U.S. NOTAM office:	Delete
(e) Coordinate dropsonde instrument releases with ATC prior to release and broadcast on 121.5 and 243.0 to advise any traffic in the area of the pending drop:	Delete
NOTE– **1.** *A dropsonde is a cardboard cylinder weighing less than a pound, that has a parachute attached, and is used for collecting weather data.*	Delete
2. *ATC responsibilities pertaining to dropsonde releases are described in FAA Order JO 7110.65, paragraph 9–2–20, Weather Reconnaissance Flights.*	Delete
Add	***NOTE–*** **1. *The 53WRS and NOAA AOC are responsible for coordinating airspace access directly with DoD for missions on the U.S. east coast.*** **2. *The current season NWSOP is available at https://www.icams-portal.gov/resources.htm*.**
Add	**2**. TEAL or NOAA flights may request CARCAH to relay an en route clearance request to the ARTCC if the flight is unable to contact ATC.
2. TEAL or NOAA flights may request the Chief, Aerial Reconnaissance Coordinator, All Hurricanes (CARCAH) to relay an en route clearance request to the ARTCC if the flight is unable to contact ATC.	
NOTE– *ATC responsibilities pertaining to clearance requests via CARCAH are described in FAA Order JO 7110.65, paragraph 9–2–20, Weather Reconnaissance Flights.*	***NOTE–*** *ATC responsibilities pertaining to clearance requests via CARCAH are described in FAA Order JO 7110.65, paragraph 9–2–**19**, Weather Reconnaissance Flights.*
a3 through **b3(b)**	No Change
(c) Review the Mission Coordination Sheet and prepare a public Flow Evaluation Area (FEA) based on the latitude/longitude points specified in the Mission Coordination Sheet when a mission is scheduled to be flown. The FEA naming convention is the aircraft call sign. Modify the FEA when requested by the affected facilities.	**(c)** Review the Mission Coordination Sheet.

(d) Coordinate with the impacted ARTCCs as required, and designate a primary ARTCC when the reconnaissance/research flights are expected to operate through airspace managed by multiple ATC facilities.	**(d) D**esignate **the** primary ARTCC when the reconnaissance/research flights are expected to operate through airspace managed by multiple ATC facilities.
b3(e) through **b4(e)**	No Change
(f) When designated by ATCSCC as the Primary ATC Facility, ARTCC responsibilities include:	**(f)** When designated by **the** ATCSCC as the Primary ATC Facility, **or when the reconnaissance/research flights are expected to operate only through airspace managed by your facility,** ARTCC responsibilities include:
(1) When necessary, coordinate with the Chief, Aerial Reconnaissance Coordinator, All Hurricanes (CARCAH) and aircrew(s) on flight plan specifics.	**(1)** When necessary, coordinate with CARCAH and aircrew(s) on flight plan specifics.
(2) If the mission profile changes, coordinate with the ATCSCC for FEA modifications, ensure other affected ATC facilities are aware of the change.	**(2)** If the mission profile changes, coordinate with the ATCSCC **and** ensure other affected ATC facilities are aware of the change.

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1. PARAGRAPH NUMBER AND TITLE:
6−10−1. CONTROLLER PILOT DATA LINK COMMUNICATIONS (CPDLC)

2. BACKGROUND: The Controller Pilot Data Link Communications (CPDLC) capability is in use in all FAA Air Route Traffic Control Centers and at select airports 24 hours a day, which dictated the need to move CPDLC policies and procedures previously placed in FAA Order JO 7210.79, Controller Pilot Data Link Communications (CPDLC) in the ERAM Environment, into FAA Order JO 7210.3 effective January 22, 2026. The January 2026 publication did not include the Blocked List Procedures, which is now being incorporated into this publication.

3. CHANGE:

OLD	**NEW**
6−10−1. CONTROLLER PILOT DATA LINK COMMUNICATIONS (CPDLC)	**6−10−1. CONTROLLER PILOT DATA LINK COMMUNICATIONS (CPDLC)**
Title through **e** ***NOTE 2***	No Change
Add	**f. Blocked List Procedures**
Add	**1. Contact ZTL or ZLC flight data unit to manually have an aircraft added or removed from the Blocked List.**
Add	**2. When aircraft are automatically added to the blocked list by the system, for reasons other than excessive logons, flight data personnel at ZTL and ZLC are directed to remove them from the blocked list manually.**

Add	***NOTE–*** ***Aircraft that are added to the blocked list for excessive logons will not be automatically removed from the blocked list by flight data personnel at ZTL and ZLC.***
f. Technical Operations (TO) personnel must be notified when an outage or problem occurs with any element of the Terminal Data Link System (TDLS).	**g.** Technical Operations (TO) personnel must be notified when an outage or problem occurs with any element of the Terminal Data Link System (TDLS).

---

1. PARAGRAPH NUMBER AND TITLE: 10–3–16. GO-AROUND/MISSED APPROACH

2. BACKGROUND: A review of paragraph 10–3–16 identified a need to revise procedures for arrival/arrival and arrival/departure operations with intersecting flight paths on non-intersecting converging runways to address arrival traffic that conducts a go-around or missed approach. Previous versions of the paragraph did not explicitly require air traffic managers to develop procedural mitigations in these scenarios. The provision strengthens the use of technological tools that can assist with local procedure development and introduces a new requirement for arrival/arrival operations on converging non-intersecting runways be evaluated. Procedures, such as Simultaneous Converging Instrument Approaches (SCIA) and Dependent Converging Instrument Approaches (DCIA) may serve as alternatives procedural mitigations and are referenced in the paragraph. Additional references for intersecting runway/intersecting flight path operations are included as ATMs may elect to treat non-intersecting runways as runways that intersect for operational purposes.

3. CHANGE:

OLD	**NEW**
10–3–16. GO-AROUND/MISSED APPROACH	**10–3–16. GO-AROUND/MISSED APPROACH AND NON-INTERSECTING CONVERGING RUNWAY OPERATIONS**
Add	**Tower facility directives must address procedures for go-arounds and/or missed approaches for all runway configurations.**
a. Tower facility directives must address procedures for go-arounds and/or missed approaches. The procedures must require controllers to issue control instructions as necessary to establish separation. During the development or review of these procedures, facilities must give consideration, at a minimum, to the following factors:	**a.** Facilities must give consideration, at a minimum, to the following factors:
a1 through **b3** ***REFERENCE***	No Change
c. Facility air traffic managers may develop procedural mitigations for non-intersecting converging runways when a 1 NM extension of the runway centerline crosses the centerline of the other runway or the 1 NM extensions of a runway cross the extension of another runway. Facility directives must:	**c. Non-intersecting Converging Runway Operations (CRO):**

Add	**1. ATMs must develop procedural mitigations if non-intersecting CRO operations are conducted and a 1 NM extension of the runway centerline crosses the centerline of the other runway or the 1 NM extension of a runway crosses the 1 NM extension of another runway. A facility directive must:**
1. Specify procedures to ensure that an arrival that executes a go-around does not conflict with a departure off the non-intersecting converging runway.	**(a)** Specify procedures to ensure that an arrival that executes a go-around does not conflict with a departure off the non-intersecting converging runway. **(See FIG 10–3–2 and FIG 10–3–3.)**

