CHANGE

U.S. DEPARTMENT OF TRANSPORTATION

FEDERAL AVIATION ADMINISTRATION

JO 7210.3V CHG 1

SUBJ: FACILITY OPERATION AND ADMINISTRATION

1. PURPOSE. This change transmits revised pages to Order JO 7210.3V, Facility Operation and Administration, and the Briefing Guide.

2. DISTRIBUTION. This change is distributed to select offices in Washington headquarters, regional offices, the William J. Hughes Technical Center, and the Mike Monroney Aeronautical Center; to all air traffic field facilities and international aviation field offices; and to interested aviation public.

3. EFFECTIVE DATE. July 31, 2008.

4. EXPLANATION OF CHANGES. 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 information.

5. DISPOSITION OF TRANSMITTAL. Retain this transmittal until superseded by a new basic order.

6. PAGE CONTROL CHART. See the Page Control Chart attachment.

Nancy B. Kalinowski
Vice President, System Operations Services

Date: MAY 9 2008

Distribution: ZAT-721; ZAT-464

Initiated By: AJR-0
Vice President, System Operations Services

Facility Operation and Administration Explanation of Changes

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

a. 1-2-5. ABBREVIATIONS

This change adds the acronym FLM and its meaning, Front-Line Manager, to TBL 1-2-1, Abbreviations.

b. 2-1-18. LAND-BASED AIR DEFENSE IDENTIFICATION ZONE (ADIZ)

This change establishes procedures and phraseology for providing security services in areas designated in support of the Department of Homeland Security (DHS), Transportation Security Administration operations offices, the Department of Defense (DOD), or other Federal security elements for national security. These areas will be established through the regulatory process or by Notices to Airmen (NOTAM) issued by the Administrator under title 14, Code of Federal Regulations (CFR), Sections 91.139, Emergency air traffic rules, 91.141, Flight restrictions in the proximity of the Presidential and other parties, and 99.7, Special security instructions, and will specify that ATC security services are required. The provisions of this change apply to all aircraft operating under visual flight rules (VFR) in designated security airspace. This change cancels and incorporates N JO 7210.672, Front-line Manager (FLM)/Controller-in-Charge (CIC) Procedures for Providing Air Traffic Control (ATC) Security Services within Land-Based Air Defense Identification Zones (ADIZ), effective August 30, 2007.

c. 2-9-9. SPECIFIC AREA MESSAGE ENCODING (SAME) WEATHER RADIOS

New paragraph provides guidance for the use of National Oceanic and Atmospheric Administration (NOAA) weather radios equipped with specific area message encoding (SAME) 104.285 to be used by personnel in airport traffic control towers.

d. 3-10-1. GUIDELINES FOR USE OF COLOR ON ATC DISPLAYS

This change establishes a national color standard for certain color use by providing a standard guideline for terminal facilities that provides standard colors to specific data elements on CTRDs and TRACON displays at facilities where color capability exists. Any change to this color standard requires a waiver from the Director, Terminal Safety and Operations Support. This change cancels and incorporates N7210.673, Guidelines for Use of Color on ATC Displays, effective January 21, 2008.

e. 10-3-8. TAXI INTO POSITION AND HOLD (TIPH) OPERATIONS

This change provides detailed instructions for the facility standard operating procedures (SOP) directive. This change cancels and incorporates N JO 7210.676, Taxi Into Position and Hold (TIPH) Operations, effective November 28, 2007.

f. 13-4-6. AUTOMATIC FLIGHT INFORMATION SERVICE (AFIS) - ALASKA FSSs ONLY

This new paragraph establishes the requirements for the provision of AFIS at FSSs in Alaska that are equipped to provide this service. This change cancels and incorporates N JO 7210.678, Alaska Automatic Flight Information Service (AFIS), effective June 3, 2008.

g. 17-4-1. TELEPHONE CONFERENCES

The ATCSCC uses operational hotlines for coordination with air traffic facilities, support facilities, and customers. This change defines the use, scope, and procedures for the use of operational hotlines.

h. 17-5-4. RESPONSIBILITIES

ASPM facilities must still enter hourly arrival and departure counts onto the ATCSCC-supplied Web page, however, the NTML will now be the only source to enter other data, including delay status, airports in/out of deicing, runway configuration, and airport arrival rates/airport departure rates (AAR/ADR). This enables our customers and facilities to be knowledgeable of these conditions throughout the NAS. (Paragraph 17-5-9, NTML Data Entries, has been revised and incorporated into Paragraph 17-5-4, Responsibilities.) This change cancels and incorporates N JO 7210.671, Coordination Using the National Traffic Management Log (NTML), effective February 5, 2008. This change also incorporates the procedures for hotlines and informs participants on their use.

i. 17-5-9. NTML DATA ENTRIES

This paragraph has been removed and incorporated into 17-5-4, Responsibilities. This change cancels and incorporates N JO 7210.671, Coordination Using the National Traffic Management Log (NTML), effective February 5, 2008.

j. 17-6-4. TYPES OF TMIs;
Chapter 17. Traffic Management National, Center, and Terminal,
Section 9. Airspace Flow Programs (AFP),
17-9-1. POLICY,
17-9-2. RESPONSIBILITIES,
17-9-3. PROCEDURES,
17-9-4. AMENDING EDCTs,
17-9-5. CANCELLATION PROCEDURES,
17-9-6. DOCUMENTATION, and
17-9-7. CUSTOMER OPTIONS

This change adds airspace flow programs (AFP) as a traffic management initiative type and a new Section 9, Airspace Flow Programs (AFP), defines the procedures and responsibilities associated with its use.

k. 17-6-13. ENROUTING SEQUENCING PROGRAM (ESP) IMPLEMENTATION

This editorial change modifies the paragraph title to EN ROUTE SEQUENCING PROGRAM (ESP) IMPLEMENTATION.

l. 17-8-6. ATCSCC PROCEDURES,
17-8-8. TERMINAL PROCEDURES,
17-13-4. COORDINATION PROCEDURES,
17-15-4. RESPONSIBILITIES, and
17-15-5. CDR DATA FORMAT

This editorial change replaces the name “HOST” with En Route Automation System (EAS). Additional editorial changes support the implementation of En Route Automation Modernization (ERAM) and any future en route automation computer systems.

m. 17-9-3. LOCAL GROUND STOP(S)

The responsibility for the TMU and the ATCSCC has been augmented to include notification of the ATCSCC by the TMU before implementing a local GS and requires the ATCSCC to use the FSM when implementing a local GS. This notification and use of the FSM allow for better common situational awareness between the ATCSCC, field facilities, and our customers. Additionally, to support changes to the Operations Network (OPSNET) on or about October 22, 2007, delay reporting for ground delay programs and ground stops will be automated and will no longer require data entries from field facilities. This change cancels and incorporates N JO 7210.670, Local Ground Stop(s), effective October 22, 2007.

n. Chapter 17. Traffic Management National, Center, and Terminal,
Section 19. Aviation System Performance Metrics

Enhancements to the National Traffic Management Log (NTML) and procedural modifications were made to improve the coordination process and situational awareness. Chapter 17, section 19, will be deleted and portions of that section are incorporated in chapter 17, section 5, paragraph 4. This change cancels and incorporates N JO 7210.671, Coordination Using the National Traffic Management Log (NTML), effective February 5, 2008.

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

PAGE CONTROL CHART

REMOVE PAGES	DATED	INSERT PAGES	DATED
Table of Contents i through iii	2/14/08	Table of Contents i through iii	7/31/08
Table of Contents iv	2/14/08	Table of Contents iv	2/14/08
Table of Contents v	2/14/08	Table of Contents v	7/31/08
Table of Contents vi	2/14/08	Table of Contents vi	2/14/08
Table of Contents xv through xxi	2/14/08	Table of Contents xv through xxi	7/31/08
Table of Contents xxii	2/14/08	Table of Contents xxii	2/14/08
1-2-3 through 1-2-5	2/14/08	1-2-3 through 1-2-5	7/31/08
2-1-7	2/14/08	2-1-7	2/14/08
2-1-8 through 2-1-10	2/14/08	2-1-8 through 2-1-10	7/31/08
2-9-3	2/14/08	2-9-3	7/31/08
3-10-1	2/14/08	3-10-1	7/31/08
4-3-3 and 4-3-4	2/14/08	4-3-3 and 4-3-4	7/31/08
6-5-3	2/14/08	6-5-3	7/31/08
6-6-1	2/14/08	6-6-1	2/14/08
6-6-2	2/14/08	6-6-2	7/31/08
10-3-3 and 10-3-4	2/14/08	10-3-3 and 10-3-4	7/31/08
11-4-1	2/14/08	11-4-1	7/31/08
12-4-1	2/14/08	12-4-1	2/14/08
12-4-2	2/14/08	12-4-2	7/31/08
13-4-1	2/14/08	13-4-1	2/14/08
13-4-2	2/14/08	13-4-2 and 13-4-3	7/31/08
17-4-1 through 17-4-3	2/14/08	17-4-1 through 17-4-3	7/31/08
17-5-1 through 17-5-4	2/14/08	17-5-1 through 17-5-5	7/31/08
17-6-1	2/14/08	17-6-1	2/14/08
17-6-2 and 17-6-3	2/14/08	17-6-2 and 17-6-3	7/31/08
17-8-1	2/14/08	17-8-1	2/14/08
17-8-2 and 17-8-3	2/14/08	17-8-2 and 17-8-3	7/31/08
17-8-4	2/14/08	17-8-4	2/14/08
17-9-1 through 17-19-2	2/14/08	17-9-1 through 17-19-2	7/31/08
18-2-1	2/14/08	18-2-1	7/31/08
IDX-1 through IDX-7	2/14/08	IDX-1 through IDX-7	7/31/08

Table of Contents

Part 1. BASIC

Chapter 1. General

Section 1. Introduction

Paragraph		Page
1-1-1.	PURPOSE	1-1-1
1-1-2.	DISTRIBUTION	1-1-1
1-1-3.	CANCELLATION	1-1-1
1-1-4.	EXPLANATION OF CHANGES	1-1-1
1-1-5.	EFFECTIVE DATE	1-1-1
1-1-6.	CONSTRAINTS GOVERNING SUPPLEMENTS AND PROCEDURAL DEVIATIONS	1-1-1
1-1-7.	SAFETY MANAGEMENT SYSTEM (SMS)	1-1-2
1-1-8.	REFERENCES TO FAA NON-AIR TRAFFIC ORGANIZATION	1-1-2

Section 2. Order Use

1-2-1.	POLICY	1-2-1
1-2-2.	ANNOTATIONS	1-2-1
1-2-3.	PUBLICATION AND DELIVERY DATES	1-2-1
1-2-4.	WORD MEANINGS	1-2-1
1-2-5.	ABBREVIATIONS	1-2-1

Chapter 2. Administration of Facilities

Section 1. General

2-1-1.	INTERREGIONAL REQUIREMENTS	2-1-1
2-1-2.	FACILITY STANDARD OPERATING PROCEDURES DIRECTIVE	2-1-1
2-1-3.	POSITION/SECTOR BINDERS	2-1-1
2-1-4.	REFERENCE FILES	2-1-1
2-1-5.	RELEASE OF INFORMATION	2-1-1
2-1-6.	CHECKING ACCURACY OF PUBLISHED DATA	2-1-2
2-1-7.	AIR TRAFFIC SERVICE (ATS) CONTINUITY	2-1-2
2-1-8.	HANDLING BOMB THREAT INCIDENTS	2-1-3
2-1-9.	HANDLING MANPADS INCIDENTS	2-1-4
2-1-10.	AIRPORT EMERGENCY PLANS	2-1-4
2-1-11.	EXPLOSIVES DETECTION K-9 TEAMS	2-1-5
2-1-12.	INTERSECTION TAKEOFFS	2-1-5
2-1-13.	AIRCRAFT IDENTIFICATION PROBLEMS	2-1-5
2-1-14.	APPROACH CONTROL CEILING	2-1-6
2-1-15.	AUTHORIZATION FOR SEPARATION SERVICES BY TOWERS	2-1-6
2-1-16.	BIRD HAZARDS	2-1-7
2-1-17.	PROHIBITED/RESTRICTED AREAS	2-1-7
2-1-18.	LAND-BASED AIR DEFENSE IDENTIFICATION ZONE (ADIZ)/AIR TRAFFIC CONTROL (ATC) SECURITY SERVICES	2-1-8
2-1-19.	AIRPORT TRAFFIC PATTERNS	2-1-8

Paragraph **Page**

2-1-20. OBSTACLE IDENTIFICATION SURFACES, OBSTACLE FREE ZONES, RUNWAY SAFETY AREAS, AND CLEARWAYS 2-1-9
2-1-21. FACILITY IDENTIFICATION 2-1-9
2-1-22. DISPOSITION OF OBSOLETE CHARTS 2-1-9
2-1-23. OUTDOOR LASER DEMONSTRATIONS 2-1-9
2-1-24. COMBINE/RECOMBINE AN ATCT/TRACON 2-1-9
2-1-25. SUBMISSION OF AIR TRAFFIC CONTROL ASSIGNED AIRSPACE (ATCAA) DATA 2-1-9
2-1-26. SUBMISSION OF SUA AND PAJA FREQUENCY INFORMATION 2-1-10
2-1-27. REPORTING UNAUTHORIZED LASER ILLUMINATION OF AIRCRAFT 2-1-10

Section 2. Responsibilities

2-2-1. LEGAL LIABILITIES OF PERSONNEL 2-2-1
2-2-2. JOB REQUIREMENTS 2-2-1
2-2-3. POSITION RESPONSIBILITY 2-2-1
2-2-4. DUTY FAMILIARIZATION AND THE TRANSFER OF POSITION RESPONSIBILITY 2-2-1
2-2-5. OPERATING INITIALS 2-2-3
2-2-6. SIGN IN/OUT AND ON/OFF PROCEDURES 2-2-3
2-2-7. CIRNOT HANDLING 2-2-4
2-2-8. GENOT HANDLING 2-2-4
2-2-9. PERSONNEL BRIEFINGS REGARDING AIR TRAFFIC BULLETIN ITEMS 2-2-4
2-2-10. LAW ENFORCEMENT INFORMATION 2-2-5
2-2-11. PERSONNEL BRIEFINGS REGARDING ORDER CHANGES 2-2-5
2-2-12. SYSTEMS MANAGEMENT OF VSCS EQUIPMENT 2-2-5
2-2-13. REPORTING EQUIPMENT TROUBLE 2-2-5
2-2-14. FACILITY DIRECTIVES REPOSITORY (FDR) 2-2-6

Section 3. Air Traffic Familiarization/Currency Requirements for En Route/Terminal/Flight Service Facilities

2-3-1. GENERAL 2-3-1
2-3-2. APPLICATION 2-3-1
2-3-3. REQUIREMENTS 2-3-1
2-3-4. DIFFERENTIAL 2-3-1

Section 4. Hours of Duty

2-4-1. SERVICE HOURS 2-4-1
2-4-2. TIME STANDARDS 2-4-1
2-4-3. TIME CHECKS 2-4-1
2-4-4. STATUS OF SERVICE 2-4-1

Section 5. Watch Coverage-Flight Service Stations

2-5-1. BASIC WATCH SCHEDULES 2-5-1
2-5-2. DESIGNATING WATCH SUPERVISION COVERAGE 2-5-1
2-5-3. AREA SUPERVISION 2-5-1
2-5-4. RELIEF PERIODS 2-5-1
2-5-5. OVERTIME DUTY 2-5-2
2-5-6. HOLIDAY STAFFING 2-5-2
2-5-7. CONSOLIDATING POSITIONS 2-5-2
2-5-8. SUPERVISORS HOURS OF DUTY 2-5-2
2-5-9. FACILITY COMPLEMENTS 2-5-2
2-5-10. CONTROLLER-IN-CHARGE (CIC) TRAINING 2-5-2

Section 6. Watch Supervision–Terminal/En Route

Paragraph	Page
2-6-1. WATCH SUPERVISION	2-6-1
2-6-2. WATCH SUPERVISION ASSIGNMENTS	2-6-1
2-6-3. CONTROLLER-IN-CHARGE (CIC) DESIGNATION	2-6-2
2-6-4. CONTROLLER-IN-CHARGE (CIC) SELECTION PROCESS	2-6-2
2-6-5. CONSOLIDATING POSITIONS	2-6-2
2-6-6. RELIEF PERIODS	2-6-3
2-6-7. BASIC WATCH SCHEDULE	2-6-3
2-6-8. OVERTIME DUTY	2-6-3
2-6-9. HOLIDAY STAFFING	2-6-3
2-6-10. ADMINISTRATIVE HOURS OF DUTY	2-6-3
2-6-11. FACILITY COMPLEMENTS	2-6-3
2-6-12. CONSOLIDATING TOWER/TRACON FUNCTIONS	2-6-3

Section 7. Appearance and Security

2-7-1. PERSONNEL APPEARANCE	2-7-1
2-7-2. QUARTERS APPEARANCE	2-7-1
2-7-3. BULLETIN BOARDS	2-7-1
2-7-4. FOOD AND BEVERAGES	2-7-1
2-7-5. FACILITY SECURITY	2-7-1
2-7-6. SUSPICIOUS ACTIVITIES	2-7-1
2-7-7. COOPERATION WITH LAW ENFORCEMENT AGENCIES	2-7-1
2-7-8. FACILITY VISITORS	2-7-1
2-7-9. SECURITY OF JOINT-USE RADAR DATA	2-7-2

Section 8. Medical

2-8-1. GENERAL	2-8-1
2-8-2. MEDICAL CLEARANCE REQUIREMENTS	2-8-1
2-8-3. SPECIAL MEDICAL EVALUATIONS	2-8-1
2-8-4. SPECIAL CONSIDERATION	2-8-1
2-8-5. USE OF DRUGS AND SEDATIVES	2-8-1
2-8-6. RESTRICTED DRUGS	2-8-2
2-8-7. BLOOD DONORS	2-8-2
2-8-8. USE OF ALCOHOL AND OTHER DRUGS	2-8-2
2-8-9. MEDICAL STATUS DETERMINATIONS ON FG-2154S	2-8-2

Section 9. Weather/Visibility

2-9-1. BACKUP/AUGMENTATION OF WEATHER OBSERVATIONS	2-9-1
2-9-2. RECEIPT AND DISSEMINATION OF WEATHER OBSERVATIONS	2-9-1
2-9-3. LIMITED AVIATION WEATHER REPORTING STATION (LAWRS) HOURS OF OPERATION	2-9-1
2-9-4. NONAVIATION WEATHER SERVICE	2-9-1
2-9-5. NATIONAL WEATHER RECORDS CENTER	2-9-2
2-9-6. VISIBILITY CHARTS	2-9-2
2-9-7. SITING CRITERIA FOR VISUAL WEATHER OBSERVATIONS	2-9-2
2-9-8. RUNWAY VISUAL VALUE (RVV) AND RUNWAY VISUAL RANGE (RVR) EQUIPMENT	2-9-2
2-9-9. SPECIFIC AREA MESSAGE ENCODING (SAME) WEATHER RADIOS	2-9-3

Section 10. Wind/Altimeter Information

Paragraph	Page
2-10-1. WIND INSTRUMENT SENSORS	2-10-1
2-10-2. WIND INDICATOR CROSS CHECK	2-10-1
2-10-3. ALTIMETER REQUIREMENTS	2-10-1
2-10-4. COMPARISON CHECKS	2-10-1
2-10-5. DELIVERY OF ALTIMETER SETTING TO ARTCC	2-10-2
2-10-6. BROADCAST DENSITY ALTITUDE ADVISORY	2-10-2