OLD

Add

Add

Add

Add

NEW

FIG 10–3–2

Departure/Arrival Non-Intersecting Converging Runway Operations

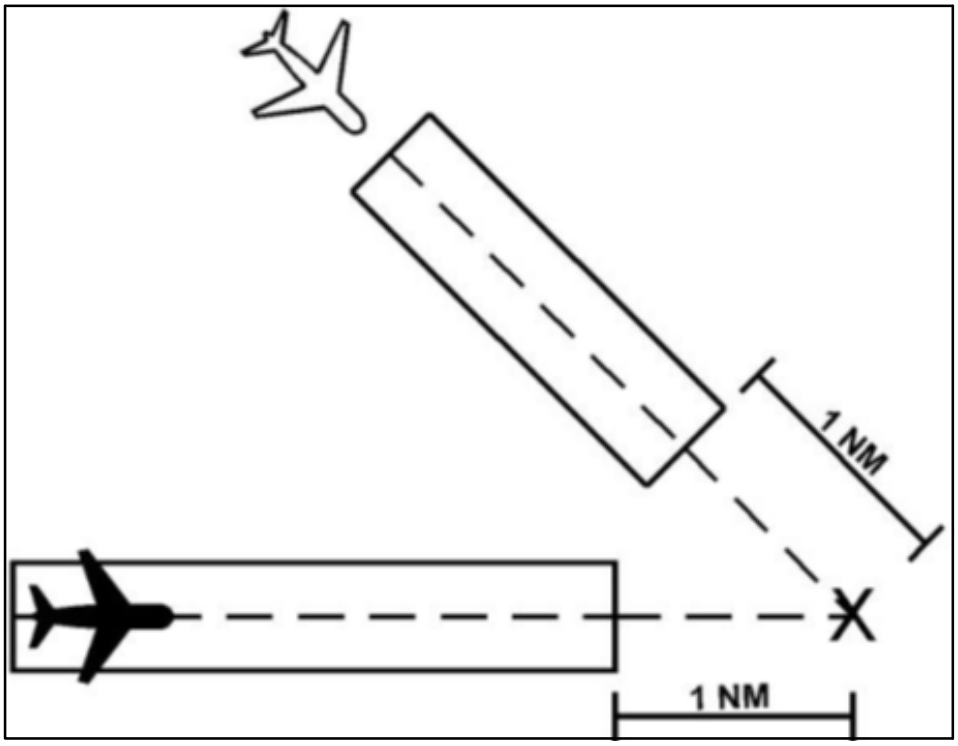
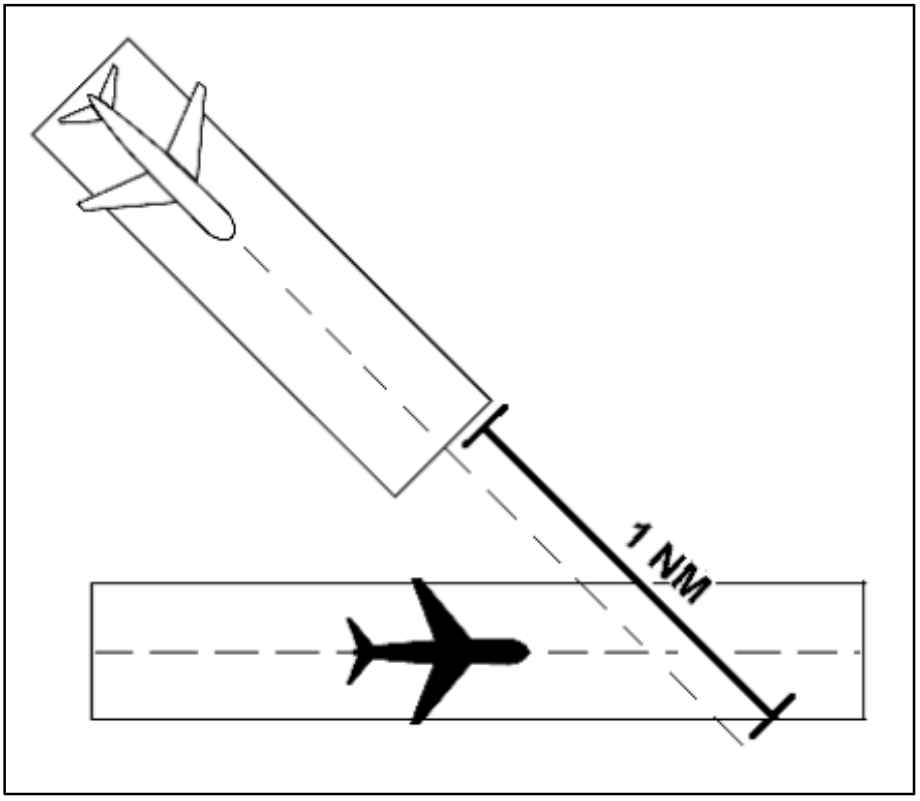


FIG 10−3−3

Departure/Arrival Non-Intersecting Converging Runway Operations



Add

(b) Specify procedures to ensure that an arrival that executes a go-around does not conflict with an arrival to the non-intersecting converging runway. (See FIG 10−3−4.)

OLD

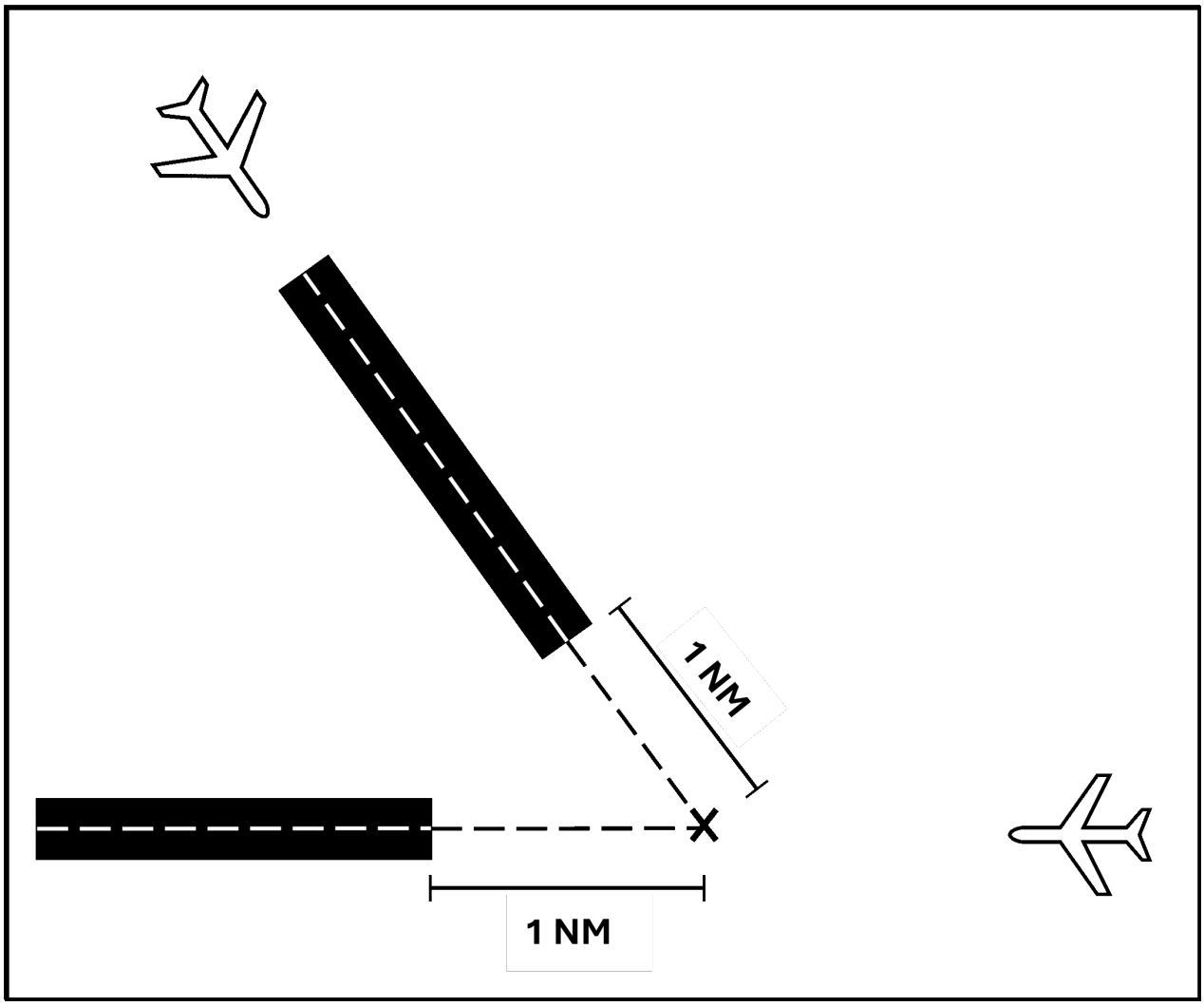
Add

Add

NEW

FIG 10–3–4

Arrival/Arrival Non-Intersecting Converging Runway Operations



2. Define technological tools that could assist in the locally developed procedures.

3. Specify procedures to be used when conditions dictate that intersecting runway separation standards must be applied.

(c) Define technological tools that assist **with** locally developed procedures**, where applicable**.

Delete

NOTE–
The locally developed procedure will ensure that the potential go around aircraft will not conflict with a departing aircraft that is departing the non-intersecting converging runways. All locally developed procedures will be approved by the Director, Operational Policy and Implementation, AJT–2. ATMs will determine what tools are needed in the development of local procedures. These may include, but are not limited to:

a. *Arrival Departure Window (ADW)*

b. *ASDE-X/ASSC Virtual Runway Intersection Point (VRIP)*

c. *Cutoff Points (CP) developed with the use of enhanced TARGETS.*

REFERENCE–
FAA Order JO 7110.65, Para 3–9–9, Non-intersecting Converging Runway Operations.

NOTE–
Tools available for ATM consideration *may include, but are not limited to:*

a. *Arrival Departure Window (ADW)*

b. *ASDE-X/ASSC Virtual Runway Intersection Point (VRIP)*

c. *Cutoff Points (CP) developed with the use of enhanced TARGETS.*

No Change

Add

(d) Specify procedures to be used when conditions dictate intersecting runway separation standards must be applied.

Add

REFERENCE–
FAA Order JO 7110.65, Para 3–9–8, Intersecting Runway/Intersecting Flight Path Operations.
FAA Order JO 7110.65, Para 3–10–4, Intersecting Runway/Intersecting Flight Path Operations.

Add

2. A facility may be permitted to conduct independent non-intersecting CRO without the use of mitigations for runway pairs in subparagraph c1 above when:

Add

(a) A safety analysis and/or simulation modeling is conducted for the non-intersecting CRO runway pair and the arrival/departure configuration meets the FAA target level of safety. For example, SCIA (see paragraph 10–4–12) or Dependent Converging Instrument Approaches (DCIA) (see FAA Order JO 7110.110) implementation may serve as an alternative to developing mitigations under subparagraph c1 above.

Add

(b) Runway configurations and operational constraints for which these provisions are applied must be specified in a facility directive.

Add

NOTE–
The above provisions will only be considered after review of a facility Safety Risk Management Document (SRMD).

Add

3. All non-intersecting CRO procedures under subparagraph c above must be approved by the Director, Strategic Operations, Headquarters, AJT–1.

d. The procedures must be evaluated on an annual basis to determine their effectiveness.	**d.** The **ATM must review facility go-around/ missed approach and/or non-intersecting CRO** procedures on an annual basis **and revise as necessary**.
e. A facility may be permitted to conduct independent non-intersecting Converging Runway Operations (CRO) without use of the mitigations as defined in subparagraph c, when the following conditions are met:	Delete
1. A documented independent safety analysis indicating that a specific non-intersecting CRO configuration meets FAA safety criteria.	Delete
2. Runway configurations for which these provisions are applied must be specified in a facility directive.	Delete
NOTE– *The above provisions will only be considered after review of a facility Safety Risk Management Document (SRMD).*	Delete

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1. PARAGRAPH NUMBER AND TITLE:
11–2–6. FAA CONTRACT TOWER (FCT) AIR TRAFFIC CONTROLLER ELIGIBILITY

2. BACKGROUND: In addition to the Enhanced Collegiate Training Initiative (E–CTI), the FAA has recently approved a new Federal Contract Tower (FCT) hiring pathway for graduates of FAA-approved institutions called the Control Tower Operator Partnership program (CTO–P). This initiative is designed to prepare individuals for employment at FCTs as developmental controllers by providing foundational curriculum and simulation training that mirrors FAA academy standards for Initial Qualification Training (IQT). Upon successful completion from an FAA-approved CTO–P institution, students will be eligible for hiring by FCT companies and trained for their first facility rating in accordance with applicable CFRs and FAA orders.

3. CHANGE:

OLD	**NEW**
11–2–6. FAA CONTRACT TOWER (FCT) AIR TRAFFIC CONTROLLER ELIGIBILITY	**11–2–6. FAA CONTRACT TOWER (FCT) AIR TRAFFIC CONTROLLER ELIGIBILITY**
Title through **a**	No Change
b. Persons not holding a previous CTO certificate or AOV credential with a tower rating must have a valid enhanced Air Traffic Collegiate Training Initiative (AT–CTI) endorsement letter.	**b.** Persons not holding a previous CTO certificate or AOV credential with a tower rating must have a valid **E**nhanced Air Traffic Collegiate Training Initiative (**E**–CTI) **tower** endorsement letter **or graduated from an FAA-approved Control Tower Operator Partnership (CTO–P) school**.

---

1. PARAGRAPH NUMBER AND TITLE:
11−3−3. CIC DESIGNATION AT FCT-OPERATED FACILITIES

2. BACKGROUND: This is a new paragraph that parses out controller-in-charge CIC designation requirements at FAA Contract Tower (FCT) operated facilities, which differ from CIC designation requirements at FAA operated facilities.

3. CHANGE:

OLD	NEW
Add	**11−3−3. CIC DESIGNATION AT FCT-OPERATED FACILITIES**
Add	**CIC designation at FCT-operated facilities differs from CIC designation at FAA-operated facilities due to administrative differences. For FCTs, candidates for CIC must:**
Add	**a. Have been prior certified FAA/DoD/military controllers, or have FCT CIC experience, with assessment by the ATM that the candidate's experience is suitable for CIC designation. Candidates hired via Enhanced Air Traffic Collegiate Training Initiative or Control Tower Operator Partnership (CTO−P) must have been certified for 6 months in the facility where CIC duties will be performed. The Service Area Director of Air Traffic Operations may issue a facility waiver for the 6-month requirement where a more immediate assignment is needed. Waivers to facilities will be for 2 years.**
Add	**b. Be operationally current.**
Add	**c. Be selected by the ATM.**

---

1. PARAGRAPH NUMBER AND TITLE:
14−3−6. REGULATORY NOTAMs FOR PRESIDENTIAL TFR, SPECIAL SECURITY INSTRUCTIONS, OR EMERGENCY AIR TRAFFIC RULES

2. BACKGROUND: This paragraph currently appears in FAA Order 7930.2, Notice to Airmen (NOTAM), Appendix D (paragraph D−2), but is being moved to FAA Order JO 7210.3, Facility Operation and Administration, to align with similar operational instructions in Chapter 14 of this order.

3. CHANGE:

OLD	NEW
Add	**14−3−6. REGULATORY NOTAMs FOR PRESIDENTIAL TFR, SPECIAL SECURITY INSTRUCTIONS, OR EMERGENCY AIR TRAFFIC RULES**
Add	**a. Upon receipt of these messages, the watch supervisor, controller-in-charge (CIC), or designated lead specialist (DLS) at the designated FSS must ensure that the applicable NOTAM is received at each of the remaining facilities.**

Add	**b. The watch supervisor, CIC, or DLS of the designated FSS must be responsible for:**
Add	**1. Logging the Presidential TFR (14 CFR section 91.141), Special Security Instructions flight restriction (14 CFR section 99.7), or Emergency Air Traffic Rules (14 CFR section 91.139) regulatory NOTAM in the facility log.**
Add	**2. Notifying the specialists on duty that a Presidential TFR, Special Security Instructions, or Emergency Air Traffic Rules regulatory NOTAM has been issued, if applicable.**
Add	**3. Posting the applicable Presidential TFR, Special Security Instructions, or Emergency Air Traffic Rules regulatory NOTAM in the facility status information area.**
Add	**4. As part of the FSS watch checklist, the watch supervisor, CIC, or DLS must check to ensure that every applicable Presidential TFR, Special Security Instructions flight restriction, or Emergency Air Traffic Rules regulatory NOTAM has been received in the facility.**
Add	***NOTE–*** ***The purpose of this procedure is to ensure that all flight service specialists are aware of applicable regulatory NOTAMs for Presidential TFRs, Special Security Instructions flight restrictions, or Emergency Air Traffic Rules so that pilots are briefed appropriately.***

---

1. PARAGRAPH NUMBER AND TITLE:
18–4–7. SPACE LAUNCH OR REENTRY VEHICLE MISHAPS

2. BACKGROUND: With the increase of space transport operations in the NAS, efforts to enhance guidance to various orders are being made to raise situational awareness and prepare facilities for the integration of space activities. A collaborative effort of NAS stakeholders sought a change to the subject order to assist facilities in ensuring that they monitor ATO Space Operations (AJR–1800) hotlines and provide valuable data in the event of mishaps.