Chapter 3. Facility Equipment

Section 1. General

3-1-1. BASIC EQUIPMENT	3-1-1
3-1-2. PERIODIC MAINTENANCE	3-1-1
3-1-3. NATIONAL AIRSPACE SYSTEM (NAS) CHANGES	3-1-1
3-1-4. TRAFFIC LIGHTS, GATES, AND SIGNALS	3-1-1
3-1-5. CLEANING INSTRUMENT COVERS	3-1-2
3-1-6. ENGINE GENERATOR TRANSFER PROCEDURES FOR ANTICIPATED POWER FAILURE	3-1-2

Section 2. Use of Communications

3-2-1. RESPONSIBILITY	3-2-1
3-2-2. AUTHORIZED MESSAGES NOT DIRECTLY ASSOCIATED WITH AIR TRAFFIC SERVICES	3-2-1
3-2-3. USE OF OTHER THAN FAA COMMUNICATIONS CIRCUITS	3-2-1
3-2-4. FBI USE OF FAA FREQUENCIES	3-2-1
3-2-5. AERONAUTICAL ADVISORY STATIONS (UNICOM/MULTICOM)	3-2-2

Section 3. Communications Procedures

3-3-1. SERVICE “F” COMMUNICATIONS	3-3-1
3-3-2. TELEPHONE COMMUNICATIONS	3-3-1
3-3-3. MONITORING FREQUENCIES	3-3-1
3-3-4. EMERGENCY FREQUENCIES 121.5 AND 243.0 MHZ	3-3-1
3-3-5. BATTERY-POWERED TRANSCEIVERS	3-3-2
3-3-6. FACILITY STATUS REPORT	3-3-2
3-3-7. TESTING EMERGENCY LOCATOR TRANSMITTERS	3-3-2
3-3-8. VSCS FREQUENCY BACKUP	3-3-2
3-3-9. VSCS RECONFIGURATIONS	3-3-3
3-3-10. VTABS (VSCS TRAINING AND BACKUP SYSTEM)	3-3-3

Section 4. Recorders

3-4-1. USE OF RECORDERS	3-4-1
3-4-2. ASSIGNMENT OF RECORDER CHANNELS	3-4-1
3-4-3. CHECKING AND CHANGING RECORDER TAPES	3-4-2
3-4-4. HANDLING RECORDER TAPES OR DATS	3-4-2
3-4-5. VSCS DATA RETENTION	3-4-3

Section 5. Navigational Aids

Paragraph	Page
3-5-1. NAVAID MONITORING	3-5-1
3-5-2. SYSTEM COMPONENT MALFUNCTIONS	3-5-2
3-5-3. PROCESSING GPS ANOMALY REPORTS	3-5-2
3-5-4. ORIGINATING NOTAMS CONCERNING NAVAIDS	3-5-2

Section 6. Direction Finders

3-6-1. DF ANTENNA SITE	3-6-1
3-6-2. STROBE LINE INDICATION	3-6-1
3-6-3. EQUIPMENT LIMITATIONS	3-6-1
3-6-4. INACCURATE BEARING INDICATION	3-6-1
3-6-5. COMMISSIONING DF EQUIPMENT	3-6-1
3-6-6. OPERATING PROCEDURES	3-6-1
3-6-7. ASR-ASSOCIATED DF	3-6-2
3-6-8. ASSIGNING HEADING USING DF/ASR	3-6-2
3-6-9. CANCELING DF APPROACH PROCEDURES	3-6-2

Section 7. Radar Use

3-7-1. COMMISSIONING RADAR FACILITIES	3-7-1
3-7-2. RADAR USE	3-7-2
3-7-3. ATC RADAR BEACON SYSTEM DECODER CONTROL BOX CHECKS	3-7-2
3-7-4. MONITORING OF MODE 3/A RADAR BEACON CODES	3-7-2
3-7-5. RADAR TARGET SIZING	3-7-3
3-7-6. TERMINAL DIGITAL RADAR SYSTEM AND DISPLAY SETTINGS	3-7-3
3-7-7. PREARRANGED COORDINATION	3-7-3

Section 8. Video Maps

3-8-1. TOLERANCE FOR RADAR FIX ACCURACY	3-8-1
3-8-2. RADAR MAPPING STANDARDS	3-8-1
3-8-3. DISPLAY MAP DATA	3-8-1
3-8-4. INTENSITY	3-8-1
3-8-5. COMMON REFERENCE POINTS	3-8-2

Section 9. Other Displays

3-9-1. MINIMUM VECTORING ALTITUDE CHARTS (MVAC) FOR FACILITIES PROVIDING TERMINAL APPROACH CONTROL SERVICES	3-9-1
3-9-2. MINIMUM VECTORING ALTITUDE CHARTS (MVAC) PREPARATION (TERMINAL/MEARTS)	3-9-1
3-9-3. ALTITUDE ASSIGNMENTS TO S/VFR AND VFR AIRCRAFT	3-9-2
3-9-4. EMERGENCY OBSTRUCTION VIDEO MAP (EOVM)	3-9-2
3-9-5. ESTABLISHING DIVERSE VECTOR AREA/S (DVA)	3-9-3

Section 10. Color Displays-Terminal

3-10-1. COLOR USE ON ATC DISPLAYS	3-10-1

Chapter 4. Correspondence, Conferences, Records, and Reports

Section 1. General

Paragraph		Page
4-1-1.	CORRESPONDENCE STANDARDS	4-1-1
4-1-2.	SIGNATURE	4-1-1
4-1-3.	SERVICE AREA REVIEW	4-1-1
4-1-4.	CORRESPONDENCE REGARDING POLICY/PROCEDURES	4-1-1
4-1-5.	IRREGULAR OPERATION	4-1-1
4-1-6.	PRELIMINARY ENVIRONMENTAL REVIEW	4-1-1

Section 2. User Coordination/Conferences/Publicity

4-2-1.	LOCAL CONFERENCES	4-2-1
4-2-2.	PILOT EDUCATION	4-2-1
4-2-3.	PUBLISHED ITEMS	4-2-1
4-2-4.	COORDINATION OF ATC PROCEDURES	4-2-1

Section 3. Letters of Agreement (LOA)

4-3-1.	LETTERS OF AGREEMENT	4-3-1
4-3-2.	APPROPRIATE SUBJECTS	4-3-2
4-3-3.	DEVELOPING LOA	4-3-2
4-3-4.	REVIEW BY SERVICE AREA OFFICE	4-3-3
4-3-5.	APPROVAL	4-3-3
4-3-6.	REVISIONS	4-3-3
4-3-7.	CANCELLATION	4-3-4
4-3-8.	AUTOMATED INFORMATION TRANSFER (AIT)	4-3-5

Section 4. Application

4-4-1.	OPERATIONS UNDER EXEMPTIONS FROM SECTION 3 OF APPENDIX D TO PART 91 SURFACE AREAS OF CLASS B AND CLASS C AIRSPACE WITHIN WHICH SPECIAL VFR WEATHER MINIMUMS ARE NOT AUTHORIZED FOR FIXED-WING AIRCRAFT	4-4-1
4-4-2.	USE OF AIRCRAFT CALL SIGNS	4-4-1
4-4-3.	RUNWAY SUPERVISORY UNITS (RSU)	4-4-1

Section 5. Other Correspondence

4-5-1.	LETTERS OF PROCEDURES	4-5-1
4-5-2.	LETTERS TO AIRMEN	4-5-1
4-5-3.	DISPOSITION OF VOLCANIC ACTIVITY REPORTING (VAR) FORMS	4-5-2

Section 6. Records

4-6-1.	FACILITY RECORDS MANAGEMENT	4-6-1
4-6-2.	COLLECTION OF OPERATIONAL DATA	4-6-1
4-6-3.	FORMS PREPARATION	4-6-1
4-6-4.	FAA FORM 7230-4, DAILY RECORD OF FACILITY OPERATION	4-6-1
4-6-5.	PREPARATION OF FAA FORM 7230-4	4-6-1
4-6-6.	FAA FORM 7230-10, POSITION LOG	4-6-3
4-6-7.	AUTOMATED POSITION SIGN ON/OFF	4-6-5
4-6-8.	TIME AND ATTENDANCE (T&A) RECORDING	4-6-7

Paragraph **Page**
12-4-3. FAA FORM 7230-16, APPROACH DATA WORKSHEET 12-4-1
12-4-4. INTRAFACILITY SYSTEM 12-4-1
12-4-5. AIRPORTS REPORTED 12-4-1
12-4-6. PART-TIME FACILITIES 12-4-1
12-4-7. MILITARY STAFFED APPROACH CONTROLS 12-4-2
12-4-8. FAA FORM 7230-12 INSTRUMENT APPROACHES MONTHLY SUMMARY . . 12-4-2
12-4-9. DISTRIBUTION AND AMENDMENT 12-4-2
12-4-10. FORWARD COPY TO ADJACENT REGION 12-4-2

Part 4. FLIGHT SERVICE STATIONS

Chapter 13. Flight Service Operations and Services

Section 1. General

13-1-1. OPERATING POSITION DESIGNATORS 13-1-1
13-1-2. TEMPORARY FSS 13-1-1
13-1-3. FLIGHT PLAN AREA 13-1-1
13-1-4. ICSS INTRODUCTORY ANNOUNCEMENT 13-1-1

Section 2. Position/Service Information Binders

13-2-1. RESPONSIBILITY 13-2-1
13-2-2. BOUNDARIES 13-2-1
13-2-3. POSITIONS/SERVICES 13-2-1

Section 3. Operations

13-3-1. AIRPORT CONDITION FILE 13-3-1
13-3-2. LANDING AREA STATUS CHECKS 13-3-1
13-3-3. AIRPORT SEARCH ARRANGEMENTS 13-3-1
13-3-4. LIAISON VISITS 13-3-1
13-3-5. DUTIES 13-3-1
13-3-6. TIE-IN NOTAM RESPONSIBILITY 13-3-1

Section 4. Services

13-4-1. PREFILED FLIGHT PLANS 13-4-1
13-4-2. PRACTICE INSTRUMENT APPROACHES 13-4-1
13-4-3. OPERATION OF AIRPORT LIGHTS 13-4-1
13-4-4. RUNWAY EDGE LIGHTS ASSOCIATED WITH MEDIUM APPROACH LIGHT SYSTEM/RUNWAY ALIGNMENT INDICATOR LIGHTS 13-4-1
13-4-5. LOCAL AIRPORT ADVISORY (LAA)/REMOTE AIRPORT ADVISORY (RAA)/ REMOTE AIRPORT INFORMATION SERVICE (RAIS) 13-4-1
13-4-6. AUTOMATIC FLIGHT INFORMATION SERVICE (AFIS) - ALASKA FSSs ONLY . 13-4-2
13-4-7. TRANSMISSION OF MESSAGES FROM AIRPORT INSPECTORS 13-4-3

Chapter 14. Aviation Meteorological Services and Equipment

Section 1. General

Paragraph		Page
14-1-1.	FAA-NWS AGREEMENT	14-1-1
14-1-2.	CERTIFICATES OF AUTHORITY	14-1-1
14-1-3.	LIAISON WITH AVIATION INTERESTS	14-1-1
14-1-4.	TELEPHONE LISTINGS	14-1-1
14-1-5.	MINIMUM WEATHER EQUIPMENT	14-1-1
14-1-6.	SUPPLY-SUPPORT	14-1-2
14-1-7.	NWS OPERATIONS MANUAL	14-1-2

Section 2. Pilot Weather Briefing

14-2-1.	BRIEFING RESPONSIBILITY	14-2-1
14-2-2.	WEATHER CHART DISPLAY	14-2-1
14-2-3.	TELEVISION EQUIPMENT	14-2-1
14-2-4.	AFSS/FSS-WSO/WSFO ADJOINING	14-2-1
14-2-5.	AFSS/FSS-WSO/WSFO NOT ADJOINING	14-2-1
14-2-6.	FLIGHT PLANNING DISPLAY	14-2-1
14-2-7.	FLIGHT PLANNING FORMS	14-2-1
14-2-8.	MILITARY TRAINING ACTIVITY	14-2-1
14-2-9.	TRANSFER OF BRIEFERS	14-2-2

Section 3. En Route Flight Advisory Service (EFAS)

14-3-1.	GENERAL	14-3-1
14-3-2.	FLIGHT WATCH AREA (FWA)	14-3-1
14-3-3.	SYSTEM CONFIGURATION	14-3-1
14-3-4.	HOURS OF OPERATION	14-3-1
14-3-5.	STAFFING	14-3-1
14-3-6.	NATIONAL WEATHER SERVICE (NWS) SUPPORT	14-3-1
14-3-7.	EQUIPMENT	14-3-2
14-3-8.	TRAINING	14-3-2
14-3-9.	CERTIFICATION	14-3-2
14-3-10.	RECERTIFICATION REQUIREMENTS	14-3-2
14-3-11.	QUALIFICATION AND SELECTION	14-3-3

Section 4. Broadcasts

14-4-1.	STATION BROADCASTS	14-4-1
14-4-2.	COORDINATE WITH WEATHER SERVICE FORECAST OFFICE (WSFO) (ALASKA ONLY)	14-4-1
14-4-3.	COMMERCIAL BROADCAST STATIONS	14-4-1
14-4-4.	REDUCING RECORDED WEATHER INFORMATION SERVICES	14-4-1

Chapter 15. Equipment

Section 1. General

15-1-1.	RESPONSIBILITY	15-1-1
15-1-2.	AIRCRAFT ORIENTATION PLOTTING BOARD	15-1-1
15-1-3.	ADDITIONAL TELEPHONE SERVICE	15-1-1
15-1-4.	ORDERING OVERLAYS	15-1-1
15-1-5.	LEASED EQUIPMENT SUPPLIES	15-1-2

Section 2. Frequencies

Paragraph		Page
15-2-1.	VOR AND VORTAC VOICE CHANNELS	15-2-1
15-2-2.	UHF EN ROUTE CHANNEL	15-2-1

Chapter 16. Facility Statistical Data, Reports, and Forms

Section 1. General Information

16-1-1.	FORM USAGE	16-1-1
16-1-2.	TOTAL FLIGHT SERVICES FORMULA	16-1-1

Section 2. Aircraft Contacted

16-2-1.	AIRCRAFT CONTACTED	16-2-1
16-2-2.	LOCAL AIRPORT ADVISORY (LAA)/REMOTE AIRPORT ADVISORY (RAA)/ REMOTE AIRPORT INFORMATION SERVICE (RAIS)	16-2-1
16-2-3.	RADIO CONTACTS	16-2-1

Section 3. Flight Plan Count

16-3-1.	FLIGHT PLAN COUNT	16-3-1
16-3-2.	ADDITIONAL ITEMS	16-3-1
16-3-3.	FLIGHT PLAN CHANGE EN ROUTE	16-3-1
16-3-4.	FLIGHT PLAN FORMS	16-3-1

Section 4. Pilot Briefing Count

16-4-1.	PILOT BRIEFING COUNT	16-4-1
16-4-2.	RETENTION OF FORMS CONTAINING PILOT BRIEFING (“PB”) DATA	16-4-1

Section 5. Other Reports and Information

16-5-1.	COMPLETION OF MONTHLY ACTIVITY RECORD	16-5-1
16-5-2.	EFAS MONTHLY REPORT	16-5-1
16-5-3.	DISTRIBUTION AND AMENDMENT	16-5-1
16-5-4.	MESSAGE TRAFFIC NUMBER RECORD	16-5-2
16-5-5.	UNANNOUNCED MILITARY AIRCRAFT ARRIVALS	16-5-2

Section 6. AFSS Printing of Lists and Tallies (Model 1 Full Capacity)

16-6-1.	PRINTING OF LISTS	16-6-1
16-6-2.	PRINTING OF TRANSACTIONS INVOLVING LIST UPDATES	16-6-1
16-6-3.	FLIGHT PLAN LOG PRINTING	16-6-1
16-6-4.	PREFLIGHT BRIEFING LOG PRINTING	16-6-1
16-6-5.	IN-FLIGHT CONTACT LOG PRINTING	16-6-2
16-6-6.	TALLIES PRINTING	16-6-2
16-6-7.	FLIGHT PLAN PRINTING	16-6-2
16-6-8.	DISABLED SYSTEM COMPONENT PRINTING	16-6-2

Section 7. AFSS Lists, Logs, and Tallies (OASIS)

16-7-1.	RECORDING OF FLIGHT INFORMATION	16-7-1
16-7-2.	MANAGEMENT OF LISTS AND LOGS	16-7-1
16-7-3.	TALLIES PRINTING	16-7-1

Part 5. TRAFFIC MANAGEMENT SYSTEM

Chapter 17. Traffic Management National, Center, and Terminal

Section 1. Organizational Missions

Paragraph		Page
17-1-1.	TRAFFIC MANAGEMENT SYSTEM MISSION	17-1-1
17-1-2.	DAVID J. HURLEY AIR TRAFFIC CONTROL SYSTEM COMMAND CENTER (ATCSCC)	17-1-1
17-1-3.	TRAFFIC MANAGEMENT UNIT (TMU) MISSION	17-1-1

Section 2. Organizational Responsibilities

17-2-1.	AIR TRAFFIC TACTICAL OPERATIONS PROGRAM	17-2-1
17-2-2.	SERVICE OPERATIONS AREA OFFICES	17-2-1
17-2-3.	ATCSCC	17-2-1
17-2-4.	FIELD FACILITIES	17-2-2

Section 3. Line of Authority

17-3-1.	ATCSCC	17-3-1
17-3-2.	ARTCC	17-3-1
17-3-3.	TERMINAL	17-3-1

Section 4. Supplemental Duties

17-4-1.	TELEPHONE CONFERENCES	17-4-1
17-4-2.	SPECIAL INTEREST FLIGHTS	17-4-1
17-4-3.	ANALYSIS	17-4-1
17-4-4.	OPERATIONS MANAGER (OM) SUPPORT	17-4-2
17-4-5.	DIVERSION RECOVERY	17-4-2

Section 5. Coordination

17-5-1.	COORDINATION	17-5-1
17-5-2.	COMMUNICATION	17-5-1
17-5-3.	DOCUMENTATION	17-5-1
17-5-4.	RESPONSIBILITIES	17-5-1
17-5-5.	EN ROUTE INTRA-FACILITY COORDINATION	17-5-3
17-5-6.	TERMINAL INTER-FACILITY COORDINATION	17-5-3
17-5-7.	NATIONAL TRAFFIC MANAGEMENT LOG (NTML)	17-5-3
17-5-8.	NTML FACILITY CONFIGURATION REQUIREMENTS	17-5-3
17-5-9.	NTML PROCEDURES	17-5-4
17-5-10.	PROCESSING REQUESTS FOR REROUTES AND RESTRICTIONS FOR FACILITIES WITH NTML	17-5-4
17-5-11.	DELAY REPORTING	17-5-4

Section 6. Traffic Management Initiatives

17-6-1.	GENERAL	17-6-1
17-6-2.	BACKGROUND	17-6-1
17-6-3.	POLICY	17-6-1
17-6-4.	TYPES OF TMIS	17-6-1

Paragraph	Page
17-6-5. EXCEPTION	17-6-2
17-6-6. TMI DATA	17-6-2
17-6-7. TMI APPROVAL AUTHORITY	17-6-2
17-6-8. PROCESSING TMI	17-6-2
17-6-9. FIELD FACILITY RESPONSIBILITIES FOR TMI	17-6-2
17-6-10. ATCSCC RESPONSIBILITIES FOR TMI	17-6-3
17-6-11. TMI WITHIN A CENTER'S AREA OF JURISDICTION	17-6-3
17-6-12. MIT TMI OF 10 OR LESS	17-6-3
17-6-13. ENROUTING SEQUENCING PROGRAM (ESP) IMPLEMENTATION	17-6-3