3. CHANGE:

OLD	NEW
18–4–7. SPACE LAUNCH OR REENTRY VEHICLE MISHAPS	**18–4–7. SPACE LAUNCH OR REENTRY MISHAPS**
Title through **b**	No Change
Add	**c. The facility must ensure participation in hotlines hosted by ATO Space Operations (AJR–1800) for tactical space operations with potential impact to their airspace. The roles and responsibilities must be defined in a facility directive.**

Add	***REFERENCE–*** ***FAA Order JO 7210.3, Para 4–3–6, Space LOAs.*** ***FAA Order JO 7400.2, Para 31–3–1, Responsibilities, Subpara b.***
Add	**d. Facility reporting for mishaps should include playback data (CDR, FALCON, NVR, etc.) covering the affected area/airspace during the period when debris was reported falling.**
Add	***REFERENCE–*** ***FAA Order JO 7110.65, Para 10–5–2 Debris-Generating Space Launch or Reentry Vehicle Mishaps.*** ***FAA Order JO 7210.632 Air Traffic Organization Occurrence Reporting, Appendix A.***

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1. PARAGRAPH NUMBER AND TITLE: 18–5–4. RESPONSIBILITIES

2. BACKGROUND: Review of paragraph 18–5–4, followed by discussion with representatives from the David J. Hurley Air Traffic Control System Command Center, revealed the opportunity to provide an organization update.

3. CHANGE:

OLD	NEW
18–5–4. RESPONSIBILITIES	**18–5–4. RESPONSIBILITIES**
Title through **d4**	No Change
e. Terminal facilities listed in 18–5–1 must:	**e.** Terminal facilities listed in **TBL** 18–5–1 must:
e1 through **e3**	No Change
4. Submit suggestions for improvement to the Terminal Operations area office, when applicable.	**4. Forward** suggestions for **NTML** improvement to the **District TMO**. **The TMO will consult with the ATCSCC.**

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1. PARAGRAPH NUMBER AND TITLE: Appendix 6. Commercial Space LOA Sample Templates

2. BACKGROUND: In Spring of 2024, Air Traffic Safety Oversight Service (AOV) conducted an audit to determine compliance with policy and procedural requirements for integrating space launch/reentry vehicle operations in the NAS. An observation of noncompliance with letter of agreement (LOA) guidance and a recent update to FAA Order JO 1000.45, Application of the Acceptable Level of Risk to Space Missions in the NAS, prompted a review of FAA Order JO 7210.3, Facility Operation and Administration, Appendix 6, Commercial Space LOA Sample Templates, resulting in proposed updates to procedures to address gaps and provide clarity to facilities drafting LOAs.

3. CHANGE:

OLD	NEW
Appendix 6. Commercial Space LOA Sample Templates	**Appendix 6. Space LOA Sample Templates**

OLD

[Name(s) of affected Air Traffic Control Facilities (Controlling Facility listed first)], ATO Space Operations, [Operator]

Letter of Agreement

Effective:

Subject: Coordination of [Operator] Launch/Reentry Operations from [name and location of Launch and (if applicable) Reentry site]

1. Purpose:
State the purpose of the Letters of Agreement (LOA), type of operation (launch, launch with reentry), and location of operation (name and location of launch and (if applicable) Reentry site). If LOA is for a one−time operation, state that.

Sample text:
This Letters of Agreement (LOA) provides procedures for the integration and appropriate coordination of [licensed/permitted] [*Vehicle Type:* horizontal/vertical] [launch/launch with reentry/hover−test] operations into the National Airspace System (NAS) from [name and location of launch and (if applicable) Reentry site].

2. Cancellation:
Include any previous LOA canceled by this one [Subject and Effective Date of LOA being cancelled].
State agreement to review LOA annually.

Sample text:
This LOA will remain in effect until cancelled by any signatory entity and will be reviewed annually throughout the life of the [license/permit] or when modifications are made to the [license/permit].

3. Scope:
List the pertinent ATC facilities, Operator, and any additional stakeholders, including ATO Space Operations, Federal Ranges, and military facilities as applicable. State distribution of the LOA. The distribution should include, at a minimum, all signatories and the Office of Commercial Space Transportation (AST).

Sample Text:
This LOA is pertinent to [ATC facilities], [additional stakeholders], and [Operator]. It is to be distributed to all signatories and stakeholders].

4. Responsibilities:
State the responsibilities of the Operator, Controlling Facility, and as needed, any other stakeholders and/or affected facilities.

a. Operator must fulfill requirements provided in the Sample Text for this section.

b. Controlling Facility must fulfill requirements provided in the Sample Text for this section, and,

1. Fill out the Points of Contact Table (Attachment B).

2. Fill out the Actions Timetable (Attachment C)

c. *(As needed)* Other stakeholders and affected facilities must:

1. Ensure appropriate personnel are aware of the provisions of this agreement.

Sample text for Operator:
a. [Operator] must:

1. Ensure all Operator [and their designees] personnel operating within the scope of this agreement are knowledgeable of, understand, and comply with the provisions of this agreement.

2. Establish, make available, and be prepared to execute approved contingency plan(s).

a) Unless an established contingency plan has been approved by all necessary parties, [Operator] must coordinate requirements and get approval from [Controlling Facility] for contingency plan(s) at least [XX] calendar days prior to each operation.

3. Follow the procedures in Section 5 and the Action Timetable (Attachment C) with regards to communications and notifications.

4. Notify the parties in the Points of Contact Table (Attachment B) immediately if scheduled operations are cancelled.

5. *(As needed)* Develop separate agreements with foreign Air Navigation Service Providers when airspace coordination outside of the U.S. Flight Information Region is needed for the operation.

Sample text for Controlling Facility:

b. [Controlling Facility] must:

1. Ensure all personnel responsible for providing air traffic service within the scope of this agreement are knowledgeable of, understand, and comply with the provisions of this agreement. This includes notification to other affected facilities.

2. Ensure appropriate [Controlling Facility] personnel are aware of and prepared to execute approved contingency plan(s).

3. Communicate with necessary facilities and ascertain their readiness to execute approved contingency plan(s).

4. Except when real time notifications of actual start of activity and end of activity times are provided to the facility via ATO Space Operations coordination, take appropriate actions to restrict airspace use during the effective times of the aircraft hazard area(s).

5. Take additional measures for public safety deemed necessary by 14 CFR parts 400–460.

Sample text as needed:

c. *(As needed)* [Other stakeholders and affected facilities] must:

1. Ensure appropriate personnel are aware of the provisions of this agreement.

2. Ensure appropriate personnel are aware of and prepared to execute approved contingency plan(s).

d. Deviations from responsibilities and/or procedures established in this LOA must be coordinated prior to each operation, and responsibilities must be clearly defined in each case.

5. Procedures:

Specify timeline and details for activities to take place prior to, during, and upon completion of operation. Specify frequency of proposed operations and any limitations when considering dates and times of operations. Include any restrictions on days of week and/or times of day operations that may or may not occur. Restrictions may include times when military operations require use of certain airspace. Specify procedure(s) for handling anomalies and emergencies. Information conveyed should include the location of event (latitude and longitude, represented as degree–minute–second) (when available), vehicle state, projected time the hazard will no longer be present, and any other pertinent details.

Sample text:

a. [Operator] must:

1. Provide a Launch/Reentry Forecast Package to the parties specified in the Points of Contact Table (Attachment B), except Central Altitude Reservation Facility (CARF), at least once every [XX] months. These forecasts will include a best estimate of all anticipated launches for the upcoming [XX] months.

2. Provide [Controlling Facility] a pre–planning package a minimum of [XX] calendar days prior to the planned operation. At a minimum, the package should include:

a) The launch/reentry window.

b) The best estimate of the geographic definition of the hazard area(s) (latitude and longitude, represented as degree–minute–second) (when available) for the primary date and any back–up date(s).

c) *(As needed)* Any support aircraft's type and call sign.

3. *(As needed)* Submit Altitude Reservation (ALTRV) request(s) to CARF (and email a copy of the request to the [Controlling Facility]) a minimum of [XX] days prior to the planned operation.

4. Verify the issuance of the appropriate NOTAMs.

5. No less than [XX] minutes in advance of a planned operation, notification will be given by [Operator] to [Controlling Facility] of intent for the [launch/hover−test] to take place.

6. During the operation, a [Operator] representative must participate on an FAA Hotline teleconference with [Controlling Facility] and ATO Space Operations (see Actions Timetable, Attachment C, for phone number). Communication on the FAA Hotline teleconference must be established no less than [XX] minutes prior to planned operation.

a) The [Operator] representative must be able to provide real−time verbal indications of the status of the operation, its progress along the launch/reentry trajectory, and occurrence of significant events.

b) Participation by representative(s) from [other stakeholders and affected facilities] is advised.

7. Notify [Controlling Facility] upon completion of the operation.

8. *(As needed)* Contact CARF and request that the appropriate ALTRVs be cancelled.

9. In the event of an anomaly, a [Operator] representative must immediately notify [Controlling Facility], via FAA Hotline teleconference, of the occurrence of the anomaly. Information communicated should include, at a minimum:

a) The last known state of the vehicle.

b) The location of the off−nominal event (latitude and longitude, represented as degree−minute−second) (when available).

c) The predicted location(s) impacted (latitude and longitude, represented as degree−minute−second) (when available).

d) Projected time the hazard(s) will no longer be present (when known).

e) Other information that will provide estimated positions of hazards.

10. In the event of an emergency, [Operator] must immediately contact [Controlling Facility], via FAA Hotline teleconference and email all the parties listed in the Points of Contact Table (Attachment B). Information conveyed should include, at a minimum:

a) The last known state of the vehicle.

b) The location of the event (latitude and longitude, represented as degree−minute−second) (when available).

c) The predicted location(s) impacted (latitude and longitude, represented as degree−minute−second) (when available).

d) Projected time the hazard(s) will no longer be present (when known).

e) Other information that will provide estimated positions of hazards.

b. [Controlling Facility]:

1. Upon notification of a completed operation, [Controlling Facility] must cancel appropriate airspace restrictions and/or NOTAMs.

2. In the event when [Controlling Facility] becomes aware of a condition that would make the launch/reentry unsafe, [Controlling Facility] must immediately contact, via FAA Hotline, [Operator] and all other parties listed in the Points of Contact Table (Attachment B).

6. Attachments

a. Signatures

b. Points of Contact Table

c. Actions Timetable

d. Only include graphics that are applicable to this scenario:

- Launch/Reentry Site Description/Map
- Aircraft Hazard Area Description/Map

- Temporary Flight Restriction Description/Map
- Air Traffic Control Assigned Airspace Description/Map

e. Commercial Launch/Reentry Site LOA

Attachment A: Signatures

_____ _____

[Controlling Facility] [Operator]

_____

[ATO Space Operations]

_____

[as appropriate, other stakeholders, including Federal Ranges and military facilities]

Attachment B: Points of Contact Table

The following table should be completed by the [Controlling Facility] and the information should be verified prior to every operation.

Office	Phone #	Email	Responsibility
[Operator]			
[Controlling Facility] Supervisor in Charge			
[Controlling Facility] Traffic Management Unit			
ATO Space Operations			
Central Altitude Reservation Function (CARF)			
National Traffic Management Office (NTMO)			

Attachment C: Actions Timetable

The following table should be completed by [Controlling Facility]. In coordination with the [Controlling Facility], [Operator] must ensure that the following actions are completed at the defined intervals.

Time	Event	Remarks	Date Completed
T – [XX] months Suggestion: T – 6 months	**Submit Launch/reentry Forecast Package**	**Operator should provide best estimate of all known launch/reentry dates for upcoming six months.**	
T – [XX] calendar days Suggestion: T – 30 – 60 calendar days	**Coordinate launch/reentry corridor/hazard area(s)**	**Operator should coordinate with ATO Space Operations and as appropriate, other affected facilities.**	
T – [XX] calendar days Suggestion: T – 10 calendar days	**Submit Pre–Planning Package**	**Operator should provide a description of the Aircraft Hazard Area(s), along with date(s) and time(s) for launch/reentry.**	

Time	Event	Remarks	Date Completed
T – [XX] calendar days Suggestion: T – 5 – 14 calendar days	**File an Altitude Reservation (ALTRV) request with CARF (as needed)**	**Operator is responsible for coordinating all necessary ALTRV requests. Requests should be submitted via email to _____@FAA.gov A copy of the request should also be emailed to [Controlling Facility].** **Contact:**	
T – [XX] hours	**Verify issuance of appropriate airspace notices (NOTAMs and TFRs)**	**Operator should contact [Controlling Facility] for issuance of TFR(s) and NOTAM(s) (as needed).** **Per 14 CFR § 91.143, TFRs need to be issued at least ___ hours in advance of the scheduled operation.**	
T – [XX] hours and repeat again at T – [XX] hours Suggestion: T – 24 hours and 3 hours	**Provide operational status report**	**Operator contacts [Controlling Facility] via [telephone/email] and provides operational status report, which includes confirmation of intent and specifics of operation.**	
T – [XX] minutes Suggestion: T – 60 – 30 minutes	**Establish Hotline connection**	**[FAA Hotline telephone #]** **The operation will be delayed or terminated if the Operator does not establish communications via FAA Hotline teleconference.** **Operator must have a representative on the FAA Hotline teleconference until the operation is complete.**	
T – [XX] minutes Suggestion: T – 30 minutes	**Provide operational status report**	**Operator provides operational status report. This report includes confirmation that the operation will take place as scheduled.** **As necessary, Operator should continue to communicate any significant operational changes.**	

Time	Event	Remarks	Date Completed
T – [XX] minutes and repeat at T – [XX] minutes Suggestion: T – 10 minutes and T – 5 minutes	**Receive final clearance or confirmation of continued approved mission status**	**Operator must receive clearance or confirmation of continued approved mission status from [Controlling Facility] to proceed with operation.**	
During operation	**Maintain real–time communication via FAA Hotline teleconference**	**Operator must provide real–time verbal indications on the status of the vehicle.**	
Post–operation or mission cancellation	**Notify ATC and CARF (if applicable) of completion or cancellation of operation**	**ATC must be notified when operation is complete. TFR(s), ALTRV(s), and any other necessary notices should be cancelled as soon as practicable.**	
	Schedule post–operation debrief	**A debrief should occur ideally within __ hours, but no later than __ hours of the completion of the operation. A debrief should be conducted even if no off–nominal activity occurred.**	

Instructions for Letter of Agreement Template: Launch and Reentry Site

Letter of Agreement

Effective:

Subject: Operations at [Name and location of Launch and Reentry Site]

1. Purpose:
State the purpose of the Letters of Agreement (LOA), type(s) of anticipated operation (*if launch:* [horizontal/vertical]) [launch/reentry], frequency of proposed operation(s) (if known), and name and location of Launch and Reentry Site.

Sample text:
This LOA establishes a framework for the coordination and planning of procedures for [licensed/permitted] (*if launch:* [horizontal/vertical]) [launch/reentry] operations into the National Airspace System from [name and location of Launch and Reentry Site].

2. Cancellation:
Include any previous LOA canceled by this one [Subject and Effective Date of LOA being cancelled]. State agreement to review LOA annually.

Sample text:
This LOA will remain in effect until cancelled by any signatory entity and will be reviewed annually throughout the life of the license or when modifications are made to the license.