Section 7. Monitor Alert Parameter

17-7-1. PURPOSE	17-7-1
17-7-2. IMPLEMENTATION PROCEDURES	17-7-1
17-7-3. RESPONSIBILITIES	17-7-1
17-7-4. ANALYSIS REQUIREMENTS	17-7-2
17-7-5. RESOLVING RECURRING SECTOR LOADING ISSUES	17-7-2

Section 8. Ground Delay Programs

17-8-1. POLICY	17-8-1
17-8-2. GENERAL	17-8-1
17-8-3. BACKGROUND	17-8-1
17-8-4. DEFINITIONS	17-8-1
17-8-5. VARIABLES IN GDPS	17-8-1
17-8-6. ATCSCC PROCEDURES	17-8-1
17-8-7. ARTCC PROCEDURES	17-8-2
17-8-8. TERMINAL PROCEDURES	17-8-3
17-8-9. AMENDING EDCTS	17-8-3
17-8-10. CANCELLATION PROCEDURES	17-8-3
17-8-11. DOCUMENTATION	17-8-4
17-8-12. USER OPTIONS	17-8-4
17-8-13. VFR FLIGHTS	17-8-4

Section 9. Airspace Flow Programs (AFP)

17-9-1. POLICY	17-9-1
17-9-2. RESPONSIBILITIES	17-9-1
17-9-3. PROCEDURES	17-9-1
17-9-4. AMENDING EDCTS	17-9-2
17-9-5. CANCELLATION PROCEDURES	17-9-2
17-9-6. DOCUMENTATION	17-9-2
17-9-7. CUSTOMER OPTIONS	17-9-2

Section 10. Ground Stop(s)

17-10-1. POLICY	17-10-1
17-10-2. GENERAL	17-10-1
17-10-3. LOCAL GROUND STOP(S)	17-10-1
17-10-4. NATIONAL GROUND STOP(S)	17-10-1
17-10-5. CANCELLATION PROCEDURES	17-10-2
17-10-6. DOCUMENTATION	17-10-2

Section 11. Special Traffic Management Programs

Paragraph	Page
17-11-1. SPECIAL EVENT PROGRAMS	17-11-1
17-11-2. COORDINATION	17-11-1
17-11-3. IMPLEMENTATION	17-11-1
17-11-4. AIRPORT RESERVATION OFFICE	17-11-1

Section 12. Severe Weather Management

17-12-1. GENERAL	17-12-1
17-12-2. DUTIES AND RESPONSIBILITIES	17-12-1

Section 13. Severe Weather Avoidance Plan (SWAP)

17-13-1. GENERAL	17-13-1
17-13-2. RESPONSIBILITIES	17-13-1

Section 14. Preferred IFR Routes Program

17-14-1. GENERAL	17-14-1
17-14-2. RESPONSIBILITIES	17-14-1
17-14-3. DEVELOPMENT PROCEDURES	17-14-1
17-14-4. COORDINATION PROCEDURES	17-14-2
17-14-5. PROCESSING AND PUBLICATION	17-14-3

Section 15. North American Route Program

17-15-1. PURPOSE	17-15-1
17-15-2. RESPONSIBILITIES	17-15-1
17-15-3. PROCEDURES	17-15-1
17-15-4. REPORTING REQUIREMENTS	17-15-1
17-15-5. USER REQUIREMENTS	17-15-1

Section 16. Coded Departure Routes

17-16-1. PURPOSE	17-16-1
17-16-2. DEFINITION	17-16-1
17-16-3. POLICY	17-16-1
17-16-4. RESPONSIBILITIES	17-16-1
17-16-5. CDR DATA FORMAT	17-16-1
17-16-6. PROCEDURES	17-16-2

Section 17. Route Advisories

17-17-1. PURPOSE	17-17-1
17-17-2. POLICY	17-17-1
17-17-3. EXPLANATION OF TERMS	17-17-1
17-17-4. ROUTE ADVISORY MESSAGES	17-17-1
17-17-5. RESPONSIBILITIES	17-17-2
17-17-6. PROCEDURES	17-17-2

Section 18. Operations Plan

17-18-1. PURPOSE	17-18-1
17-18-2. DEFINITION	17-18-1
17-18-3. RESPONSIBILITIES	17-18-1
17-18-4. PROCEDURES	17-18-2

Section 19. National Playbook

Paragraph		Page
17-19-1.	PURPOSE	17-19-1
17-19-2.	POLICY	17-19-1
17-19-3.	DEFINITION	17-19-1
17-19-4.	RESPONSIBILITIES	17-19-1
17-19-5.	NATIONAL PLAYBOOK DATA FORMAT	17-19-2
17-19-6.	PROCEDURES	17-19-2

Section 20. Traffic Management (TM) Support of Non-Reduced Vertical Separation Minima (RVSM) Aircraft

17-20-1.	PURPOSE	17-20-1
17-20-2.	POLICY	17-20-1
17-20-3.	DEFINITIONS	17-20-1
17-20-4.	EXCEPTED FLIGHTS	17-20-1
17-20-5.	OPERATOR ACCESS OPTIONS	17-20-1
17-20-6.	DUTIES AND RESPONSIBILITIES	17-20-1

Part 6. REGULATORY INFORMATION

Chapter 18. Waivers, Authorizations, and Exemptions

Section 1. Waivers and Authorizations

18-1-1.	PURPOSE	18-1-1
18-1-2.	POLICY	18-1-1
18-1-3.	RESPONSIBILITIES	18-1-1
18-1-4.	PROCESSING CERTIFICATE OF WAIVER OR AUTHORIZATION (FAA FORM 7711-2) REQUESTS	18-1-2
18-1-5.	PROCESSING CERTIFICATE OF WAIVER OR AUTHORIZATION RENEWAL OR AMENDMENT REQUESTS	18-1-2
18-1-6.	ISSUANCE OF CERTIFICATE OF WAIVER OR AUTHORIZATION (FAA FORM 7711-1)	18-1-2
18-1-7.	RETENTION OF CERTIFICATES OF WAIVER OR AUTHORIZATION	18-1-2
18-1-8.	WAIVER, AUTHORIZATION OR DENIAL PROCEDURE	18-1-3
18-1-9.	CANCELLATION OF WAIVERS AND AUTHORIZATIONS	18-1-3

Section 2. Elimination of Fixed-Wing Special Visual Flight Rules Operations

18-2-1.	PURPOSE	18-2-1
18-2-2.	POLICY	18-2-1
18-2-3.	RESPONSIBILITIES	18-2-1

Section 3. Current Authorizations and Exemptions from Title 14, Code of Federal Regulations

18-3-1.	AUTHORIZATIONS AND EXEMPTIONS FROM TITLE 14, CODE OF FEDERAL REGULATIONS (14 CFR)	18-3-1
18-3-2.	AUTHORIZATION AND EXEMPTION REQUESTS	18-3-1

Section 4. Parachute Jump Operations

18-4-1.	NONEMERGENCY PARACHUTE JUMP OPERATIONS	18-4-1

Section 5. Moored Balloons, Kites, Unmanned Rockets, and Unmanned Free Balloons/Objects

Paragraph		Page
18-5-1.	MOORED BALLOONS, KITES, UNMANNED ROCKETS, AND UNMANNED FREE BALLOONS/OBJECTS	18-5-1
18-5-2.	DERELICT BALLOONS/OBJECTS	18-5-1

Chapter 19. Temporary Flight Restrictions

Section 1. General Information

19-1-1.	PURPOSE	19-1-1
19-1-2.	AUTHORITY	19-1-1
19-1-3.	REASONS FOR ISSUING A TFR	19-1-1
19-1-4.	TYPES OF TFRS	19-1-1
19-1-5.	TFR INFORMATION	19-1-1
19-1-6.	ENTITIES REQUESTING TFRS	19-1-1
19-1-7.	ISSUING TFRS	19-1-1
19-1-8.	TFRS OUTSIDE OF THE UNITED STATES AND ITS TERRITORIES	19-1-2
19-1-9.	FACTORS FOR CONSIDERING TFR RESTRICTIONS	19-1-2
19-1-10.	TFR QUESTIONS	19-1-2

Section 2. Temporary Flight Restrictions in the Vicinity of Disaster/Hazard Areas (14 CFR Section 91.137)

19-2-1.	PURPOSE	19-2-1
19-2-2.	RATIONALE	19-2-1
19-2-3.	EXCEPTIONS	19-2-1
19-2-4.	REQUESTING AUTHORITIES	19-2-1
19-2-5.	SITUATIONS FOR RESTRICTIONS	19-2-1
19-2-6.	CAVEATS TO RESTRICTIONS	19-2-2
19-2-7.	RESPONSIBILITIES	19-2-2
19-2-8.	MESSAGE CONTENT	19-2-3
19-2-9.	REVISIONS AND CANCELLATIONS	19-2-3

Section 3. Temporary Flight Restrictions in National Disaster Areas in the State of Hawaii (Section 91.138)

19-3-1.	PURPOSE	19-3-1
19-3-2.	REQUESTING AUTHORITIES	19-3-1
19-3-3.	DEGREE OF RESTRICTIONS	19-3-1
19-3-4.	DURATION OF RESTRICTIONS	19-3-1

Section 4. Emergency Air Traffic Rules (14 CFR Section 91.139)

19-4-1.	PURPOSE	19-4-1
19-4-2.	REQUESTING AUTHORITIES	19-4-1
19-4-3.	DEGREE OF RESTRICTIONS	19-4-1

Section 5. Flight Restrictions in the Proximity of the Presidential and Other Parties (14 CFR Section 91.141)

19-5-1.	PURPOSE	19-5-1
19-5-2.	REQUESTING AUTHORITIES	19-5-1
19-5-3.	DEGREE OF RESTRICTIONS	19-5-1

Abbreviation	Meaning
FLM	Front-Line Manager
FOIA	Freedom of information act
FOUO	For Official Use Only
FP	Flight plan
FPL	Full performance level
FSA	Flight schedule analyzer
FSDO	Flight Standards district office
FSL	Full service level
FSM	Flight Schedule Monitor
FSS	Flight service station
FW	Flight watch
FWA	Flight watch area
FWCS	Flight watch control 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
ICAO	International Civil Aviation Organization
ICSS	Integrated communication center
IDS	Information Display System
IFR	Instrument flight rules
IFSS	International flight service station
ILS	Instrument landing system
INS	Immigration and Naturalization Service
IR	IFR MTR
ITWS	Integrated Terminal Weather System
LAA	Local airport advisory
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
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
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
MLS	Microwave landing system
MOA	Military operations area
MOCA	Minimum obstruction clearance altitude
MOU	Memorandum of understanding
MSL	Mean sea level
MTI	Moving target indicator
MTR	Military training route
MVA	Minimum vectoring altitude
NAA	National aeronautical association
NADIN	National airspace data interchange network
NAR	National Automation Request
NAS	National Airspace System
NASA	National Aeronautics and Space Administration
NASE	National Airway Systems Engineering
NAVAID	Navigational aid
NCIC	National crime information center
NFDC	National Flight Data Center
NFDD	National Flight Data Digest
NHOP	National hurricane operations plan
NIDS	National Institute of Discovery Sciences
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 storm operations plan
OASIS	Operational and Supportability Implementation System
OM	Operations Manager

Abbreviation	Meaning
OPR	Office of primary responsibility
OS	Operations Supervisor
OSIC	Operations Supervisor-in-Charge
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 reports
POC	Point of Contact
PVD	Planned view display
QAR	Quality assurance review
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)
RATCF	Radar Air Traffic Control Facility associated with the United States Navy
RCAG	Remote communications air ground facility
RCC	Rescue coordination center
ROC	Regional operations center
ROT	Runway occupancy time
RSU	Runway supervisory unit
RVR	Runway visual range
RVV	Runway visibility value
SAA	Special activity airspace
SAMS	Special Use Airspace Management System
SATCOM	Satellite Communication(s)
SAWS	Stand Alone Weather System
SE	Systems engineer
SIA	Status information area
SID	Standard Instrument Departure
SIGMET	Significant meteorological information
SMGCS	Surface movement guidance and control 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
STMCIC	Supervisory Traffic Management Coordinator-in-Charge

Abbreviation	Meaning
STMP	Special traffic management program
SUA	Special use airspace
SVFR	Special visual flight rules
SWAP	Severe weather avoidance plan
T&A	Time and attendance
TAC	Terminal area chart
TACAN	Tactical air navigation aid
TCAS	Traffic alert collision and avoidance system
TCDD	Tower cab digital display
TDLS	Terminal Data Link System
TDW	Terminal display workstation
TDWR	Terminal Doppler weather radar
TEC	Tower en route control
TELCON	Telephone Conference
TEL-TWEB	Telephone-transcribed weather broadcast
TERPS	Terminal instrument procedures
TFR	Temporary flight restriction
TIBS	Terminal information broadcast system
TM	Traffic management
TMC	Traffic management coordinator
TMI	Traffic management initiatives
TMU	Traffic management unit
TRACAB	Terminal radar approach control in tower cab
TRACON	Terminal radar approach control
TRSA	Terminal Radar Service Area
TSD	Traffic situation display
TWEB	Transcribed weather broadcast
UFO	Unidentified flying object
UHF	Ultrahigh frequency
URET	User Request Evaluation Tool
USAF	United States Air Force
USN	United States Navy
UTC	Coordinated universal time
VAR	Volcanic activity report
VASI	Visual approach slope indicator
VCE	VSCS/Console Equipment
VEARS	VSCS Emergency Access Radio System
VFR	Visual flight rules
VHF	Very high frequency
VMC	Visual meteorological conditions
VOR	Omnidirectional VHF navigational aid
VORTAC	Collocated VOR and TACAN navigational aid
VR	VFR MTR
VSCS	Voice Switching and Control System
VTABS	Voice switching and control system training and backup system
WARP	Weather and Radar Processing
WC	Weather coordinator

Abbreviation	Meaning
WINGS	Weather Information and Navigational Graphics System
WMSCR	Weather Message Switching Center Replacement
WSFO	Weather Service Forecast Office
WSO	Weather Service Office
WSP	Weather System Processor

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 shall, following the Terminal Operations Service Area review and concurrence, be forwarded to Terminal Services through System Operations Planning, and System Safety and Procedures for approval. System Operations Planning will coordinate with all affected Technical Operations Services Area Service Directors prior to finalizing their comments and recommendations.

2–1–16. BIRD HAZARDS

The air traffic manager of the ATCT shall 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.

2–1–17. PROHIBITED/RESTRICTED AREAS

FAAO JO 7110.65, Air Traffic Control, prescribes separation requirements from special use and ATC assigned airspace. In recognition of the fact that several prohibited/restricted areas are established for security reasons or to contain hazardous activities not directly involving aircraft operations, provision is made for exempting these areas from vertical and radar separation minima if the areas have been identified by facility management. The intent in prescribing separation requirements from special use and ATC assigned airspace is to establish a buffer between nonparticipating aircraft and aircraft operations inside special use or ATC assigned airspace. As such, the buffer serves as an extra safety margin in consideration of possible operational, procedural, or equipment variances. Application of the separation prescribed in FAAO JO 7110.65 is not considered necessary whenever the prohibited/restricted airspace does not contain aircraft operations because these areas typically provide an internal buffer based upon the exact type of activity taking place. In making a determination to exempt specific areas, air traffic facility managers shall be guided by the following:

a. Determine the exact nature of prohibited/restricted area utilization through direct liaison with the using agency.

b. Coordinate with the Service Area office during the analysis of area utilization.

c. The following types of activity are examples of restricted area utilization which often will not require application of separation minima:

1. Explosives detonation.

2. Ground firing of various types.

3. Drone and other unmanned aircraft flight operations.

4. Aircraft operations associated with the above in a safety, observer, or command and control capacity only; i.e., the aircraft is not directly engaging in activity for which the airspace was designated and is operating visual flight rules (VFR).

d. If area utilization varies between aircraft operations and other types of activity as described above, do not exempt the area from separation requirements unless a significant operational advantage can be obtained.

e. Restricted airspace with the same number but different letter suffixes are considered to be separate restricted areas. However, treat these types as one restricted area for the purpose of identifying areas for exemption from separation requirements in order to simplify application of separation minima unless a significant operational advantage can be obtained.

2–1–18. LAND–BASED AIR DEFENSE IDENTIFICATION ZONE (ADIZ)/AIR TRAFFIC CONTROL (ATC) SECURITY SERVICES

ATC security services are designed to support the national security mission of the FAA and other agencies. A designated Security Services position has area responsibility for the purpose of security service. Such positions do not have airspace jurisdiction and are not ATC operational positions for purposes beyond the scope of this section, i.e., transfer of control, communications, point–out, etc.

a. The FLM/CIC shall report all instances of loss of radio communication, intermittent transponder or transponder/Mode C failure, the inability to security track aircraft, and other unusual IFR/VFR flight information to the Domestic Events Network (DEN) through the appropriate lines of communication. Some examples are, but are not limited to; suspicious activities, deviation from assigned course/altitude, or other equipment malfunction that may cause an aircraft to operate in an unexpected manner. Relay all known information regarding the aircraft.

b. ATC Security Services Position: ATC Security Services Position is responsible for providing ATC security services as defined. This position does not provide air traffic control IFR separation or VFR flight following services, but is responsible for providing security services in an area comprising airspace assigned to one or more ATC operating sectors and as such, normal airspace jurisdictional constraints do not apply.

c. Facility manager shall:

1. Designate in a facility directive which existing position(s) and frequencies will be utilized to provide Security Services when required and the transition procedures from the ATC operational status to the Security Services Position.

2. Ensure that contingency plan parent and support procedures are updated regarding operational capability level (OCL) changes that affect Special Security Areas.

NOTE–
The requirement to establish an ATC Security Services Position in addition to ATC operating position does not by itself constitute a need for additional staffing nor is its purposes intended to justify or deny facility staffing needs.

d. When the Security Services position and the ATC Operating position are both staffed, detailed position responsibilities shall be defined in the facility directive.

NOTE–
Airspace sectorization and the workload associated with the normal use of that airspace may degrade the ability of an ATC operation position to provide security services. When this occurs, pilots shall be held outside of the security services area in accordance with FAAO JO 7110.65 para 9–2–1, Aircraft Carrying Dangerous Materials, subpara b2.

1. When an ATC Security Services Position is not separately staffed, the appropriate ATC operating position responsible for that airspace will assume the security service responsibilities.

2. Requests for ATC services to VFR aircraft operating within the designated area to enter positive controlled airspace shall be issued by the appropriate radar position in accordance with FAAO JO 7110.65, Air Traffic Control, and other applicable directives.

e. Adjacent Airport Operations

1. Aircraft that will enter the designated airspace after departing controlled airports within or adjacent to security areas shall 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.

2–1–19. AIRPORT TRAFFIC PATTERNS

a. The Area Directors of Terminal 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, Recommended Standard Traffic Patterns and Practices for Aeronautical Operations at Airports without Operating Control Towers.

b. FAAO 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.

2–1–20. OBSTACLE IDENTIFICATION SURFACES, OBSTACLE FREE ZONES, RUNWAY SAFETY AREAS, AND CLEARWAYS

a. Facility air traffic managers shall 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 shall 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, or 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 guidelines to ensure that this airspace is not penetrated by aircraft utilizing other runways or taxiways. Proposed solutions should be developed in conjunction with local airport authorities and coordinated with appropriate FAA offices to confirm their validity; e.g., Flight Standards and Airports.