3. Scope:
List the affected ATC facilities; Launch/Reentry Site Operator; and any additional stakeholders, including ATO Space Operations, Federal Ranges, and military facilities, as applicable.
State that this LOA does not guarantee the approval of operations from the Launch and Reentry Site. Once a Vehicle Operator has been identified and its operations approved, responsibilities and procedures will be outlined in a separate letter of agreement with each Vehicle Operator.
State that this LOA does not confer any proprietary, property, or exclusive right in the use of airspace or outer space referenced in Code of Federal Regulation (CFR) 420.41.
State distribution of the LOA. The distribution should include, at a minimum, all signatories.

Sample text:
This LOA is pertinent to [ATC facilities and stakeholders; including ATO Space Operations] and [Launch/Reentry Site Operator]. It does not guarantee the approval of operations from the Launch/Reentry Site. Once a Vehicle Operator has been identified and its operations approved, responsibilities and procedures will be outlined in a separate LOA with each Vehicle Operator.

This LOA does not confer any proprietary, property, or exclusive right in the use of airspace or outer space referenced in Code of Federal Regulation (CFR) 420.41.

This LOA is to be distributed to the signatories, additional stakeholders, and the Office of Commercial Space Transportation (AST).

4. Responsibilities:
State the responsibilities of the Site Operator, Controlling Facility, and as needed, any other stakeholders and/or affected facilities. All parties named within this letter of agreement will work collaboratively to develop the following:

a. Procedures for notification and scheduling of operations, to include procedures for the issuance of Notices to Airmen, Altitude Reservations and Special Activity Airspace access.

b. Plans for communication between the operator and the FAA as necessary, before, during, and after a scheduled operation.

Air Traffic Control Facilities (Controlling Facility listed first)], ATO Space Operations, [Launch and Reentry Site Operator]

c. Plans and procedures for cancellations, contingencies, and emergencies.

d. Plans and procedures for any other measures deemed necessary by the FAA to ensure public health and safety.

Sample text:

a. [Launch/Reentry Site Operator] is responsible for the management, operation, and maintenance of the Launch/Reentry Site. This includes the coordination with users of its facility and the responsibility for ensuring all necessary information regarding operations is provided to the appropriate ATC facilities.

b. The FAA is responsible for the safe, orderly, and expeditious flow of known air traffic under its control. It is also responsible for the dissemination of pertinent information to the aviation community.

c. All parties named in this LOA will work collaboratively to develop procedures and other such measures deemed necessary to protect public health and safety.

5. Attachments

State the responsibilities of the Site Operator, Controlling Facility, and as needed, any other stakeholders and/or affected facilities. All parties named within this letter of agreement will work collaboratively to develop the following:

A. Signatures

B. Points of Contact Table

C. Graphics/Maps

- Physical Site Description/Map
- Airspace Description/Map(s)

[Name(s) of affected Air Traffic Control Facilities (Controlling Facility listed first)], ATO Space Operations, [Launch and Reentry Site Operator]

Attachment A: Signatures

_____ _____

[Controlling Facility] [Launch/Reentry Site Operator]

_____

[ATO Space Operations]

_____

[As appropriate, other stakeholders, including Federal Ranges and military facilities.]

[Name(s) of affected Air Traffic Control Facilities (Controlling Facility listed first)], ATO Space Operations, [Launch and Reentry Site Operator]

Attachment B: Points of Contact Table

The following table should be completed by the [Controlling Facility] and the information should be verified prior to every operation.

Office	Phone #	Email	Responsibility
[Controlling Facility] Airspace and Procedures Office			
[Controlling Facility] Traffic Management Unit			
ATO Space Operations			
[Launch and Reentry Site Operator]			

Add

NEW

Instructions for Letter of Agreement Template: Launch and Reentry Operator

[Name(s) of affected Air Traffic Control Facilities (Controlling Facility listed first)], ATO Space Operations, [Operator] **Letter of Agreement**

Effective:

Subject: Coordination of [Operator] Launch/Reentry Operations from [name and location of Launch and (if applicable) Reentry site]

1. Purpose:
State the purpose of the Letters of Agreement (LOA), type of operation (launch, launch with reentry), and location of operation (name and location of launch and (if applicable) Reentry site). If LOA is for a one-time operation, state that.

Sample text:
This Letters of Agreement (LOA) provides procedures for the integration and appropriate coordination of [licensed/permitted] [*Vehicle Type:* horizontal/vertical] [launch/launch with reentry/hover-test] operations into the National Airspace System (NAS) from [name and location of launch and (if applicable) Reentry site].

2. Cancellation:
Include any previous LOA canceled by this one [Subject and Effective Date of LOA being canceled].
State agreement to review LOA annually.

Sample text:
This LOA will remain in effect until canceled by any signatory entity and will be reviewed annually throughout the life of the [license/permit] or when modifications are made to the [license/permit].

3. Scope:
List the pertinent ATC facilities, Operator, and any additional stakeholders, including ATO Space Operations, Federal Ranges, and military facilities as applicable. State distribution of the LOA. The distribution should include, at a minimum, all signatories and the Office of Commercial Space Transportation (AST).

Sample Text:
This LOA is pertinent to [ATC facilities], [additional stakeholders], and [Operator]. It is to be distributed to all signatories and stakeholders].

4. Responsibilities:
State the responsibilities of the Operator, Controlling Facility, and as needed, any other stakeholders and/or affected facilities.

a. Operator must fulfill requirements provided in the Sample Text for this section.

b. Controlling Facility must fulfill requirements provided in the Sample Text for this section and

1. Fill out the Points of Contact Table (Attachment B).

2. Fill out the Actions Timetable (Attachment C).

c. *(As needed)* Other stakeholders and affected facilities must:

1. Ensure appropriate personnel are aware of the provisions of this agreement.

Sample text for Operator:
a. [Operator] must:

1. Ensure all Operator [and their designees] personnel operating within the scope of this agreement are knowledgeable of, understand, and comply with the provisions of this agreement.

2. Establish, make available, and be prepared to execute approved contingency plan(s).

a) Unless an established contingency plan has been approved by all necessary parties, [Operator] must coordinate requirements and get approval from [Controlling Facility] for contingency plan(s) at least [XX] calendar days prior to each operation.

3. Follow the procedures in Section 5 and the Action Timetable (Attachment C) with regards to communications and notifications.

4. Notify the parties in the Points of Contact Table (Attachment B) immediately if scheduled operations are canceled.

5. *(As needed)* Develop separate agreements with foreign Air Navigation Service Providers when airspace coordination outside of the U.S. Flight Information Region is needed for the operation.

Sample text for Controlling Facility:

b. [Controlling Facility] must:

1. Ensure all personnel responsible for providing air traffic service within the scope of this agreement are knowledgeable of, understand, and comply with the provisions of this agreement. This includes notification to other affected facilities.

2. Ensure appropriate [Controlling Facility] personnel are aware of and prepared to execute approved contingency plan(s).

3. Communicate with necessary facilities and ascertain their readiness to execute approved contingency plan(s).

4. Except when real time notifications of actual start of activity and end of activity times are provided to the facility via ATO Space Operations coordination, take appropriate actions to restrict airspace use during the effective times of the aircraft hazard area(s).

5. Take additional measures for public safety deemed necessary by 14 CFR parts 400−460.

Sample text as needed:

c. *(As needed)* [Other stakeholders and affected facilities] must:

1. Ensure appropriate personnel are aware of the provisions of this agreement.

2. Ensure appropriate personnel are aware of and prepared to execute approved contingency plan(s).

d. Deviations from responsibilities and/or procedures established in this LOA must be coordinated prior to each operation, and responsibilities must be clearly defined in each case.

5. Procedures:

Specify timeline and details for activities to take place prior to, during, and upon completion of operation. Specify frequency of proposed operations and any limitations when considering dates and times of operations. Include any restrictions on days of week and/or times of day operations that may or may not occur. Restrictions may include times when military operations require use of certain airspace. Specify procedure(s) for handling anomalies and emergencies. Information conveyed should include the location of event (latitude and longitude, represented as degree−minute−second) (when available), vehicle state, projected time the hazard will no longer be present, and any other pertinent details.

Sample text:

a. [Operator] must:

1. Provide a Launch/Reentry Forecast Package to the parties specified in the Points of Contact Table (Attachment B), except Central Altitude Reservation **Function** (CARF), at least once every [XX] months. These forecasts will include a best estimate of all anticipated launches for the upcoming [XX] months.

2. Provide [Controlling Facility] a pre-planning package a minimum of [XX] calendar days prior to the planned operation. At a minimum, the package should include:

a) The launch/reentry window.

b) The best estimate of the geographic definition of the hazard area(s) (latitude and longitude, represented as degree−minute−second) (when available) for the primary date and any back-up date(s).

c) *(As needed)* Any support aircraft's type and call sign.

3. *(As needed)* Submit Altitude Reservation (ALTRV) request(s) to CARF (and email a copy of the request to the [Controlling Facility]) a minimum of [XX] days prior to the planned operation.

4. Verify the issuance of the appropriate NOTAMs.

5. No less than [XX] minutes in advance of a planned operation, notification will be given by [Operator] to [Controlling Facility] of intent for the [launch/hover-test] to take place.

6. During the operation, a [Operator] representative must participate on an FAA Hotline teleconference with [Controlling Facility] and ATO Space Operations (see Actions Timetable, Attachment C, for phone number). Communication on the FAA Hotline teleconference must be established no less than [XX] minutes prior to planned operation.

a) The [Operator] representative must be able to provide real-time verbal indications of the status of the operation, its progress along the launch/reentry trajectory, and occurrence of significant events.

b) Participation by representative(s) from [other stakeholders and affected facilities] is advised.

7. Notify [Controlling Facility] upon completion of the operation.

8. *(As needed)* Contact CARF and request that the appropriate ALTRVs be canceled.

9. In the event of an anomaly, a [Operator] representative must immediately notify [Controlling Facility], via FAA Hotline teleconference, of the occurrence of the anomaly. Information communicated should include, at a minimum:

a) The last known state of the vehicle.

b) The location of the off-nominal event (latitude and longitude, represented as degree–minute–second) (when available).

c) The predicted location(s) impacted (latitude and longitude, represented as degree–minute–second) (when available).

d) Projected time the hazard(s) will no longer be present (when known).

e) Other information that will provide estimated positions of hazards.

10. In the event of an emergency, [Operator] must immediately contact [Controlling Facility], via FAA Hotline teleconference and email all the parties listed in the Points of Contact Table (Attachment B). Information conveyed should include, at a minimum:

a) The last known state of the vehicle.

b) The location of the event (latitude and longitude, represented as degree–minute–second) (when available).

c) The predicted location(s) impacted (latitude and longitude, represented as degree–minute–second) (when available).

d) Projected time the hazard(s) will no longer be present (when known).

e) Other information that will provide estimated positions of hazards.

b. [Controlling Facility]:

1. Upon notification of a completed operation, [Controlling Facility] must cancel appropriate airspace restrictions and/or NOTAMs.

2. In the event when [Controlling Facility] becomes aware of a condition that would make the launch/reentry unsafe, [Controlling Facility] must immediately contact, via FAA Hotline, [Operator] and all other parties listed in the Points of Contact Table (Attachment B).

6. Attachments

a. Signatures

b. Points of Contact Table

c. Actions Timetable

d. Only include graphics that are applicable to this scenario:

- Launch/Reentry Site Description/Map
- Aircraft Hazard Area Description/Map

- Temporary Flight Restriction Description/Map
- Air Traffic Control Assigned Airspace Description/Map

e. Commercial Launch/Reentry Site LOA

Attachment A: Signatures

_____ _____

[Controlling Facility] [Operator]

_____

[ATO Space Operations]

_____

[as appropriate, other stakeholders, including Federal Ranges and military facilities]

Attachment B: Points of Contact Table

The following table should be completed by the [Controlling Facility] and the information should be verified prior to every operation.

Office	Phone #	Email	Responsibility
[Operator]			
[Controlling Facility] Supervisor in Charge			
[Controlling Facility] Traffic Management Unit			
ATO Space Operations			
Central Altitude Reservation Function (CARF)			
National Traffic Management Office (NTMO)			

Attachment C: Actions Timetable

The following table should be completed by [Controlling Facility]. In coordination with the [Controlling Facility], [Operator] must ensure that the following actions are completed at the defined intervals.

Time	Event	Remarks	Date Completed
T – [XX] months Suggestion: T – 6 months	**Submit Launch/reentry Forecast Package**	**Operator should provide best estimate of all known launch/reentry dates for upcoming six months.**	
T – [XX] calendar days Suggestion: T – 30 – 60 calendar days	**Coordinate launch/reentry corridor/hazard area(s)**	**Operator should coordinate with ATO Space Operations and as appropriate, other affected facilities.**	
T – [XX] calendar days Suggestion: T – 10 calendar days	**Submit Pre-Planning Package**	**Operator should provide a description of the Aircraft Hazard Area(s), along with date(s) and time(s) for launch/reentry.**	

Time	Event	Remarks	Date Completed
T – [XX] calendar days Suggestion: T – 5 – 14 calendar days	**File an Altitude Reservation (ALTRV) request with CARF (as needed)**	**Operator is responsible for coordinating all necessary ALTRV requests. Requests should be submitted via email to _____@FAA.gov A copy of the request should also be emailed to [Controlling Facility].** **Contact:**	
T – [XX] hours	**Verify issuance of appropriate airspace notices (NOTAMs and TFRs)**	**Operator should contact [Controlling Facility] for issuance of TFR(s) and NOTAM(s) (as needed).** **Per 14 CFR § 91.143, TFRs need to be issued at least ___ hours in advance of the scheduled operation.**	
T – [XX] hours and repeat again at **T – [XX] hours** Suggestion: T – 24 hours and 3 hours	**Provide operational status report**	**Operator contacts [Controlling Facility] via [telephone/email] and provides operational status report, which includes confirmation of intent and specifics of operation.**	
T – [XX] minutes Suggestion: T – 60 – 30 minutes	**Establish Hotline connection**	**[FAA Hotline telephone #]** **The operation will be delayed or terminated if the Operator does not establish communications via FAA Hotline teleconference.** **Operator must have a representative on the FAA Hotline teleconference until the operation is complete.**	
T – [XX] minutes Suggestion: T – 30 minutes	**Provide operational status report**	**Operator provides operational status report. This report includes confirmation that the operation will take place as scheduled.** **As necessary, Operator should continue to communicate any significant operational changes.**	

Time	Event	Remarks	Date Completed
T – [XX] minutes and repeat at T – [XX] minutes Suggestion: T – 10 minutes and T – 5 minutes	**Receive final clearance or confirmation of continued approved mission status**	**Operator must receive clearance or confirmation of continued approved mission status from [Controlling Facility] to proceed with operation.**	
During operation	**Maintain real-time communication via FAA Hotline teleconference**	**Operator must provide real-time verbal indications on the status of the vehicle.**	
Post-operation or mission cancellation	**Notify ATC and CARF (if applicable) of completion or cancellation of operation**	**ATC must be notified when operation is complete. TFR(s), ALTRV(s), and any other necessary notices should be canceled as soon as practicable.**	
	Schedule post-operation debrief	**A debrief should occur ideally within __ hours, but no later than __ hours of the completion of the operation. A debrief should be conducted even if no off–nominal activity occurred.**	

Instructions for Letter of Agreement Template: Launch and Reentry Site

Letter of Agreement

Effective:

Subject: Operations at [Name and location of Launch and Reentry Site]

1. Purpose:
State the purpose of the Letters of Agreement (LOA), type(s) of anticipated operation (*if launch:* [horizontal/vertical]) [launch/reentry], frequency of proposed operation(s) (if known), and name and location of Launch and Reentry Site.

Sample text:
This LOA establishes a framework for the coordination and planning of procedures for [licensed/permitted] (*if launch:* [horizontal/vertical]) [launch/reentry] operations into the National Airspace System from [name and location of Launch and Reentry Site].