2–1–21. FACILITY IDENTIFICATION

a. Service Area Directors are the focal point to review/approve requests for waivers for facility identification changes in FAAO JO 7110.65, Air Traffic Control, para 2–4–19, Facility Identification, sub–paras a, b, and c, and FAAO JO 7110.10, Flight Services, para 14–1–14, Facility Identification, subparas a, b, and c. If the waiver request is approved, the Service Area Director shall 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.

b. Service Area Directors shall forward a copy of the approval to System Operations Services.

2–1–22. 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.

2–1–23. OUTDOOR LASER DEMONSTRATIONS

a. The Area Directors of Terminal Operations Services are the focal point for reviewing/approving requests for outdoor laser demonstrations.

b. FAAO JO 7400.2, Procedures for Handling Airspace Matters, is the source for processing outdoor laser demonstration requests.

2–1–24. 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 shall 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.

2–1–25. SUBMISSION OF AIR TRAFFIC CONTROL ASSIGNED AIRSPACE (ATCAA) DATA

Submit data on all ATCAAs used on a continuing/constant basis, and any subsequent changes to the ATCAA database to System Operations Security; and 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. An En Route and Oceanic Operations Area Office transmittal memorandum containing a brief overview of the ATCAA, and/or changes to, FAA headquarters, System Operations Security; and System Operations Airspace and Aeronautical Information Management. 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.

2–1–26. 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.

2–1–27. REPORTING UNAUTHORIZED LASER ILLUMINATION OF AIRCRAFT

All FAA Air Traffic Control facilities, Federal Contract Towers and Flight Service Stations shall report unauthorized laser illumination incidents through the Domestic Events Network (DEN), providing the following information:

a. UTC date and time of event.

b. Call Sign, or aircraft registration number.

c. Type of aircraft.

d. Nearest major city.

e. Altitude.

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

g. Brief description of the event.

h. Any other pertinent information.

NOTE–
Facilities without direct access to the DEN shall forward the information through the overlying TRACON or ARTCC facility.

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

coordination to disseminate the current correct reading to all operating positions needing the information.

2. Notify the local weather observing facility immediately when malfunctioning of all airport traffic control tower (ATCT) and terminal radar approach control (TRACON) displays for the runway of concern is indicated or suspected. Upon verification of malfunction, request the weather observing facility to furnish RVV or RVR values for that runway. During such conditions, weather observing personnel will relay RVV or RVR information to tower personnel as long as equipment at the weather observing facility is known to be operating correctly and, in the case of RVR, when the high intensity runway lights (HIRL) are on setting 3 or higher. RVR values provided during the malfunction will be based on a setting of 5 unless the control tower has specifically requested data for a lower light setting. The weather observing facility will provide the RVR or RVV at the time of notification that the traffic control facility readouts are inoperative. It will also provide notification as soon as possible when the values decrease to become equal to or less than, or increase to equal or exceed:

(a) RVV $^1/_2$ mile or RVR 2,400 feet.

(b) The lowest authorized landing minimum for the runway of concern.

2–9–9. SPECIFIC AREA MESSAGE ENCODING (SAME) WEATHER RADIOS

TERMINAL

SAME Radios shall only be used to provide weather information for occupants of Terminal facilities. This equipment is not certified for the purpose of providing weather or any other aviation–related information and therefore shall not be used for any aviation–related purpose.

a. SAME Radios shall not be used in lieu of pre–existing emergency evacuation procedures or FAA certified sources of aviation related weather data.

b. SAME Radios shall only be programmed for the specific county/territory of the facility.

c. The following shall be affixed to the SAME Weather Radio so as to be visible: “This equipment is not certified for the purpose of providing weather or any other aviation–related information and therefore shall not be used for any aviation–related purpose.”

Section 10. Color Displays–Terminal

3–10–1. COLOR USE ON ATC DISPLAYS

Color use on terminal systems was developed jointly with the Terminal Safety and Operations Support Office and the Terminal Automation Human Factors Team. This section provides guidelines on the use of color on ATC displays through a national standard for terminal air traffic displays. These guidelines are intended to standardize the use of colors across the terminal systems. Any use outside these guidelines must be developed jointly with the Terminal Safety and Operations Support Office, the appropriate Service Area Director, and the Terminal Automation Human Factors Team. All use of color on ATC displays must fall within these guidelines, except for MEARTS:

a. Whenever color capabilities exist, the following National Color Standard for Terminal Systems shall be installed:

1. Background shall be black.

2. Point out identifier blinking or steady shall be yellow.

3. Compass Rose, range rings, maps A and B shall be dim gray.

4. Coordination rundown list as follows:

(a) Unsent shall be green.

(b) Unacknowledged shall be blinking green.

(c) Acknowledged shall be steady green.

5. Geographic restriction border, fill, and text shall be yellow.

6. Data blocks owned shall be white.

7. Limited or partial data blocks unowned shall be green.

8. Search target symbol shall be blue.

9. Beacon target extent shall be green.

10. History trails shall be blue.

11. Predicted track line shall be white.

12. Minimum separation line shall be white.

b. Whenever color is used to identify critical information it must be used with another method of notification such as blinking.

c. Cultural color conventions which cannot be violated include red for danger and yellow for warning.

d. The color pure blue should not be used for text, small symbols, other fine details, or as a background color.

e. Ensure all colors that are used including text and symbols are presented in sufficient contrast.

f. Ensure no more than two colors are assigned to a single data block.

g. Use of color in general should be kept to a minimum. When color is used to denote a specific meaning, e.g., yellow means caution, the number of colors used on a single display shall be no more than six and should be constrained to the primary colors of red, yellow, green, blue, orange, and cyan. The optimum number of colors used for coding should be limited to four.

h. The specific colors that are selected for a display must take into account the ambient environment and the capabilities of the specific monitor.

i. Any implementation of color is to be tested in the context and environment to which it was designed.

j. Color use needs to be consistent across all of the displays that a single controller will use.

k. Facility air traffic managers shall make all requests for any color changes to color baseline through the Director, Terminal Safety and Operations Support.

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 shall review the proposed LOA, ensure coordination with other interested offices and affected user groups, as necessary, and approve the LOA if satisfactory.

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 FAAO JO 7110.65, Air Traffic Control, unless appropriate military authority has authorized application of reduced separation between military aircraft; or

REFERENCE–
FAAO JO 7110.65, Para 1–1–9, Procedural Letters of Agreement.

2. Those between an IFR facility and a tower to authorize the separation services prescribed in para 2–1–15, Authorization for Separation Services by Towers, and para 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 shall:

a. Prepare the LOA in final form incorporating the Service Area office guidance.

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.

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

4–3–6. REVISIONS

a. 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.

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

4–3–7. CANCELLATION

Review letters of agreement frequently to ensure timeliness and conformance with current policy. Cancel any agreement which is no longer applicable, and notify the affected groups. Coordinate with the signatories and the Service Area office if cancellation is necessary. Ensure that the FDR is updated.

FIG 4–3–1
Format for a Control Facility/AFSS/FSS Letter of Agreement

(Name) Center/Approach Control and (Name) AFSS/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) AFSS/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 shall retain the authority to withdraw the provisions of this agreement at any time.

4. PROCEDURES:

a. Local Special VFR operations. The (name) AFSS/FSS shall 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 shall 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 shall not be cleared for an approach until the AFSS/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) AFSS/FSS may authorize aircraft to enter, depart, or fly through the surface area when no Special VFR operations are in progress. Authorization shall be granted as outlined in 4a.

(2) Aircraft desiring to enter the surface area during times Special VFR operations are in progress shall 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) AFSS/FSS shall 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) AFSS/FSS

Air Traffic Manager, (Name) ARTCC/Approach Control

(6) The type of aircraft to be used on this flight. When equipment varies by the day of the week, this may be entered into the listing as a different flight plan. Although the aircraft identification may be the same, the operating frequency would be different and would preclude ambiguity. The type of aircraft may consist of three items of data. First, if appropriate, the heavy jet indicator "H," followed by a required second item containing a maximum of four (4) characters (the authorized contraction for the aircraft designator as described in FAAO JO 7340.2, Contractions). The third item may be a virgule "/" and one alphabetic character to indicate transponder and distance measuring equipment (DME) as described in FAAO JO 7110.65 and the AIM.

(7) The filed true airspeed (TAS) in knots or Mach speed. The required format for Mach speed is three (3) digits preceded by the letter "M;" e.g., M095.

(8) The airport of departure shall be a maximum of five (5) characters using the authorized identifier as listed in FAAO JO 7350.8, Location Identifiers, or the ICAO Location Indicators Document 7910.

(9) The proposed departure time shall always consist of the "P" followed by four numerics expressing the proposed departure time in 24 hour Coordinated Universal Time (UTC).

(10) The requested altitude shall be a maximum of three (3) characters expressing the requested altitude in hundreds of feet; e.g., 140, fourteen thousand feet; 80, eight thousand feet.

(11) The intended route of flight to the first destination airport. (When a flight has multistops, each portion of the scheduled route shall form the basis for a new flightplan and will be distinguished from other portions by changing the point of departure.) The absence of an airway or route number between two fixes indicates direct; therefore no symbol or abbreviation is required.

(a) All junctions between airways shall be included when they can be identified as fixes listed in FAAO JO 7350.8, Location Identifiers, or the ICAO Location Indicators Document 7910. If any problem exists in using the name or the fix identifier, coordination between the carrier and the ARTCC shall be accomplished to resolve the problem.

(b) The point of departure shall always be the first item of the route data. If a standard instrument departure (SID) routing is requested, it must be filed using the official designator, followed by the departure point and the transition/exit fix.

(12) The last item in the route of flight will be the destination of the flight as identified in FAAO JO 7350.8, Location Identifiers, or the ICAO Location Indicators Document 7910.

(13) Estimated Time En Route (ETE).

Section 6. Air Carrier Computer Interface Program

6–6–1. GENERAL

Apply the provisions of this section when coordinating and implementing the air carrier computer interface program. The term *air carrier* used in this section includes scheduled air taxi operators that have the capability to transmit flight plans via the NADIN/Center B interface to ARTCC computer programs.

6–6–2. FACILITY RESPONSIBILITIES

The ARTCC, upon request from an air carrier to participate in this program, shall:

a. Obtain local contacts from the air carrier for coordinating the program.

b. Provide the air carrier with a contact for the continued coordination of the program.

c. Ensure that the air carrier is apprised of the criteria in para 6–6–3, Criteria for Participation.

d. Develop facility procedures to monitor air carrier flight plan input as specified in Chapter 6, Section 5, Stored Flight Plan Program.

6–6–3. CRITERIA FOR PARTICIPATION

Air carriers participating in the program shall be advised of the following criteria:

a. Departure points and destinations shall be contained within the CONUS. However, some users have made previous arrangements with various ICAO States (Puerto Rico, Panama, Canada, etc.) to accept domestic format. These agreements shall be honored.

b. Flight plans shall not be filed more than 3 hours in advance of the proposed departure times. Flight plans shall be telephoned to the appropriate facility if less than 45 minutes from the proposed departure time. All changes in the flight plan after filing shall be telephoned to the appropriate facility.

c. All flight plans shall adhere to the format convention and content specified in para 6–6–4, Format Conventions, and para 6–6–5, Message Content.

6–6–4. FORMAT CONVENTIONS

Flight plans shall be filed in the following format:

a. Data input shall adhere to a fixed order and not exceed the stated maximum number of characters or elements allowed for each field in messages addressed to an ARTCC computer.

b. Each field of data is composed of one or more elements. Discrete elements of information within a field are separated by delimiters; generally, virgules (/) or periods.

c. Some fields contain the necessary functions to operate the computer adapters and are designated by alpha characters. Do not separate these fields with spaces.

d. One space character must be entered at the end of each data field, except:

1. The first data field of a message shall not be preceded by a space.

2. The last data field of message need not be followed by a space.

3. The Remarks (Field 11) terminate with the last nonspace character transmitted.

6–6–5. MESSAGE CONTENT

The complete message content, the order of data, the number of characters allowed within any data field or element, and any associated operational procedure or restrictions shall be as follows: (See FIG 6–6–1).

a. Start of Message Code (Field A). Appropriate individual company coding to ensure entry into the AFTN system.

b. Preamble Line (Field B). Consists of priority and addressees in ICAO format.

c. End of Line Function (Field C). Three characters composed of carriage return, carriage return, line feed.

d. Computer Adapter Turn–on Code (Field D). Three characters specifying the facility adapter code plus carriage return, carriage return, line feed.

e. Source Identification (Field 00). Ten characters followed by a space character in the following order:

1. Three–character address of the originating office.

2. Four-character (digits) time in UTC.

3. Three characters (digits) representing the number of the message being transmitted to the specific facility. All facilities will have individual sequence numbers beginning with number 000 at 0000Z.

f. Message Type (Field 01). The letters "FP" followed by a space character.

g. Aircraft Identification (Field 02). Consists of two to seven characters followed by a space character. The first character of the identification must be a letter.

h. Aircraft Data (Field 03). Consists of two to nine characters followed by a space character. Aircraft data within the field may vary from one to three elements consisting of:

1. Heavy aircraft indicator (H/): When aircraft are designated heavy, the heavy indicator is manda-tory.

2. Type of Aircraft: This element is mandatory and contains two to four characters consisting of the authorized aircraft designator as contained in the FAAO JO 7340.2, Contractions.

3. Equipment Suffix: This element is optional and consists of a slash followed by one letter which is one of the approved designators identifying transponder and/or navigation equipment.

i. Airspeed (Field 05): Consists of two to four characters followed by a space character. This field shall include the filed true airspeed in knots or Mach speed.

j. Departure Point (Field 06): The airport of departure shall be two to a maximum of five characters using the authorized identifier as listed in FAAO JO 7350.8, Location Identifiers, and must duplicate the first element of the route of flight (Field 10).

k. Proposed Departure Time (Field 07): Consists of five characters followed by a space character. This field contains the letter "P" followed by a four-digit time group (in UTC).

l. Requested Altitude (Field 09): Consists of two to three characters followed by a space character. Altitudes or flight levels, as appropriate, shall be expressed in hundreds of feet.

m. Route of Flight (Field 10): The route of flight consists of the departure point, the route of flight, and a destination:

1. Field 10 is fixed sequence field and shall begin with a fix; e.g., fix.route.fix.route., etc. An element is separated from another element by a period character.

2. When consecutive fix elements or route elements are filed, the fixed sequence format is maintained by inserting two period characters between the filed Field 10 elements; e.g., fix..fix or route..route.

3. The maximum number of filed field elements for computer-addressed flight plans is 40. Double period insertions do not count against the 40-element limitation.

(a) Fix Descriptions: A fix identifies a geographic point and shall be one of either domestic, Canadian, or international identifiers, which are two to twelve alphanumeric characters.

(b) Route Descriptions: A route element must be one of the following:

(1) Airway: The official airway designator must be filed.

(2) Standard Instrument Departures (SID): SIDs, if used, must be filed by the computer-code designator as the second element of Field 10 and followed by the transition fix.

(3) Standard Terminal Arrivals (STAR): STARs, if used, must be filed by the computer-code designator as the next to last element of Field 10 and be immediately preceded by the entry or transition fix.

(4) Published Radials: Published radials; e.g., within a preferred route, are considered airways. Do not file unpublished radials.

EXAMPLE-
".RBV020"
".JFK053"
"DPK017"

(5) North American Routes (NAR): Numerically coded routes preplanned over existing airways and route system to and from specific coastal fixes serving the North Atlantic.

EXAMPLE-
".NA50"
".NA9"

2. Prepare a facility directive using the information as specified in the current LAHSO directive prescribing procedures for conducting these operations. The directive must contain a diagram that depicts the airport runway configuration, identifies the configuration to be used, and specifies the Available Landing Distance (ALD) from the landing threshold to the Hold–Short Point.

NOTE–
Any aircraft that is not listed in the current LAHSO directive shall not be considered for LAHSO.

REFERENCE–
FAAO JO 7110.65, Para 3–10–4, Intersecting Runway Separations.

3. Ensure the directive identifies the eligible aircraft which may operate on each runway, based on the ALD, current LAHSO directive, and/or FAAO JO 7110.65, Appendix A, Aircraft Information.

4. Provide a list of runways authorized for LAHSO, along with the appropriate ALD to System Operations Airspace and Aeronautical Information Management, for publication in the Airport/Facility Directory and appropriate U.S. Terminal Procedures Publications.

5. Conduct user briefings at least 45 days before implementation.

c. Air traffic managers must obtain concurrence from the appropriate Flight Standards field offices and conduct a preliminary environmental review before conducting LAHSO.

REFERENCE–
FAAO 1050.1, Policies and Procedures for Considering Environmental Impacts.

NOTE–
This is only applicable to those facilities not currently conducting SOIR operations.

10–3–8. TAXI INTO POSITION AND HOLD (TIPH) OPERATIONS

a. The Air Traffic (AT) Manager shall:

1. Determine an operational need exists before conducting TIPH operations.

2. Before authorizing TIPH operations, conduct a review of the impact that airport configuration and local conditions may have on the application of TIPH procedures.

3. Prepare a facility directive prescribing:

(a) Local procedures for conducting these operations.

(b) Methods to assist the local controller in maintaining awareness of aircraft positions on the airport, i.e., annotating flight progress strips or marking the location of aircraft with color–coded chips on a magnetic diagram of the airport.

REFERENCE–
FAAO JO 7210.3, Para 10–1–7, Use of Active Runways.

(c) The consolidation and staffing of positions.

(d) The requirements necessary for issuing a landing clearance with an aircraft holding in position.

(1) The safety logic system must be operated in full core alert runway configuration.

(2) The reported weather must be ceiling of 800 feet or more.

(3) The reported visibility must be 2 miles or more.

REFERENCE–
FAAO JO 7110.65, Para 3–9–4, Taxi Into Position and Hold (TIPH), subpara c1.
FAAO JO 7110.65, Para 3–10–5, Landing Clearance, subpara b.

(e) Runway geometry, i.e., the physical configuration of runways and other airport movement areas.

(f) Weather conditions, time of day, i.e., prevailing light conditions.

REFERENCE–
FAAO JO 7110.65, Para 3–9–4, Taxi into Position And Hold (TIPH), subpara c1 and g.

(g) Fleet mix.

REFERENCE–
FAAO JO 7110.65, Para 3–9–6, Same Runway Separation.
FAAO JO 7110.65, Para 3–9–7, Wake Turbulence Separation For Intersection Departures.
FAAO JO 7110.65, Para 3–9–8, Intersecting Runway Separation.

(h) Traffic volume; complexity restrictions.

(i) Obstructions or limitations to visibility from controller–to–aircraft and aircraft–to–aircraft perspectives.

4. Local control position must not be consolidated/combined with any other non–local control position. For example, local control must not be consolidated/combined with the front–line manager/controller–in–charge (CIC) position, clearance delivery, flight data, ground control, cab coordinator, etc. Local control can be combined with other local control positions to include tower associate (local

assist) or local monitor position. When a Class B/helicopter position with defined control tower airspace is established, this position can be combined with local control.

5. The tower associate (local assist) position or a local monitor position must be staffed to permit more than one aircraft at a time to taxi into position and hold on the same runway between sunrise and sunset.

6. The front-line manager/CIC position should not be combined with any other position.

7. Ensure front-line managers/CICs review para 2-6-1a, Watch Supervision, with an emphasis on maintaining situational awareness and management of the operational environment with a goal toward eliminating distractions.