2. Cancellation:
Include any previous LOA canceled by this one [Subject and Effective Date of LOA being canceled]. State agreement to review LOA annually.

Sample text:
This LOA will remain in effect until canceled by any signatory entity and will be reviewed annually throughout the life of the license or when modifications are made to the license.

3. Scope:
List the affected ATC facilities; Launch/Reentry Site Operator; and any additional stakeholders, including ATO Space Operations, Federal Ranges, and military facilities, as applicable.
State that this LOA does not guarantee the approval of operations from the Launch and Reentry Site. Once a Vehicle Operator has been identified and its operations approved, responsibilities and procedures will be outlined in a separate letter of agreement with each Vehicle Operator.
State that this LOA does not confer any proprietary, property, or exclusive right in the use of airspace or outer space referenced in Code of Federal Regulation (CFR) 420.41.
State distribution of the LOA. The distribution should include, at a minimum, all signatories.

Sample text:
This LOA is pertinent to [ATC facilities and stakeholders; including ATO Space Operations] and [Launch/Reentry Site Operator]. It does not guarantee the approval of operations from the Launch/Reentry Site. Once a Vehicle Operator has been identified and its operations approved, responsibilities and procedures will be outlined in a separate LOA with each Vehicle Operator.

This LOA does not confer any proprietary, property, or exclusive right in the use of airspace or outer space referenced in Code of Federal Regulation (CFR) 420.41.

This LOA is to be distributed to the signatories, additional stakeholders, and the Office of Commercial Space Transportation (AST).

4. Responsibilities:
State the responsibilities of the Site Operator, Controlling Facility, and as needed, any other stakeholders and/or affected facilities. All parties named within this letter of agreement will work collaboratively to develop the following:

a. Procedures for notification and scheduling of operations, to include procedures for the issuance of Notices to Airmen, Altitude Reservations and Special Activity Airspace access.

b. Plans for communication between the operator and the FAA as necessary, before, during, and after a scheduled operation.

[Name(s) of affected Air Traffic Control Facilities (Controlling Facility listed first)], ATO Space Operations, [Launch and Reentry Site Operator]

c. Plans and procedures for cancellations, contingencies, and emergencies.

d. Plans and procedures for any other measures deemed necessary by the FAA to ensure public health and safety.

Sample text:

a. [Launch/Reentry Site Operator] is responsible for the management, operation, and maintenance of the Launch/Reentry Site. This includes the coordination with users of its facility and the responsibility for ensuring all necessary information regarding operations is provided to the appropriate ATC facilities.

b. The FAA is responsible for the safe, orderly, and expeditious flow of known air traffic under its control. It is also responsible for the dissemination of pertinent information to the aviation community.

c. All parties named in this LOA will work collaboratively to develop procedures and other such measures deemed necessary to protect public health and safety.

5. Attachments

State the responsibilities of the Site Operator, Controlling Facility, and as needed, any other stakeholders and/or affected facilities. All parties named within this letter of agreement will work collaboratively to develop the following:

A. Signatures

B. Points of Contact Table

C. Graphics/Maps

- Physical Site Description/Map
- Airspace Description/Map(s)

[Name(s) of affected Air Traffic Control Facilities (Controlling Facility listed first)], ATO Space Operations, [Launch and Reentry Site Operator]

Attachment A: Signatures

_____ _____

[Controlling Facility] [Launch/Reentry Site Operator]

_____

[ATO Space Operations]

_____

[As appropriate, other stakeholders, including Federal Ranges and military facilities.]

[Name(s) of affected Air Traffic Control Facilities (Controlling Facility listed first)], ATO Space Operations, [Launch and Reentry Site Operator]

Attachment B: Points of Contact Table

The following table should be completed by the [Controlling Facility] and the information should be verified prior to every operation.

Office	Phone #	Email	Responsibility
[Controlling Facility] Airspace and Procedures Office			
[Controlling Facility] Traffic Management Unit			
ATO Space Operations			
[Launch and Reentry Site Operator]			

Instructions for Letter of Agreement Template: Federal Range

Letter of Agreement

Effective:

Subject: Operations at [Name of Federal Range]

1. Purpose:
State the purpose of the Letters of Agreement (LOA), name of Federal range. Facilities and stakeholders included in LOA.

Sample text:
This LOA establishes a framework for the coordination and planning of procedures for launch and reentry operations into the National Airspace System (NAS) from [name of Federal Range]. The following describes responsibilities and requirements for [list included facilities and stakeholders].

2. Cancellation:
Include any previous LOA canceled by this one [Subject and Effective Date of LOA being canceled]. State agreement to review LOA annually.

Sample text:
This agreement cancels the [Subject and effective date of LOA being canceled].

This LOA will remain in effect until canceled by any signatory entity and will be reviewed annually or when modifications are required.

3. Scope:
List the affected ATC facilities; Federal Range site Operator; and any additional stakeholders, including ATO Space Operations, and military facilities, as applicable. State distribution of the LOA. The distribution should include, at a minimum, all signatories.

Sample text:
This LOA is pertinent to [ATC facilities and stakeholders, including ATO Space Operations] and [Federal range]. It does not guarantee the approval of operations from the [Federal range] This LOA does not confer any proprietary, property, or exclusive right in the use of airspace or outer space referenced in Code of Federal Regulation (CFR) 420.41.

This LOA is to be distributed to the signatories, additional stakeholders, and the Office of Commercial Space Transportation (AST).

4. Responsibilities:

State the responsibilities of the [Federal range], Controlling Facility, and as needed, any other stakeholders and/or affected facilities. All parties named within this letter of agreement will work collaboratively to develop the following:

a. Procedures for notification and scheduling of operations, to include procedures for the issuance of Notices to Airmen, Altitude Reservations and Special Activity Airspace access.

b. Plans for communication between the [Federal range] and the FAA as necessary, before, during, and after a scheduled operation.

[Name(s) of affected Air Traffic Control Facilities (Controlling Facility listed first)], ATO Space Operations, [Launch and Reentry Site Operator]

c. Plans and procedures for cancellations, contingencies, and emergencies.

d. Plans and procedures for any other measures deemed necessary by the FAA to ensure public health and safety.

Sample text:

a. [Federal range] is responsible for the management, operation, and maintenance of all facilities and equipment at [Federal range]. This responsibility includes the coordination with users of its facility and the responsibility for ensuring all necessary information regarding operations is provided to the appropriate ATC facilities.

b. The FAA is responsible for the safe, orderly, and expeditious flow of known air traffic under its control. It is also responsible for the dissemination of pertinent information to the aviation community.

c. All parties named in this LOA will work collaboratively to develop procedures and other such measures deemed necessary to protect public health and safety.

5. Restrictions to Operations

List any constraint to operations from Federal range.

Sample text:

a. None; Or

a. No launch or recovery operations between sunset and sunrise.

b. Launch vehicles limited to a max launch weight of 11,000,000 pounds.

6. Attachments

Must include at a minimum A. and B. but not limited to.

A. Signatures

B. Points of Contact Table

(examples of additional attachments)

- **Physical Site Description/Map**
- **Airspace Description/Map(s)**
- **Launch/Reentry Site Description/Map**
- **Aircraft Hazard Area Description/Map**
- **Temporary Flight Restriction Description/Map**
- **Air Traffic Control Assigned Airspace Description/Map**
- **Action Timetable**

[Name(s) of affected Air Traffic Control Facilities (Controlling Facility listed first)], ATO Space Operations, [Launch and Reentry Site Operator]

Attachment A: Signatures

_____

[Controlling Facility]

_____

[Federal Range]

_____

[ATO Space Operations]

_____

[As appropriate, other stakeholders and military facilities.]

[Name(s) of affected Air Traffic Control Facilities (Controlling Facility listed first)], ATO Space Operations, [Launch and Reentry Site Operator]

Attachment B: Points of Contact Table example

Office	Phone #	Email	Responsibility
[Operator]			
[Controlling Facility] Supervisor in Charge			
[Controlling Facility] Traffic Management Unit			
ATO Space Operations			
Central Altitude Reservation Function (CARF)			
National Traffic Management Office (NTMO)			