8. Do not authorize taxi into position and hold operations at an intersection between sunset and sunrise unless the following is implemented:

(a) The runway is used as a departure-only runway.

(b) Only one aircraft at a time is permitted to taxi into position and hold on the same runway.

(c) Document on FAA Form 7230-4, Daily Record of Facility Operation, the following: "TIPH at INT of RWY (number) and TWY (name) IN EFFECT" when using runway as a departure-only runway. "TIPH at INT of RWY (number) and TWY (name) SUSPENDED" when the runway is not used as a departure-only runway.

(d) At least 90 days before planned implementation, AT managers must submit the local directive outlining this operation for Terminal Operations and Terminal Safety and Operations Support approval. Terminal Operations and Terminal Safety and Operations Support directors shall be notified of any proposed operational changes (e.g., a change to the runway or taxiway for conducting TIPH operations).

b. AT managers must submit operational need for TIPH and a facility directive to the appropriate Director, Terminal Operations (service area office) for approval. AT managers must maintain a copy of the approval correspondence from Terminal Operations.

c. The Director, Terminal Operations, must ensure an annual review of TIPH operations is conducted for those facilities employing TIPH. The results of this review shall be sent to the Terminal Safety and Operations Support Office by September.

Section 4. TPX–42

11–4–1. OPERATIONAL USE

a. Do not use TPX–42 data when the system is released to Technical Operations technicians.

b. Verify the operational status of the TPX–42 prior to operational use.

c. Inform affected facilities of scheduled and unscheduled shutdowns.

d. Develop local procedures, operating instructions, and training materials required to ensure intrafacility standardization of operation.

e. Facility directives shall specify the discrete codes assigned to each operating position from the code subsets allocated to the facility.

f. Traffic entering the terminal airspace on an ARTCC computer–assigned discrete beacon code shall not remain on that code any longer than the time specified in a LOA.

NOTE–
Center computer parameters are adjusted to minimize the time in which a discrete code is assigned to an aircraft. The time specified in the letter of agreement should not exceed the Arrival Flight Plan Drop Interval adapted for your airport.

11–4–2. LOW ALTITUDE ALERT SYSTEM (LAAS)

a. When continued use would adversely impact operational priorities, air traffic managers may temporarily inhibit the LAAS. Except when equipment or site adaptation problems preclude the use of LAAS, a brief written report shall be sent to the respective Terminal Operations Service Area Office whenever it is inhibited. A copy of the report shall be sent to System Operations and Safety, System Safety and Procedures.

b. Air traffic managers are authorized to inhibit LAAS at specific operating positions if an operational advantage will be realized.

c. Sector/altitude maps shall be kept current.

d. Terminal Operations Service Area Offices shall:

1. Furnish LAAS facilities a copy of:

(a) Newly received FAA Form 7460–2, Notice of Actual Construction or Alteration.

(b) Emergency Notices of Construction of structures more than 200 feet above ground level lying within 60 NM of the radar site.

2. Ensure that the daily National Flight Data Digest is provided to LAAS facilities when it affects their area of jurisdiction.

e. Facility managers shall ensure that:

1. The material described in subpara d1 above, is reviewed, and that the appropriate corrections to the sector/altitude map are made.

2. The magnetic variation of the facility's sector/altitude map coincides with the magnetic variation of the facility's radar video maps/geo maps.

NOTE–
The sector/altitude map is constructed to align with the radar antenna offset for magnetic north. Consequently, any change in antenna offset will result in a corresponding change in the relative position of the terrain points and the obstacles used to determine altitude assignments. This will require generating a new sector/altitude map.

Section 4. Instrument Approach Data

12–4–1. GENERAL INTRODUCTION

Terminal approach control facilities are responsible for the tabulation and reporting of instrument approach data for those nontower and VFR tower airports under their jurisdiction to which instrument approaches are conducted. Instrument approach data are used primarily to determine the need and the priority order of approach aids, such as ILS, MLS, 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 shall be recorded for each approach meeting the criteria listed below:

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 shall 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.

12–4–2. AIRCRAFT NOT INCLUDED IN INSTRUMENT APPROACH CATEGORY

Do not consider aircraft requesting clearance to enter the surface area or the traffic pattern for VFR flight in weather below basic VFR minima as being on an IFR flight plan nor as executing an “instrument approach.” (Do not confuse an “instrument approach” for an “instrument operation.”)

12–4–3. FAA FORM 7230–16, APPROACH DATA WORKSHEET

FAA Form 7230–16 is a worksheet for the purpose of recording instrument approaches. The form does not have a specific arrangement, thus allowing each facility to tailor the form 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. The 7230–16 shall be retained in the facility’s files.

12–4–4. INTRAFACILITY SYSTEM

Terminal facilities may establish an intrafacility system for denoting an instrument approach; e.g., an appropriate symbol on the strip. However, the data shall be indicated on FAA Form 7230–16 at the end of the watch or the day.

12–4–5. AIRPORTS REPORTED

Instrument approaches shall be reported for all airports to which instrument approaches are conducted when the FAA is responsible for the approach aids. The reporting is the responsibility of the facility which has the authority for clearing the approach. Therefore, the terminal approach control is responsible for reporting instrument approaches for the nontowered airports and the nonapproach control (VFR) towered airports in its area, as well as for the airport at which it is located. At airports where there is an FAA VFR tower, the approach control and the VFR tower shall determine which facility shall maintain the count. If the tower counts the approaches, they shall forward the appropriate totals to the approach control for inclusion in the approach control’s monthly report. VFR towers do not report instrument approaches to Washington.

12–4–6. PART–TIME FACILITIES

If an approach control facility has reduced hours of operation, it retains the responsibility for reporting all instrument approaches. Therefore, it must make arrangements to obtain the number of instrument approaches conducted during its nonoperational hours from the facility, either another approach control or the ARTCC, which assumes the approach control jurisdiction during those nonoperational hours. In no case, shall two facilities report instrument approaches for the same location.

12–4–7. MILITARY STAFFED APPROACH CONTROLS

The military services are not required to tabulate or report traffic activity in accordance with this order. Where military approach controls clear instrument approaches into airports where the FAA is responsible for the approach aids, it shall be the responsibility of the Service Area offices to ensure the instrument approaches are correctly reported. They may be reported either by the ATREP or by including the instrument approaches count on an adjacent FAA facility's (terminal or ARTCC) FAA Form 7230–12.

12–4–8. FAA FORM 7230–12 INSTRUMENT APPROACHES MONTHLY SUMMARY

FAA Form 7230–12 is a monthly form, submitted by both centers 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–character identifier filled in at the top of form. Terminal facilities shall check box A, B, or D as appropriate. Those facilities checking box A, Common IFR Rooms, RAPCONs, etc., shall not enter any data in the block for "Instrument Approaches Terminating at Primary Approach Control Airport." These facilities shall list all their airports under the heading "Instrument Approaches to Nonapproach Control Airport" by filling in the airport three–character identifier with the respective monthly totals by category. ATREPs would also report in this manner. Facilities checking box D will report the airport whose identifier has been filled in at the top of the form as the primary approach control airport. This is usually the airport from which the approach control service is provided. All other airports shall be listed under "Instrument Approaches to Nonapproach Control Airports" by filling in the airport three–character identifier with the respective monthly totals by category. If a facility has more airports than can be listed on the front, continue on the back of the form. In this case, the approach control facility's identifier and the month and the year must be entered again at the top of the back. Only centers and approach controls submit this form, not VFR towers, and, in no case, should two facilities report the same airport. Therefore, it may be necessary for facilities to make arrangements to ensure that there is no duplicate reporting of instrument approaches.

12–4–9. 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 Terminal Operations 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 airport manager 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 Aviation Policy, Planning, and Environment, Statistics and Forecast Branch, APO–110, by the respective Terminal Operations Area Office. Send the amended copies along with the current reporting month's forms to the appropriate Terminal Operations Area Office.

12–4–10. FORWARD COPY TO ADJACENT REGION

If the report contains data for an airport which is under the administrative jurisdiction of another Terminal Operations Area Office, also forward a copy to that Terminal Operations Area Office.

Section 4. Services

13–4–1. PREFILED FLIGHT PLANS

When an aircraft operator regularly makes two or more identical flights per week and the AFSS/FSS air traffic manager believes that a prefiled flight plan program would provide beneficial service, a LOA shall be executed between the concerned AFSS/FSS and the scheduled operator, preferably operators certificated under 14 CFR Part 121 or 14 CFR Part 135, or the military desiring to prefile flight plans. The following criteria shall be used in coordinating and implementing the prefiled flight plan program:

a. The LOA shall provide for but not be limited to:

1. Each operator will furnish the appropriate AFSS/FSS with a specific contact for coordination including the name, address, and telephone number of the party to notify if an aircraft becomes overdue, day or night.

2. Prefiled flight plans shall be furnished for each flight, and signed by an authorized representative of the company.

3. Immediate notification by the operator of permanent cancellation or change of prefiled flight plans. This permanent data change shall be accepted any time prior to the activation of the flight plan.

4. Separate and complete flight plans shall be required when the operator desires to deviate from the prefiled data.

5. The operator shall request activation with the appropriate AFSS/FSS not more than 24 hours or less than 1 hour in advance of the estimated time of departure for prefiled flight plans. Flight plans may be automatically activated if this is contained in a LOA.

6. Violations of these procedures by the operator will be grounds to terminate the program with the operator.

b. Only those prefiled flight plans for which the operator has requested activation shall be transmitted. Prefiled flight plans which are known to be in error, not going to depart, or any other reason which will cause a cancellation or a resubmission shall not be transmitted to a control facility.

13–4–2. PRACTICE INSTRUMENT APPROACHES

At locations providing Local Airport Advisories (LAA) where either an ARTCC or an approach control facility provides standard separation to VFR aircraft practicing instrument approaches, provisions for handling such aircraft shall be included in a letter of agreement.

13–4–3. OPERATION OF AIRPORT LIGHTS

a. When an AFSS/FSS is located at an airport or at a part–time tower location, the AFSS/FSS air traffic manager may, under the terms of a LOA with the airport manager and the tower, assume this responsibility provided that:

1. The controls are extended into the station and are located conveniently at the operating position.

2. The operating quarters afford a sufficient view to determine the operating status of the lights without the specialist having to leave his/her post of duty or an indicator is provided in the station quarters which will show the actual operating status.

b. AFSS/FSS operating less than 24 hours a day which have lighting control responsibility shall be guided by the instructions in Part 3, Chapter 10, Section 6, Airport Lighting.

13–4–4. RUNWAY EDGE LIGHTS ASSOCIATED WITH MEDIUM APPROACH LIGHT SYSTEM/RUNWAY ALIGNMENT INDICATOR LIGHTS

AFSSs/FSSs having responsibility for the control of MALS/RAIL brightness shall comply with the instructions in para 10–6–8, Runway Edge Lights Associated with Medium Approach Light System/ Runway Alignment Indicator Lights.

13–4–5. LOCAL AIRPORT ADVISORY (LAA)/REMOTE AIRPORT ADVISORY (RAA)/REMOTE AIRPORT INFORMATION SERVICE (RAIS)

a. Provide LAA at AFSSs/FSSs during the published service hours when:

1. Located on the airport.

2. There is no operating control tower on the airport.

3. The facility has a continuous display of the automated weather data or manual weather observations.

4. A discrete frequency or the tower frequency, when the tower is closed, is available.

5. The pilot says, "I have the automated weather."

b. Provide RAA at AFSSs/FSSs during the published service hours when:

1. The airport authority or airport manager has requested the service and the facility has the resources available to provide the service.

2. The annual traffic density and employee productivity factor is high enough to justify the cost of providing the service. Published service times may be adjusted by the facility manager to accommodate anticipated or forecast traffic density changes.

EXAMPLE–
Winter service hours may be longer than summer service hours at airports that service several popular ski resorts. Therefore, the manager may choose to reduce or suspend summer service to mitigate short–term productivity concerns.

3. There is no operating control tower on the RAA airport.

4. The facility has a continuous display of the automated weather data or manual observations are reported to the facility.

5. There is a remote discrete frequency or the tower frequency is remoted to the AFSS/FSS, when the tower is closed.

6. The airport has a traffic density of 25,000 or more aircraft operations per year.

NOTE–
If a new airport fails to deliver 25,000 aircraft operations during the first year of service, RAA shall be discontinued. After the first year is completed and yields 25,000 or more aircraft operations, the decision to continue services is evaluated on the anniversary date and based on a minimum of 25,000 aircraft operations at the target airport during any consecutive twelve months of the previous 3 years.

7. The facility's productivity factor is determined by dividing the annual RAA service count by 16,000.

NOTE–
The productivity factor is compared to the number of employees used to provide the service and must be equal to or greater than the number of employees needed to provide the service. Normally about 2.5 employees are factored annually to provide 10 hours of service per day. (The .5 factor ensures employee vacations, training periods, sick days, and daily break periods).

c. Provide RAIS to support special events at airports during NOTAM D service hours when:

1. The airport authority has requested the service at least 30 days in advance and the facility has the resources available to provide the service.

2. There is no operating control tower at the airport.

3. The facility has discrete communications capability at the airport.

4. The RAIS airport has automated weather reporting for the pilots with voice capability.

5. The pilot says, "I have the automated weather."

6. A NOTAM D has been issued at least 24 hours in advance.

13–4–6. AUTOMATIC FLIGHT INFORMATION SERVICE (AFIS) – ALASKA FSSs ONLY

a. Alaska FSS AFIS provides a continuous broadcast of recorded non–control information at airports in Alaska where a Flight Service Station (FSS) provides local airport advisory service. The AFIS broadcast automates the repetitive transmission of essential but routine information such as weather, wind, altimeter, favored runway, breaking action, airport NOTAMs and other applicable information. The information is continuously broadcast over a discrete VHF radio frequency (usually the ASOS frequency). Pilots are urged to listen to AFIS when arriving, departing, and operating within the airport advisory area as it relieves frequency congestion on the local airport advisory frequency. AFIS is not used in terminal areas and does not contain approach information.

b. Before transmitting, the voice message shall be reviewed to ensure content is complete and accurate.

Ensure specialist speech rate does not exceed 100 words per minute, the enunciation is of the highest quality, and each part of the message is easily understood.

c. Keep messages as brief and as concise as practical.

d. ASOS shall not be allowed to broadcast weather concurrent with AFIS.

e. During hours of non–operation of Alaska FSS AFIS, ASOS broadcast capability shall allow the automated weather report to be broadcast on the ASOS frequency in the one minute update mode and include the following information:

1. The FSS hours of operation or in the case of a seasonal FSS, a statement that the FSS is closed for the season.

2. The appropriate common traffic advisory frequency (CTAF).

3. The frequency for operating pilot controlled lighting.

4. The AFSS and frequency for additional information.

f. The AFSS air traffic manager that has responsibility for a FSS utilizing AFIS equipment shall ensure that ATCS personnel assigned to duty in that FSS are in compliance with the AFIS requirements and that they receive training to utilize AFIS equipment and are familiar with required procedures.

13–4–7. TRANSMISSION OF MESSAGES FROM AIRPORT INSPECTORS

Accept administrative messages from airport inspectors for transmission to NFDC and other FAA offices as prescribed in Chapter 2 of FAAO 5010.4, Airport Safety Data Program.

Section 4. Supplemental Duties

17–4–1. 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.

17–4–2. SPECIAL INTEREST FLIGHTS

ATCSCC, ARTCC, and CERAP: Follow procedures in FAAO JO 7610.4, Special Operations, Chapter 12, Special Military Flights and Operations, Section 14, 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.

17–4–3. ANALYSIS

a. The TMU analysis function or individuals assigned analysis functions shall 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 shall be effected, when appropriate.

17–4–4. OPERATIONS MANAGER (OM) SUPPORT

Facility TMUs shall 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. FAAO 8020.11, Aircraft Accident and Incident Notification, Investigation, and Reporting.

2. Bomb threats.

3. National Search and Rescue Manual.

4. FAAO 1270.1, Freedom of Information Act Program.

c. EA activity: FAAO JO 7610.4, Special Operations.

d. Hijack situations:

1. FAAO JO 7610.4, Special Operations.

2. FAAO JO 7110.65, Air Traffic Control.

e. Suspect aircraft:

1. FAAO 1600.29, Law Enforcement Alert Message System.

2. FAAO 7110.52, Suspected Illegal Use of Aircraft.

3. FAAO 7110.67, Special Aircraft Operations by Law Enforcement/Military Organizations.

f. Special flight operations: FAAO JO 7110.65, Chapter 9, Special Flights.

g. FAAO 7210.38, Center Weather Service Unit (CWSU).

NOTE–
In order to provide the maximum TM services, TM personnel should be utilized to perform non–TM functions only as a last resort.

17–4–5. 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 shall 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 17–4–1, is requesting priority. FAA facilities shall ensure the auto–detect feature is not activated on their DRT. FAA facilities shall 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 shall:

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 shall:

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 shall send the Center a general message with the information as stated in TBL 17-4-1, 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 17-4-1).

NOTE-
DVRSN will be placed in the remarks section of the flight plan by the user.

e. Towers and TRACONs shall:

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 17-4-1

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.**								

Section 5. Coordination

17–5–1. COORDINATION

Coordinate through verbal and automated methods. At times, it may be required to utilize both methods to ensure complete communication and situational awareness.

17–5–2. 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.

17–5–3. 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.

17–5–4. RESPONSIBILITIES

a. All facilities must:

1. Communicate and coordinate events that may have an impact on the NAS.

2. Use the NTML to document events and traffic management initiatives (TMI).

b. The ATCSCC must:

1. Provide an FAA ATCSCC data entry web page for facilities identified in TBL 17–5–1, 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.

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.

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, 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.

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 of TM initiatives.

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 17–5–1 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. Submit suggestions for improvement to the Terminal Operations area office, when applicable.

f. The information for subpara 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.

2. Mark entries for equipment (E) when they cause a TMI or result in a TMI.

3. Mark entries for a QAR with a (Q) when they cause a TMI or result in a TMI.

4. Enter TMIs initiated by your facility.

5. Enter constraints in your area of responsibility that may impact the NAS and forward them to the ATCSCC.

6. Enter arrival, departure, and en route delay status, as appropriate.

7. Enter deicing status (in/out).

NOTE–
Facilities with the NTML are required to make the above data entries. At non–NTML facilities, the first facility overlying the non–NTML facility is responsible for entering data into the NTML. Facility personnel must enter data in a timely manner on the appropriate template. Timely is construed to mean that it would be useful to someone looking at the data in current time. If workload conditions or the situation prohibits entering the data in a timely manner, the information should be recorded by a subsequent or delayed entry.

TBL 17–5–1

AVIATION SYSTEM PERFORMANCE METRICS
AIRPORT TRAFFIC CONTROL TOWERS

ABQ	DCA	LAS	ONT	SEA
ANC	DEN	LAX	ORD	SFO
ATL	DFW	LGA	OXR	SJC
AUS	DTW	LGB	PBI	SJU
BDL	EWR	MCI	PDX	SLC
BHM	FLL	MCO	PHL	SMF
BNA	GYY	MDW	PHX	SNA
BOS	HNL	MEM	PIT	STL
BUF	HOU	MHT	PSP	SWF
BUR	HPN	MIA	PVD	TEB
BWI	IAD	MKE	RDU	TPA
CLE	IAH	MSP	RFD	TUS
CLT	IND	MSY	RSW	VNY
CVG	ISP	OAK	SAN	
DAL	JAX	OGG	SAT	
DAY	JFK	OMA	SDF	

17–5–5. EN ROUTE INTRA–FACILITY COORDINATION

a. The STMC must ensure that an operational briefing is conducted at least once during the day and evening shifts. Participants must include, at a minimum, operational supervisors and other interested personnel designated by the facility management. Discussion at this meeting should include:

1. Planning TELCON checklist.

2. Operations Plan.

3. Topics pertinent to the facility.

b. Coordination between the TMU and Operations Supervisor (OS): In some facilities, the TM function may be performed by the OS or as designated by the air traffic manager. Timely coordination between the OS and TMU is paramount in not only implementing TM initiatives, but also in evaluating the effectiveness of any initiatives.

17–5–6. TERMINAL INTER–FACILITY COORDINATION

a. Coordination between tower and TRACON TMUs: Towers that are not collocated with a TRACON TMU must coordinate with the appropriate TMU where the TM function has been established. If the TM function has not been established, then the tower must coordinate with the appropriate en route TMU.

b. Coordination between the TMU and ATCSCC TMSs: Unusual circumstances or significant issues do not preclude the terminal TMU from contacting the ATCSCC directly.

c. Coordination between the TMU and the local NWS or CWSU must be completed as soon as practical at the beginning of each shift, and, as necessary, the TMU must obtain a weather briefing from the NWS.

d. Coordination between the TMU and the adjacent terminal: Timely coordination is imperative in order to manage the efficiency of the tower en route control (TEC) environment. Any TM initiatives imposed between two (2) or more adjacent terminals that could have an impact on the capacity of any airport, sector, or ARTCC must be coordinated with the appropriate ARTCC TMU.

17–5–7. NATIONAL TRAFFIC MANAGEMENT LOG (NTML)

a. Facility personnel must enter data in a timely manner on the appropriate template and verbally coordinated when required. Timely is construed to mean that it would be useful to someone looking at the data in current time. If workload conditions or the situation prohibits entering the data in a timely manner, the information should be recorded by a subsequent or delayed entry or on the appropriate form. Substantive changes in the contents or remarks or additional explanatory information should be accomplished by a subsequent or delayed entry.

b. The data in NTML will be subject to FAA security provisions for Internet technology. Facilities must use the NTML in preference to other methods. The NTML is an automated FAA Form 7230–4, Daily Record of Facility Operation, and will record the operating initials and facility for all log entries. Operating initials are removed at the end of six months in accordance with FAA Order 1350.15, Records Organization, Transfer, and Destruction Standards.

c. The NTML automatically closes and reopens a new log each day; it automatically records the operating initials of the person previously signed on. Carryover items may be entered by the specialist or automatically be entered by the software based on the end/date/time group. Closing and opening logs are concurrent with each local day; however, the entries are made utilizing Coordinated Universal Time.

d. When it is necessary to amend a previous entry, the original entry may be corrected through normal computer entries; however, the database will be automatically marked and the information must be retrievable by the system administrator.

17–5–8. NTML FACILITY CONFIGURATION REQUIREMENTS

At least one TMU position in each facility must:

a. Subscribe to DCC for TMIs affecting your facility.

b. Subscribe to underlying facilities for the following information:

1. Runway configurations.

2. Delays.

3. Deicing.

4. Other.

c. Enable notification of proposed restrictions.

17–5–9. NTML PROCEDURES

a. Facilities must enter, review, and respond to data in the NTML, as appropriate.

b. TMI data must be entered utilizing the appropriate template and verbally coordinated with the appropriate facility. Appropriate template means the one best suited for the type of event, such as a ground stop, delays, etc. The "Miscellaneous" templates must not be used if another template is appropriate. The Justification, Remarks, and Text fields must not contain any information that can be entered in other fields on the template.

NOTE–
Causal information entered in the "Restriction" template is disseminated to many other software programs for monitoring the status of the NAS.

c. Facilities must verbally contact other facilities when necessary to accomplish a task if electronic coordination has not been completed or is inappropriate to the situation, e.g., emergencies, classified information.

17–5–10. PROCESSING REQUESTS FOR REROUTES AND RESTRICTIONS FOR FACILITIES WITH NTML

a. Restrictions that require ATCSCC review and approval:

1. Enter the restriction/modification in NTML, and then call the ATCSCC to coordinate.

2. The ATCSCC initiates a conference regarding the restriction/modification and the originating facility coordinates with all affected facilities. If an amendment is necessary, the ATCSCC amends the restriction while on the conference.

3. After the restriction/modification is coordinated, the restriction or modification will be approved and sent to all affected facilities.

b. Restrictions/modifications that do not require ATCSCC review and approval will be entered by the originating facility in the NTML and followed up by verbal coordination with the affected facilities.

c. Requests for reroutes and associated restrictions/modifications:

1. Field facilities must share Flow Evaluation Areas (FEA) that may require implementation of traffic management initiatives. If requesting a reroute in conjunction with a shared FEA, notify the ATCSCC National System Strategy Team (NSST) via the NTML of the FEA and the proposed reroute. Any facility requiring a restriction in conjunction with a reroute must enter the initiative into NTML via the RSTN template with the SVR WX RERTE button enabled and transmit to the NSST.

2. The ATCSCC NSST must monitor NTML and respond to field facility requests for reroutes and restrictions associated with shared FEAs. The NSST must evaluate reroute requests and, if applicable, conference the appropriate facilities to coordinate the reroute. Restrictions will be discussed during the development of the reroute.

3. When applicable, the NSST must transmit the reroute and enter approved restrictions in the NTML.

4. Modifications to previously approved reroutes and associated restrictions must be verbally coordinated through the NSST prior to submitting the modification via NTML.

17–5–11. DELAY REPORTING

a. Verbally notify the ATCSCC through the appropriate protocol, of any arrival, departure, or en route delay reaching or expected to reach 15 minutes except for Expect Departure Clearance Time (EDCT) delays created by ground delay programs or ground stops issued by the ATCSCC. The verbal notification must include the number of aircraft actually in delay, the projected maximum delay, and the number of aircraft expected to encounter delays. The facility must verbally notify the ATCSCC and impacted facilities when delays fall below 15 minutes.

b. Facilities must update their delay status through the NTML. Facilities that do not have NTML must verbally report the delay increments in 15–minute increments to the overlying facility. The first facility with NTML must enter the delay information.

c. When notified that a facility is in a 15–minute delay situation, the ATCSCC and all impacted facilities, must subscribe to the delay report through

the NTML until the facility verbally notifies the ATCSCC/impacted facilities that they are no longer in delays of 15 minutes or more.

d. Facilities must verbally notify the ATCSCC, through the appropriate protocol, when delays reach or are anticipated to reach 90 minutes, except for EDCT delays as a result of a GDP. The facility manager must be notified when delays reach 90 minutes, except for delays as a result of a GDP.

Section 6. Traffic Management Initiatives

17–6–1. GENERAL

a. Traffic Management Initiatives (TMIs) are techniques used to manage demand with capacity in the NAS.

1. Properly coordinated and implemented TMIs are an important tool in the air traffic system. These initiatives contribute to the safe and orderly movement of air traffic.

2. Any TMI creates an impact on customers. It is imperative to consider this impact and implement only those initiatives necessary to maintain system integrity.

b. Dynamic TMIs are those imposed on an as needed basis to manage fluctuations in traffic demands.

17–6–2. BACKGROUND

Some TMIs may also be considered "control instructions" or procedures; the difference is determined by the magnitude of the event, the coordination process, and the length of time it is implemented. TMIs may also be referred to as "restrictions," especially in conjunction with miles–in–trail.

17–6–3. POLICY

To maintain the integrity of the air traffic system, facility TM personnel must employ the least restrictive methods available to minimize delays.

17–6–4. TYPES OF TMIs

a. Altitude.

1. Utilized to segregate different flows of traffic, or to distribute the number of aircraft requesting access to a specified geographic region.

2. Colloquialisms:

(a) Tunneling– Term to indicate traffic will be descended prior to the normal descent point at the arrival airport to remain clear of an airspace situation; e.g., holding.

(b) Capping– Term to indicate aircraft will be cleared to an altitude lower than their requested altitude until they are clear of a particular airspace. Capping may apply to the initial segment of the flight or for the entire flight.

3. Low Altitude Arrival/Departure Routing (LAADR). A set of routings with altitude expectations for usage in times of severe weather constraints on the system. LAADR may apply to the departure or the arrival phase of flight. LAADR requires a written agreement with the customers prior to implementing.

b. Miles–in–trail (MIT). The number of miles required between aircraft that meet a specific criteria. The criteria may be separation, airport, fix, altitude, sector, or route specific. MIT are used to apportion traffic into manageable flows, as well as, provide space for additional traffic (merging or departing) to enter the flow of traffic.

c. Minutes–in–trail (MINIT). The number of minutes required between successive aircraft. It is normally used in a non–radar environment, or when transitioning to a non–radar environment, or additional spacing is required due to aircraft deviating around weather.

d. Fix balancing. Assigning an aircraft a fix other than in the filed flight plan in the arrival or departure phase of flight to equitably distribute demand.

e. Airborne holding. Planned holding of aircraft may be utilized. This is normally done when the operating environment supports holding and the weather conditions are expected to improve shortly; this ensures aircraft are available to fill the capacity at the airport.

f. Sequencing Programs. These programs are designed to achieve a specified interval between aircraft; they may be software generated or determined by TM personnel. Different types of programs accommodate different phases of flight.

1. Departure Sequencing Program (DSP)– Assigns a departure time to achieve a constant flow of traffic over a common point. Normally, this involves departures from multiple airports.

2. En route Sequencing Program (ESP)– Assigns a departure time that will facilitate integration in the en route stream.

3. Arrival Sequencing Program (ASP)–Assigns fix crossing times to aircraft destined to the same airport.

4. Center TRACON Automation System Traffic Management Advisor (CTAS–TMA)–Assigns meter fix/arc crossing times to aircraft to manage airport arrival demand.

g. Reroutes:

1. Reroutes are ATC routings other than the filed flight plan. They are issued to:

(a) Ensure aircraft operate with the "flow" of traffic.

(b) Remain clear of special use airspace.

(c) Avoid congested airspace.

(d) Avoid areas of known weather or where aircraft are deviating or refusing to fly.

2. Operators should file new flight plans when they are more than 45 minutes from departure.

3. Sources for route information:

(a) Airport/Facility Directory.

(b) Preferential Route Information in facilities.

(c) Route Management Tool.

(d) North American Route Notice.

(e) Federal Air Regulations.

(f) Notices to Airmen.

(g) Advisories issued by ATCSCC. (These are listed on the Operational Information System.

4. More information on routes is contained in Section 15, Alternative Routings, Section 16, Route Advisories, and Section 18, National Playbook.

h. Ground Delay Programs. (See Section 8, Ground Delay Programs.)

i. Airspace Flow Programs. (See Section 9, Airspace Flow Programs (AFP).)

j. Ground Stops. (See Section 10, Ground Stop(s).)

17–6–5. EXCEPTION

The above list is not all–inclusive and does not preclude the innovation and application of other procedures that will result in improved customer service.

17–6–6. TMI DATA

The efficiency of the NAS is enhanced when all participants have access to the same data. Utilization of shared technology, (e.g., Flow Evaluation Area) enhances the coordination process.

17–6–7. TMI APPROVAL AUTHORITY

a. The ATCSCC is the approval authority for all en route and designated terminals inter–facility TMIs, except as identified in subparagraph (b) below and MIT restrictions of ten (10) miles or less. TMIs that are expected to result in reportable delays must be coordinated through the ATCSCC. Reportable delays are delays of 15–minutes or more as defined in FAA Order 7210.55, Operational Data Reporting Requirements.

NOTE–
New York TRACON is a designated terminal and others may be included at the direction of System Operations.

b. The Center/TRACON is responsible for TMI within their area of jurisdiction (underlying terminals) that do not cause reportable delays.

17–6–8. PROCESSING TMI

a. The initiating facility must identify the need for a TMI, explore alternatives, and prepare a justification.

b. The initiating facility must be prepared to discuss the proposal at the request of the ATCSCC and /or the receiving facility prior to implementation during the joint review process.

c. Facilities must continuously monitor and evaluate the TMI, and make adjustments as necessary, including cancellation.

d. Facilities must conduct post event analysis on the TMI, and document any known negative impacts/feedback.

17–6–9. FIELD FACILITY RESPONSIBILITIES FOR TMI

a. Evaluate capacity and demand. The assessment must include the evaluation of all data required to make an informed decision. The data may include Flow Evaluation Areas (FEA)/Flow Constrained

Areas (FCA), traffic counts and lists from the Enhanced Traffic Management System, and coordination with impacted facilities.

b. Consider internal options prior to requesting inter–facility TMIs.

c. When inter–facility TMIs are appropriate, coordinate verbally with the ATCSCC and provide the following information, if requested:

1. A detailed and specific identification of the problem; e.g., FEA.

2. Intra–facility actions taken/considered.

3. A detailed explanation of the assistance required, including options available.

4. Identification of potential system impacts.

d. Document the TMI in the NTML. Severe weather MIT coordinated through the ATCSCC must be entered in the NTML utilizing the "severe weather" feature by the facility requesting the MIT.

17–6–10. ATCSCC RESPONSIBILITIES FOR TMI

a. Advise facilities of system impacts. The impacts will be determined by conferencing impacted facilities, as necessary, and may require sharing FEAs/FCAs.

1. If a MIT restriction is modified while on the conference, the ATCSCC will modify the restriction in the NTML while on the conference.

2. Once the restriction is coordinated, the restriction or modified restriction will be approved and sent to all relevant facilities.

b. Issue a decision regarding the request. For negative responses, document the rationale in disapproving the request.

c. Issue advisories, as appropriate.

d. Monitor TMI pertinent to the position of operation.

e. Maintain a database of MIT TMI for historical and statistical analysis.

17–6–11. TMI WITHIN A CENTER'S AREA OF JURISDICTION

Facilities must coordinate TMI with impacted facilities and enter the information in the NTML.

17–6–12. MIT TMI OF 10 OR LESS

TMI may be coordinated consistent with the following procedures:

a. The requesting facility verbally notifies the providing facility in a timely manner.

b. The TMI must not exceed four (4) hours.

c. The TMI is documented in the NTML, including justification and any negative impacts associated with the TMI.

d. If the facilities cannot reach agreement, the restriction request is forwarded to the ATCSCC for resolution.

e. The ATCSCC may terminate these procedures at any time by notifying the impacted facilities.

17–6–13. ENROUTING SEQUENCING PROGRAM (ESP) IMPLEMENTATION

ESP assigns a departure time that will facilitate integration into an en route stream. Runway configuration and departure procedures must be considered for accurate projections. The TMU must:

a. Enter TM messages (FT, FE, etc.) to produce strips and automatically acquire full data blocks on departures, arrivals, and overflight traffic specifying the appropriate destination.

b. Inform appropriate sectors and ATCTs that ESP will be in effect (time) for aircraft destined to specified airports and routes.

c. Regulate VFR services to ensure that delays are distributed equally, especially if a ground delay program is in effect for a primary airport.

d. If an aircraft does not depart within the designated departure window, the appropriate sector and/or ATCT must contact the TMU to obtain a new release time.

Section 8. Ground Delay Programs

17–8–1. POLICY

Ground Delay Programs (GDP) shall be applied to all aircraft departing airports in the contiguous U.S., as well as, from select Canadian airports. Aircraft that have been assigned an EDCT in a GDP should not be subject to additional delay. Exceptions to this policy are miles–in–trail and departure/en route spacing initiatives that have been approved by the ATCSCC. GDP procedures do not apply to facilities in Alaska.

17–8–2. GENERAL

A GDP is a TM process administered by the ATCSCC; when aircraft are held on the ground in order to manage capacity and demand at a specific location, by assigning arrival slots. The purpose of the program is to support the TM mission and limit airborne holding. It is a flexible program and may be implemented in various forms depending upon the needs of the air traffic system. The EDCT is calculated based on the estimated time en route and the arrival slot. It is important for aircraft to depart as close as possible to the EDCT to ensure accurate delivery of aircraft to the impacted location. GDPs provide for equitable assignment of delays to all system users.

17–8–3. BACKGROUND

In the past, GDPs were issued manually, followed by software called Groverjack. These systems were based on the Official Airline Guide data, and did not take into account dynamic changes the system users made to their schedule. The Flight Schedule Monitor (FSM) was developed through the collaborative decision making process with system users to provide a dynamic method of implementing and managing GDPs. System users submit schedule changes to FSM, which keeps a current up–to–the–minute schedule of flights. The Flight Schedule Analyzer (FSA) is used to monitor and review the effectiveness of GDPs.

17–8–4. DEFINITIONS

a. GDP Parameters. Aircraft departing within a defined geographical area are initially assigned delay in the GDP. This area is developed using the FSM, and may consist of one or more ARTCCs and one or more Canadian airports. All departure aircraft will receive an EDCT to the GDP airport.

b. Delay Assignment (DAS). A method for assigning delays to aircraft based on the GDP parameters. The delay assignment is calculated in 15–minute increments and appears as a table in ETMS.

c. General Aviation Airport Program (GAAP). A method for assigning delays to aircraft based on arrival slot availability at the airport.

17–8–5. VARIABLES IN GDPs

GDPs may be modified and affected due to changing conditions. Some of those variables include, but are not limited to, GDP Adjustments, Diversion Recovery, and User Options.

a. GDP Adjustments. The ATCSCC may make revisions and compressions to the GDP as conditions at the airport or within the airspace change.

b. Diversion Recovery. During periods where there are a large number of diverted flights, the GDP may be adjusted to provide priority for the recovery of aircraft diversions over nondiverted flights.

c. User Options. Users are permitted to exchange and substitute Controlled Times of Arrival (CTA) congruent with CDM agreements concerning substitutions.

17–8–6. ATCSCC PROCEDURES

Upon receipt of information that traffic flows have been or are expected to be impacted and that significant delays will result, the ATCSCC must:

a. Conference affected facilities and system users, as appropriate**,** to determine AARs and review system demand and other known or anticipated factors.

b. Determine when implementation of a GDP is appropriate and the flow rate to be used. Consideration will be given to the impact on other air traffic control facilities and user groups.

c. Transmit an ATCSCC advisory providing information to air traffic control facilities and user

groups about the implementation, revision, compression, and cancellation of a GDP. Except for the cancellation of a GDP, the ATCSCC advisory shall include the following items:

1. Airport.

2. Delay Assignment Mode.

3. Aggregate Demand List (ADL) Time.

4. Program Type. (Optional)

5. Arrivals Estimated For.

6. Program Rate.

7. Flights Included.

8. Scope.

9. Additional Facilities Included.

10. Exempt Facilities.

11. Canadian Airports Included. (When applicable.)

12. Delay Assignment Table Applies To. (Optional.)

13. Maximum Delay or Delay Limit. (As appropriate).

14. Average Delay. (Optional).

15. Reason.

16. Remarks.

d. Transmit the DAS table to ARTCC TMUs via ETMS and the NADIN circuits, if appropriate.

e. Transmit EDCTs to ARTCCs and linked system users.

NOTE–
A CT message is automatically transferred to the EAS computers by the ETMS and appears on flight progress strips as an EDCT. In the event of a communication failure between the ETMS and the NAS computer, the CT message can be manually entered by the ARTCC TMC with ATCSCC approval.

f. Input ATCSCC coordinated modifications to EDCT into FSM.

NOTE–
Modifications may be made through ETMS.

g. Continually monitor, adjust, and cancel GDPs, as appropriate, and transmit an ATCSCC advisory as necessary.

h. Provide an EDCT or DAS when requested by an ARTCC.

i. Coordinate with affected facilities to ensure the GDP is adequately managing the demand.

j. Obtain arrival and departure counts from affected facilities, as appropriate.

k. Utilize the TSD and FSM to monitor traffic flow patterns, obtain estimated arrival counts, or obtain airborne delay estimates.

l. When appropriate and workload permitting, utilize FSA to monitor the GDP.

17–8–7. ARTCC PROCEDURES

The ARTCC TMU must:

a. Issue a General Information message (GI) to all towers and AFSSs/FSSs advising of the GDP. In some instances, verbal notification, in addition to a GI, may enhance the dissemination of information.

b. Issue EDCT information to non–FDEP/FDIO equipped towers and other users in sufficient time for proper planning and control actions. This does not include non–FDEP towers that are satellites of TRACON/RAPCON facilities. The TRACON/RAPCON is responsible for satellite EDCTs.

c. Evaluate the Delay Assignment Mode and assign EDCTs, as appropriate.

1. For DAS, assign an EDCT using the DAS table to aircraft that do not receive an EDCT and are destined to an affected airport within their ARTCC boundaries. Contact the ATCSCC for aircraft destined to an airport outside their ARTCC boundaries.

2. For GAAP, contact the ATCSCC for an EDCT for aircraft that do not receive an EDCT.

d. Keep the ATCSCC apprised of cancellations and diversions to or from the affected airport.

e. Relay information to the ATCSCC when advised by a terminal facility about EDCT issues.

f. Request a revised EDCT from the ATCSCC when notified by the terminal facility that a flight will be unable to depart within EDCT parameters as defined in FAAO JO 7110.65, Air Traffic Control.

g. Advise the appropriate terminal facility or controller after receiving a revised EDCT from the ATCSCC.

h. Utilize FSM to obtain information about the GDP, and may utilize FSA to monitor the GDP.

17–8–8. TERMINAL PROCEDURES

The Terminal TMU must:

a. Utilize FSM, if available, to obtain EDCT information.

b. Obtain from the ARTCC TMU and apply the appropriate delay to:

1. Airfile aircraft destined to the affected airport.

2. Any other flight not assigned an EDCT.

c. Ensure that internal flight plans are entered into the EAS computer in order to receive an equitable delay.

d. Ensure the EDCT is included in the flight clearance when a GDP is in effect. If an EDCT is not received and a GDP is in effect, contact the ARTCC TMU for an EDCT.

e. Issue EDCT information to non–FDEP/FDIO equipped towers and other users in sufficient time for proper planning and control actions.

f. To the extent possible, plan ground movement of aircraft destined to the affected airport so that flights will meet the parameters in FAAO JO 7110.65, Air Traffic Control. If unable, advise the ATCSCC, through the appropriate protocol.

g. Ensure aircraft with an EDCT that are in a Ground Stop are not released without the approval of the issuing authority for the Ground Stop.

h. When a GDP is in effect for the local airport, forward the total number of hourly arrivals and departures to the ATCSCC, through the appropriate protocol, as soon as possible after each hour in order that timely GDP adjustments may be made.

i. Coordinate closely with the appropriate ARTCC TMU on conditions affecting current or projected arrival rates.

NOTE–
Terminal facilities may utilize FSM to obtain information concerning the GDP, including EDCTs, and may utilize FSA to monitor the GDP.

17–8–9. AMENDING EDCTs

a. All requests to amend EDCTs earlier than the current EDCT must be coordinated with the ATCSCC.

b. Facilities without FSM should contact their overlying facility to request a new EDCT.

c. Modifications to EDCTs for a time later than the current EDCT must be processed in accordance with the following guidelines:

1. The pilot/operator must be in contact with ATC.

2. Facilities with FSM may utilize the EDCT Change Request (ECR) tool to assign a new EDCT utilizing the Slot Credit Substitution (SCS) method, followed by the unlimited delay option, when available.

3. If the time generated by ECR is not acceptable (normally two hours of additional delay or longer), the facility must contact the ATCSCC through the appropriate protocol, for a new EDCT.

d. All EDCTs amendments not obtained using the ECR tool must be coordinated via the appropriate protocol.

17–8–10. CANCELLATION PROCEDURES

a. When conditions no longer warrant ground delays, the ATCSCC shall:

1. Conference all affected facilities and system users, as appropriate, to develop an operational plan for release of ground delayed traffic into the system.

2. Transmit an ATCSCC advisory stating the GDP has been cancelled. The advisory shall include the following items:

(a) Airport.

(b) ADL Time.

(c) Reason.

(d) Remarks.

3. Purge flights from the ETMS.

b. The ARTCC TMU and the Terminal TMU shall:

1. Issue cancellation information to underlying facilities, using normal communication methods, in sufficient time for proper planning and control actions.

2. Notify facility personnel, as appropriate, of the cancellation.

17–8–11. DOCUMENTATION

a. The ATCSCC shall document all pertinent information related to the GDP in their position logs, including, but not limited to, the start and stop times and the reason for the GDP.

b. The ARTCC TMU and the Terminal TMU shall document all pertinent information related to the GDP.

17–8–12. USER OPTIONS

When a GDP is in effect, system users may exercise options other than ground delays. Users shall coordinate options directly with the ATCSCC.

a. Intermediate landing. The flight should land at the intermediate airport to provide the delay necessary for the flight to arrive at the CTA. An intermediate landing airport within the arrival ARTCC should not be accepted without coordination and approval from the ATCSCC.

b. Substitution of flights.

1. Users are permitted to exchange and substitute CTAs congruent with CDM agreements concerning substitutions. The ATCSCC may deny substitution requests when:

(a) AARs are varying rapidly.

(b) Workload necessitates.

(c) Deemed appropriate by the NOM/NTMO.

2. The ATCSCC shall:

(a) Ensure that when flights are traded, the delay factor is equal to the original delay factor after the trade/substitution has been completed.

(b) Document substitutions.

(c) Transmit an ATCSCC advisory when substitutions are suspended and include an estimated time when substitutions will resume.

17–8–13. VFR FLIGHTS

a. VFR flights requesting an IFR clearance to a GDP airport should be handled as follows:

1. DAS. Assign a delay from the DAS table.

2. GAAP. Call the ATCSCC for a time.

b. Aircraft requesting to remain VFR will be at the discretion of the terminal facility with the GDP, if they can be accommodated without additional delay to IFR aircraft, except in unusual circumstances, e.g., emergency, lifeguard.

Section 9. Airspace Flow Programs (AFP)

17-9-1. POLICY

AFPs may be applied to all aircraft departing airports in the contiguous United States and from select Canadian airports. Aircraft that have been assigned an EDCT in an AFP should not be subject to additional delay. Exceptions to this policy are miles-in-trail and departure/en route spacing initiatives that have been approved by the ATCSCC. AFP procedures do not apply to facilities in Alaska.

17-9-2. RESPONSIBILITIES

a. Facilities must:

1. Remain cognizant of operational areas of interest and use FEAs to evaluate situations.

2. Share FEAs that may require AFP consideration.

b. The ATCSCC must implement, monitor, and cancel AFPs as appropriate.

c. The Air Route Traffic Control Center Traffic Management Unit (ARTCC TMU) must monitor the effectiveness of the AFP and notify the ATCSCC of adjustments and revisions as necessary.

d. The terminal must comply with the AFP-generated EDCTs.

17-9-3. PROCEDURES

Upon receipt of information that traffic flows have been impacted, or are expected to be impacted, and that significant delays may result:

a. The ATCSCC must:

1. Identify the constraint and potential AFP.

2. Issue an FCA and tag as FSM-eligible.

3. For the potential AFP, model program rates, scope, and duration. Time permitting, transmit a proposed AFP advisory.

4. Conference affected facilities and customers to review system demand, other known or anticipated factors, program rates, scope, and duration.

5. If it is determined that an AFP is the most appropriate Traffic Management Initiative (TMI):

(a) Send the AFP using the FSM and transmit an advisory.

(b) Coordinate with affected facilities to ensure the AFP is adequately managing demand.

(c) Use the traffic situation display (TSD) and FSM to monitor traffic flow patterns.

(d) Manage AFPs with revisions, extensions, and compressions, as appropriate, and transmit advisories.

(e) Provide EDCT information when requested.

b. The ARTCC TMU must:

1. Issue a general information (GI) message to all towers, sectors and Flight Service Stations (FSS) advising of the AFP. In some instances, verbal notification, in addition to a GI, may enhance the dissemination of information.

2. Issue EDCT information to non-flight data entry and printout (FDEP)/flight data input output (FDIO)-equipped towers and other customers in sufficient time for proper planning and control actions. This does not include non-FDEP towers that are satellites of Terminal Radar Approach Control (TRACON) facilities. The TRACON is responsible for issuing these EDCTs to satellite towers.

3. Evaluate the delay assignment (DAS) mode and assign EDCTs, as appropriate.

(a) For DAS, acquire an EDCT from the ATCSCC for aircraft that do not receive an EDCT and are destined to/through the affected NAS element outside their ARTCC boundaries.

(b) For aircraft not assigned an EDCT the TMU must advise the ARTCC area supervisor of the appropriate DAS delay. If requested, the TMU should provide reroute information to avoid the AFP.

4. Keep the ATCSCC apprised of cancellations and diversions.

5. Relay information to the ATCSCC about EDCT issues when advised by a terminal facility.

6. Use FSM to obtain information about the AFP.

7. Provide EDCT information, when requested, for flights departing underlying non-towered

airports. If a flight departing a non-towered airport is airborne and not in compliance with an AFP EDCT, coordinate with the National En Route Spacing Position (NESP) at the ATCSCC for the appropriate course of action.

c. The TRACON/airport traffic control tower (ATCT) must:

1. Use FSM or enhanced traffic management system (ETMS), if available, to obtain EDCT information.

2. Ensure the EDCT is included in the flight clearance when an AFP is in effect.

3. Issue EDCT information to non-FDEP/FDIO-equipped towers and other customers in sufficient time for proper planning and control actions.

4. Provide EDCT information, when requested, for flights departing underlying non-towered airports.

5. To the extent possible, plan ground movement of aircraft to meet the parameters of their EDCTs. If unable, advise the ARTCC.

d. The ARTCC must:

1. Ensure compliance with EDCTs issued for aircraft departing non-towered airports.

2. If a visual flight rules aircraft requests an instrument flight rules clearance through an area under an AFP:

(a) The air traffic control specialist (ATCS) will advise their supervisor/controller-in-charge when an unscheduled flight occurs needing an EDCT.

(b) The supervisor will coordinate the appropriate DAS from the TMU and advise the ATCS.

(c) The ATCS will advise the pilot of the DAS and take the necessary control action such as airborne holding, reroute, etc.

17-9-4. AMENDING EDCTs

a. Facilities with FSM may use the EDCT change request (ECR) tool, applicable to the controlled FCA element, to assign a new EDCT. Select the slot credit substitution (SCS) option when assigning a new EDCT for a flight. If the SCS option is not available, use the unlimited delay option.

b. EDCT amendments not obtained using the ECR tool should be coordinated through the Tactical Customer Advocate (TCA) at the ATCSCC.

c. Facilities without FSM must contact their overlying facility to request a new EDCT.

17-9-5. CANCELLATION PROCEDURES

a. When conditions no longer warrant AFP ground delays, the ATCSCC must:

1. Conference all affected facilities and system customers to develop an operational plan for release of ground delayed traffic into the system.

2. Purge the AFP and transmit an advisory stating the AFP has been canceled.

b. The ARTCC TMU and the terminal TMU must:

1. Issue cancellation information to underlying facilities.

2. Notify facility personnel, as appropriate, of the cancellation.

17-9-6. DOCUMENTATION

Facilities must use the national traffic management log (NTML) where applicable to document all pertinent information related to the AFP, including, but not limited to, the start and stop times and the reason for the AFP. Facilities that do not have NTML will log information as required by local procedure.

17-9-7. CUSTOMER OPTIONS

a. When an AFP is in effect, system customers may exercise options other than ground delays.

1. Intermediate landing: The flight should land at the intermediate airport to provide the delay necessary for the flight to arrive at the controlled time of arrival (CTA). Customer coordination with the TCA is required to avoid assignment of additional delay after an intermediate landing.

2. Reroutes: Customers may reroute flights out of an AFP. Alternative route options will normally be discussed on either a planning telecon or an ad hoc telecon.

b. Substitution of flights.

1. The ATCSCC may deny substitution requests when deemed appropriate. The ATCSCC must transmit an advisory when substitutions are suspended and include an estimated time when substitutions will resume.

2. Customers are permitted to exchange and substitute CTAs congruent with CDM agreements concerning substitutions.

Section 10. Ground Stop(s)

17–10–1. POLICY

Ground stop(s) (GS) override all other traffic management initiatives. Aircraft must not be released from a GS without the approval of the originator of the GS.

17–10–2. GENERAL

The GS is a process that requires aircraft that meet a specific criteria to remain on the ground. The criteria may be airport specific, airspace specific, or equipment specific; for example, all departures to San Francisco, or all departures entering Yorktown sector, or all Category I and II aircraft going to Charlotte. GSs normally occur with little or no warning. Since GSs are one of the most restrictive methods of traffic management, alternative initiatives shall be explored and implemented if appropriate. GSs should be used:

a. In severely reduced capacity situations (below most user arrival minimums, airport/runway closed for snow removal, or aircraft accidents/incidents);

b. To preclude extended periods of airborne holding;

c. To preclude sector/center reaching near saturation levels or airport grid lock;

d. In the event a facility is unable or partially unable to perform ATC services due to unforeseen circumstances;

e. When routings are unavailable due to severe weather; and

f. When routings are unavailable due to catastrophic events.

NOTE–
Helicopters are exempt from ground stops based on weather unless specifically included by the ARTCC facility when requesting the ground stop.

17–10–3. LOCAL GROUND STOP(S)

A facility may initiate a local GS when the facilities impacted are wholly contained within the facility's area of responsibility and conditions are not expected to last more than 30 minutes. Local GSs must not be extended without prior approval of the ATCSCC.

a. The TMU must:

1. Explore and, if warranted, implement alternative initiatives before implementing a local GS.

2. Notify the ATCSCC before implementing a local GS.

NOTE–
If conditions prohibit notifying the ATCSCC before the GS is implemented, the TMU must inform the ATCSCC as soon as practical.

3. Issue GS information to underlying facilities, using normal communication methods, in sufficient time for proper planning.

b. The Terminal facility must notify the appropriate TMU before implementing a local GS.

NOTE–
If conditions prohibit notifying the TMU before the GS is implemented, the facility must inform the TMU as soon as practical.

c. The ATCSCC must:

1. When available, use the FSM to implement the GS.

2. Issue an advisory.

17–10–4. NATIONAL GROUND STOP(S)

Prior to implementing a national GS, less restrictive traffic management initiatives must be evaluated. Upon receipt of information that an immediate constraint is needed to manage a condition:

a. The ATCSCC must:

1. Time permitting, conference affected facilities and system users, as appropriate, to implement a national GS.

2. When appropriate, utilize Flight Schedule Monitor (FSM) to implement a national GS, except when deemed impractical.

NOTE–
FSM does not allow for the implementation of category specific GSs, for example, GS for single airline flights or GS for all Cat I and II flights. In these cases the use of the FSM GS is not practical.

3. Transmit an ATCSCC advisory providing information to air traffic facilities and user groups about the implementation or modification of a national GS. The ATCSCC advisory shall include the following items:

(a) Airport.

(b) Facilities Included.

(c) Expect Update Time.

(d) Reason.

(e) Probability of Extension.

(f) Remarks. (Optional)

4. Continually monitor, adjust, and cancel national GSs, as appropriate, and transmit an ATCSCC advisory as necessary.

5. Coordinate with the affected facilities to ensure the GS is managing the condition.

b. The ARTCC TMU must:

1. Explore and implement alternative initiatives prior to requesting a national GS, if feasible.

2. Issue GS information to underlying facilities, using normal communication methods, in sufficient time for proper planning.

3. Coordinate closely with the ATCSCC on conditions affecting capacity**.**

c. The Terminal facilities must:

1. Issue GS information to underlying facilities, using normal communication methods, in sufficient time for proper planning.

2. Coordinate closely with the appropriate TMU on conditions affecting the national GS.

3. Request release of aircraft through the appropriate protocol.

17–10–5. CANCELLATION PROCEDURES

a. The ATCSCC must:

1. Time permitting, conference affected facilities and system users, as appropriate, to develop an operational plan to release nationally ground stopped traffic.

2. Transmit an ATCSCC advisory when a national GS has been cancelled.

3. Transmit an ATCSCC advisory to cancel an ATCSCC issued local GS advisory.

4. The advisory must include the following items:

(a) Airport.

(b) Facilities Released.

b. The ARTCC TMU and the Terminal facilities must:

1. Issue cancellation information to underlying facilities, using normal communication methods, in sufficient time for proper planning and control actions.

2. Notify facility personnel, as appropriate, of the cancellation.

3. Notify the ATCSCC if a local GS was coordinated with the ATCSCC.

17–10–6. DOCUMENTATION

a. The ATCSCC shall document all pertinent information related to the GS in their position logs, including, but not limited to, the start and stop times, the affected facilities, and the reason for the GS.

b. The ARTCC TMU and the Terminal facilities must document all pertinent information related to the GS in their position logs.

Section 11. Special Traffic Management Programs

17–11–1. SPECIAL EVENT PROGRAMS

Special procedures may be established for a location to accommodate abnormally large traffic demands (Indianapolis 500 Race, Kentucky Derby, fly-ins) or a significant reduction in airport capacity for an extended period (airport runway/taxiway closures for airport construction). These special procedures may remain in effect until the event is over or local TM procedures can handle the situation.

17–11–2. COORDINATION

Documentation to justify special procedures shall be submitted by the facilities to the En Route and Oceanic Operations Service Area Office and Terminal Operations Area Office 90 days in advance, with a copy to the appropriate Manager, Tactical Operations. The service area office shall review and forward the request to the ATCSCC for coordination and approval 60 days in advance.

a. Documentation shall include the following as a minimum:

1. The reason for implementing special procedures and a statement of system impact. Include the total number of additional flights expected.

2. Airport(s)/sector(s) to be controlled.

3. Capacity restraints by user category (five air carrier, three air taxi, seven general aviation, three military) per hour per airport.

4. Hours capacity must be controlled specified in both local time and in UTC (e.g., 0900–1859 EST, 1400–2359Z or, 0900–1859 EDT, 1300–2259Z).

5. Type of flight to be controlled (e.g., unscheduled, arrivals, departures, IFR, VFR).

6. Days of the week and dates (e.g., Thursday, May 7 through Monday, May 11 or Friday, May 22 and Sunday, May 24).

7. A draft copy of the associated NOTAM and temporary flight restrictions. (Electronic mailing preferred).

8. IFR/VFR capacity at each airport/sector.

9. Resource cost estimate including staffing and telephone requirements.

10. The number of slots to be allocated per airport, or group of airports, per time increment (e.g., ten arrivals every fifteen minutes or forty aircraft every sixty minutes).

11. Coordination accomplished with impacted facilities and any unresolved issues.

b. The service area office shall forward the NOTAM to System Operations Airspace Aeronautical Information Management/Publications, for publication no later than 28 days prior to the publication date. Cutoff submittal dates and publication dates are printed inside the front cover of the monthly NOTAM Flight Information Publication.

NOTE–
The toll-free number/web address to obtain a STMP slot are:
1. *Touch-tone interface: 1-800-875-9755.*
2. *Web interface: www.fly.faa.gov.*
3. *Trouble number: 1-703-904-4452.*

17–11–3. IMPLEMENTATION

a. Special TM programs shall be managed by the ATCSCC or the affected ARTCC. The ATCSCC shall transmit an advisory containing the reason for the program, airport(s)/sector(s) involved, dates and times the program will be in effect, telephone numbers to be used, and any special instructions, as appropriate. The affected ARTCC shall monitor special TM programs to ensure that the demand to the center/terminal facilities is equal to the capacity.

b. The ATCSCC will disseminate a password and instructions for facility STMP reports. Detailed instructions can be found on the web site for the web interface, or in the Aeronautical Information Manual for the touch–tone interface.

17–11–4. AIRPORT RESERVATION OFFICE

a. The Airport Reservations Office (ARO) has been established to monitor the operation and allocation of reservations for the “other” category (nonscheduled flights) of the high density rule required by 14 CFR Part 93, subpart K. This office receives and processes all IFR requests for nonscheduled operations at designated high density traffic airports (HDTA), and allocates reservations on a “first come, first serve” basis determined by the

time the request is received at the ARO. Standby lists are not maintained.

b. The HDTAs are: John F. Kennedy International Airport, LaGuardia Airport, and Ronald Reagan Washington National Airport. Reservations for John F. Kennedy International Airport are required between 3 p.m. and 7:59 p.m. local time. Reservations for LaGuardia Airport and Ronald Reagan Washington National Airport are required between 6 a.m. and 11:59 p.m. local time. Requests for IFR reservations will be accepted starting 72 hours prior to the proposed time of operation at the affected airport.

NOTE–
The telephone numbers/Internet Address to obtain an HDTA reservation are:

1. *Touch-tone: 1-800-875-9694 or (703) 707-0568.*

2. *Web Interface: http://www.fly.faa.gov/ecvrs.*

3. *Trouble number: 1-703-904-4452.*

Section 12. Severe Weather Management

17–12–1. GENERAL

a. The AT system is most susceptible to thunderstorm activity between April and October on a national basis. Thunderstorms create a major disruption to the normal and organized movement of air traffic and significantly increase the workload in an impacted facility. To meet this challenge, System Operations has charged the ATCSCC to set aside a cadre of National Traffic Management Officers (NTMO) to deal directly and independently with severe weather problem areas. To accomplish this task, the ATCSCC established the National System Strategy Team (NSST).

b. When the potential for severe weather exists which will cause a disruption to normal traffic movements, the ATCSCC NSST will implement procedures designed to optimize the use of the available airspace. Strategic planning is an integral part of severe weather management and the responsibility of all involved.

c. Facilities will be called upon to favor and accept traffic that is not normally routed through their area. In the interest of a balanced flow and to minimize delays, we expect air traffic facilities to accept this alternate flow. All facilities are expected to participate and cooperate when called upon. A properly developed, coordinated, and implemented plan will result in the better use of available airspace.

17–12–2. DUTIES AND RESPONSIBILITIES

The ATCSCC must be the final approving authority for alternate routes and initiatives that transcend center or terminal boundaries.

a. The ATCSCC NSST must:

1. Be responsible for severe weather management operations.

2. Ensure coordination is completed to implement TM initiatives in support of severe weather management.

3. Conduct a daily NSST operations critique with affected facilities and system customers, as appropriate.

4. Receive and evaluate facility requests for alternate routes and initiatives to avoid severe weather.

5. Coordinate with appropriate facilities and customers to determine the need for developing alternate routes and initiatives to avoid severe weather.

6. Coordinate alternate routes with all affected facilities.

7. Transmit advisories defining severe weather areas and alternate routes.

8. Conference all affected facilities and system users to apprise them of weather conditions that will impact the NAS.

b. Facility TMUs must coordinate directly with the ATCSCC NSST for matters pertaining to severe weather.

Section 13. Severe Weather Avoidance Plan (SWAP)

17–13–1. GENERAL

SWAPs are formalized programs that are of considerable value in areas that are particularly susceptible to severe weather. Plans that are properly developed, coordinated, and implemented can reduce coordination and TM restrictions associated with rerouting aircraft around areas of severe weather; therefore, resulting in better utilization of available airspace.

17–13–2. RESPONSIBILITIES

a. Air traffic facilities must:

1. Favor and accept traffic flows that are not normally routed through their area.

2. Monitor, evaluate, and adjust programs to ensure maximum effectiveness.

3. Record, collect, and package each day's severe weather management information including delay information, charts, and advisories.

4. Record two or more aircraft identifications:

(a) When flights deviate significantly, and/or elect to not file or fly on a route impacted by weather.

(b) When flights elect not to depart and/or land due to the current weather conditions.

5. Solicit flights to file and/or fly routes that are impacted by weather, when appropriate.

NOTE–
Significantly increased minutes–in–trail/miles–in–trail restrictions should be considered for constrained routes. This minimum flow of traffic will ensure that demand does not exceed current capacity, yet will assist in determining the suitability for increased traffic for the impacted route or area.

6. When requested, forward flight information to the ATCSCC.

b. The ATCSCC NSST must:

1. Obtain a severe weather analysis from weather information providers and discuss the findings with the appropriate TMU.

2. Conference all affected facilities and system users to apprise them of forecast severe weather conditions and the routes or areas that will be impacted.

3. Formulate a dynamic severe weather operational plan and coordinate TM initiatives and alternate routes with all affected facilities.

4. Use, to the extent possible, the following options in the following order when developing an operational plan:

(a) Capping and tunneling initiatives.

(b) Expanded miles–in–trail initiatives.

(c) Reroutes.

(d) Ground delay programs.

(e) Airspace flow programs.

5. Transmit advisories describing the existing or forecast weather conditions, the operational plan, alternate routes, or cancellation thereof.

6. Be the final approving authority for traffic flows, reroutes, and MIT associated with reroutes.

c. The ARTCC TMU shall:

1. Coordinate with the ATCSCC when implementing SWAP procedures that affect other ARTCCs. If possible, this coordination should be completed at least 2 hours prior to expected implementation.

2. Notify affected facilities within their area of responsibility when SWAP is expected to be implemented, including initiatives, reroutes, and affected times.

3. Furnish the sector or facility issuing the revised clearance a route of flight to a point where the new route connects with the filed route.

4. Notify the ATCSCC and affected facilities within their area of responsibility when normal routings can be resumed.

Section 14. Preferred IFR Routes Program

17–14–1. GENERAL

a. This section identifies responsibilities and establishes procedures for the development, revision, and cancellation of preferred IFR routes in the NAS. The objective of preferred routes is the expeditious movement of traffic during heavy demand periods and the reduction of TM initiatives and coordination. User acceptance will be greatly enhanced by the prompt cancellation of unnecessary routes and the prompt and thorough coordination of new or revised routes.

b. Preferred IFR routes should be established only when traffic density and safety makes such routes necessary for the expeditious movement of air traffic. Except for the short climb or descent segments between the terminal and the en route structure, preferred routes shall be developed using designated airways/routes as depicted on en route charts. Preferred routes are normally established between two terminal areas, but routes may also be established between a terminal and an en route fix, an en route fix and a terminal, or two en route fixes.

c. The impact of airspace actions on preferred IFR routes must be considered. Retention of the most user desirable route(s), consistent with TM requirements, must also be considered.

d. Comments concerning problems or recommendations to improve the preferred IFR route program are encouraged and should be forwarded to the ATCSCC.

17–14–2. RESPONSIBILITIES

a. ARTCCs shall be responsible for:

1. Identifying, developing, coordinating, and establishing preferred routes, as needed, in accordance with the provisions of this section. The originating ARTCC is responsible for ensuring the accuracy of the submitted route (e.g., checking for typographical errors) and for route connectivity and compatibility with NAS processing.

2. Maintaining and verifying route validity and accuracy by establishing, revising, and canceling preferred routes as operational needs dictate.

3. Identifying a single office of responsibility for their preferred IFR routes program. This office shall act as the office of primary responsibility (OPR) for the facility and shall be the focal point for coordination with the appropriate En Route and Oceanic Operations Service Area Office.

b. En Route and Oceanic Operations Service Area offices shall be responsible for:

1. Reviewing proposed routes to ensure that NAVAID identifications, airway designations, route connectivity and fix names are correct.

2. Reviewing all preferred routes at least annually and revise or cancel routes as necessary.

3. Serving as the focal point for coordination with the ATCSCC and System Operations Airspace and Aeronautical Information Management.

c. The ATCSCC shall be responsible for:

1. Managing the national preferred IFR routes program.

2. Operating as the OPR at the national level.

3. Providing operational review of submitted preferred routes to examine the routes for operational impact.

4. Acting as the approving authority for preferred IFR routes.

d. The NFDC shall be responsible for:

1. Entering the route in the national database.

2. Forwarding errors noted during the validation to the ATCSCC for resolution.

3. Publishing the route as an add–on page to the National Flight Data Digest (NFDD).

17–14–3. DEVELOPMENT PROCEDURES

Routes and route segments shall be defined by any combination of the following:

a. Type and number of the airway, jet route, or RNAV route (e.g., V43, J54).

b. NAVAID identifier, intersection name, or fix name codes (e.g., ARD, BELLE).

c. NAVAID radial/distance (e.g., ARD201113).

d. NAVAID radial (e.g., ARD201).

e. Portion of routes not necessary to comply with the preferred route objective should be contained within brackets [ ]. Any routing between the fixes inside the brackets is normally at the pilot's discretion. The first fix after the right-hand bracket is where the preferred portion of the route actually begins.

EXAMPLE-
[DFW GVE] GVE J37 J55 PVD V139 HTM BOS

f. When developing or reviewing preferred routes, considerations should include:

1. Terminal/en route traffic flow patterns and traffic density.

2. Radar coverage.

3. Beginning and termination fixes of SIDs/STARs and correlation with the SID/STAR program.

4. North American Route (NAR) System.

5. Special use airspace.

6. Computer-adapted preferential arrival routes, preferential departure routes, and preferential depar- ture/arrival routes.

7. Lead time requirements for publication in the AFD, DOD flip, en route high/low altitude charts, area charts, SID/STAR charts, instrument approach procedure charts, and other flight planning publications.

8. NAVAID identifiers and name codes shall be used in preferred route descriptions, except that intersection/fix names shall be spelled out in the AFD, pending assignment of five letter name codes.

9. NAVAID radials or radial distance fixes shall not be used to avoid airway/jet route rule making actions. NAVAID radials are used only where necessary. Radial/distance fixes shall be used only for expediency pending assignment of intersection or fix name code by the NFDC. Route descriptions in the AFD should be compatible with the computer description, except as previously specified. When it is necessary to use NAVAID radials or radial/distance fixes to describe direct route segments, use one of the following:

NOTE-
The originator is responsible for verifying computer adaptation and NAS compatibility before using the above techniques.

10. All preferred IFR routes shall have specified effective times of operation based on need. Effective times must be published in the AFD and, in the case of single direction routes, on en route charts as appropriate.

11. Low altitude preferred IFR routes shall have inclusive altitudes. Minimum obstruction clearance altitude, minimum en route altitude, and minimum reception altitude shall be considered when establishing inclusive altitudes.

12. Define points of transition from one airway/route structure to another by using NAVAIDs/fixes which are common to both structures and depicted on en route charts for both structures. When describing high altitude preferred routes, victor airways may be used to define climbing/descending segments provided that such usage does not exceed the service limitations of the NAVAID.

13. Low frequency nondirectional beacons shall not be used except when absolutely necessary or when international routes enter/depart the NAS (e.g., routes in Alaska or oceanic control areas).

14. Single-direction routes may be established in the high altitude stratum to enhance safety and expedite air traffic. The routes may begin or end at any fix within the en route structure and need not serve a specific terminal area. Single-direction routes serving terminal/en route needs shall be depicted on en route charts and those routes serving a terminal area shall be listed in the AFD and may also be depicted on en route charts.

17-14-4. COORDINATION PROCEDURES

a. General: The coordination process accomplishes two things. First, it informs users/facilities/Service Area offices that a preferred route is being established or revised and solicits input. Second, it provides users, facilities, service area offices, and publishers with timely information so that the necessary actions can be initiated and accomplished within established schedules. Except for editorial corrections, proposed preferred routes shall be fully coordinated well in advance of planned publication dates.

b. User coordination: Users shall be allowed at least 30 days to review and comment on proposed preferred routes. Coordination should be through:

1. Designated user representatives.

2. Designated organization or association representatives when users are members.

3. FAA/user meetings.

4. The ATCSCC for user organizations at the national level.

c. Interfacility coordination:

1. The originating ARTCC shall be defined as follows:

(a) New routes: The ARTCC identifying the need to establish a new preferred IFR route.

(b) Existing routes: The ARTCC identifying the need to change or delete a preferred IFR route.

(c) When establishment, change, or deletion of a preferred route is proposed by a facility other than an ARTCC, the requesting facility must coordinate with the parent ARTCC. The parent ARTCC shall assume responsibility as the originator.

2. The originating ARTCC shall:

(a) Coordinate with all affected ATC facilities and users at the local level.

(b) Forward the completed data to the En Route and Oceanic Operations Service Area office and Terminal Operations Service Area office.

3. Each Service Area office shall:

(a) Resolve differences between its ATC facilities.

(b) Coordinate with the users at the Service Area office level.

(c) Forward the completed data to the ATCSCC.

d. The originating Service Area office shall forward unresolvable controversial proposals, with all comments and objections, to ATCSCC for resolution. Proposals which are approved will be sent for processing. Disapprovals will be returned to the Service Area office originating the proposal.

1. The ATCSCC shall:

(a) Complete coordination with the users at the national level.

(b) After the 30 day coordination forward completed preferred IFR routes to System Operations Airspace and Aeronautical Information Management for publication.

17–14–5. PROCESSING AND PUBLICATION

a. The airspace information cutoff dates listed in the AFD are the last date that preferred routes may be received by the NFDC to assure publication on the planned effective date. The following procedures shall apply:

1. Plan “effective” dates to coincide with the issue date of the AFD.

2. Send approved preferred routes to the ATCSCC at least 15 weeks prior to the desired effective date. Include the desired effective date. Effective dates must coincide with the 56–day charting cycle due to airway changes affecting preferred routes.

3. ATCSCC shall forward approved preferred routes to arrive at the NFDC at least 9 weeks prior to the desired effective date.

NOTE–
The importance of adequate lead time cannot be overemphasized. Experience has shown that early submission for publication reduces errors, workload, and printing costs. In the case of major or lengthy changes, additional lead time may be necessary. Facilities should coordinate with the ATCSCC to determine if the requested effective date can be met.

b. Preferred routes shall be submitted to the NFDC on standard 8.5 by 11 (inches) white bond paper, camera ready, to be included in the NFDD. To facilitate editing and processing, it is recommended that the preferred route text be submitted as an electronic mail attachment. The specific format for preferred routes is noted in examples 1, 2, and 3 below. For those submissions not covered by example, the originator should contact NFDC for guidance.

c. The following three examples show the formats for the submission of preferred IFR route data. The first shows the addition of new routes, the second shows the modification of existing routes, and the third shows the deletion of existing routes. Compliance is mandatory to eliminate the possibility of error in publication.

EXAMPLE–

1. *Adding new routes, use this format:*

SPECIAL USE AIRSPACE LOW ALTITUDE PREFERRED ROUTES (or other applicable section)	
NORTHEAST U.S.	EFFECTIVE HOURS
(applicable A/FD)	UTC
Effective April 28, 1994, the following routes are added:	
BALTIMORE TO NORFOLK	
NEW: (70–170 INCL., NON–JET)	1100–0300
V93 PXT V16 V33 V286 STEIN	
OR	
(70–170), JETS) DAILY	1100–0300
V33 V286 STEIN	
BALTIMORE TO ROCHESTER	
NEW: V31 ROC154 CHESY	1100–0300

2. *Deleting existing routes, use this format:*

SPECIAL USE AIRSPACE LOW ALTITUDE PREFERRED ROUTES (or other applicable section)	
NORTHEAST U.S.	EFFECTIVE HOURS
(applicable A/FD)	UTC
Effective April 28, 1994, the following routes are deleted:	
BALTIMORE TO NORFOLK	
BALTIMORE TO ROCHESTER	

NOTE–

Multiple routes are considered a set and the entire set must be deleted to be shown as in this example. If only one route of the set is deleted, use the modified format in example 3.

3. *Modifying existing routes, use this format:*

SPECIAL USE AIRSPACE LOW ALTITUDE PREFERRED ROUTES (or other applicable section)	
NORTHEAST U.S.	EFFECTIVE HOURS
(applicable A/FD)	UTC
Effective April 28, 1994, the following routes are modified:	
BALTIMORE TO NORFOLK	
OLD: (70–170 INCL., NON–JET)	1100–0300
V87 PXT V6 V73 V286 STEIN	
OR	
(70–170), JETS) DAILY	1100–0300
V33 V286 STEIN	
BALTIMORE TO ROCHESTER	
V81 ROC154 CHESY	1100–0300
Note – Notice that in the routes from Baltimore to Norfolk, there are two available routes and that only the first route changed. The two routes are considered a set and the entire set must be submitted, even if only one route is being changed.	

Section 15. North American Route Program

17–15–1. PURPOSE

The North American Route Program (NRP) provides the users of the NAS greater flexibility in flight plan filing at or above 29,000 feet (FL290).

17–15–2. RESPONSIBILITIES

a. The David J. Hurley Air Traffic Control System Command Center (ATCSCC) shall:

1. Have the authority to suspend and/or modify NRP operations for specific geographical areas or airport(s). Suspensions may be implemented for severe weather reroutes, special events, or as traffic/equipment conditions warrant.

2. Conduct special user teleconferences and transmit ATCSCC advisories whenever a provision of the NRP will not be available to the user community for more than one hour.

3. Be the final approving authority for all TM initiated restrictions to NRP flights outside of 200 NM from point of departure or destination.

b. ARTCC TMUs shall:

1. Avoid issuing route and/or altitude changes for aircraft which display the remarks "NRP" except when due to strategic, meteorological or other dynamic conditions.

2. Coordinate with ATCSCC prior to implementing any restriction to NRP flights beyond 200 NM from point of departure or destination.

17–15–3. PROCEDURES

a. Continually monitor sector activity and utilize available resources to identify potential sector or airport overloads. Where appropriate, the traffic management specialists, supervisors, air traffic control specialists, and the ATCSCC shall implement coordinated activities to ensure traffic flows are consistent with the ability of a functional position or airport to provide efficient air traffic services.

b. "NRP" shall be retained in the remarks section of the flight plan if the aircraft is moved due to weather, traffic, or other tactical reasons. In these situations, every effort will be made to ensure the aircraft is returned to the original filed flight plan/altitude as soon as conditions warrant.

c. Traffic management specialists shall not enter "NRP" in the remarks section of a flight plan unless prior coordination concerning this particular flight is accomplished with the ATCSCC or as prescribed by international NRP flight operations procedures.

d. The en route facility within which an international flight entering the conterminous United States requests to participate in the NRP shall enter "NRP" in the remarks section of the flight plan.

17–15–4. REPORTING REQUIREMENTS

Reports of unusual or unsatisfactory events attributable to NRP traffic should be forwarded to the System Operations ATCSCC via facsimile at (703) 904–4459 or telephone at (703) 708–5106. Reports shall include, at a minimum: aircraft call sign, type, altitude, route of flight, affected sectors, brief description of event, description of impact, and any actions taken.

17–15–5. USER REQUIREMENTS

a. International operators filing through Canadian airspace, at or east of Sault St. Marie (SSM), to destinations within the conterminous United States will be required to file over one of the following inland fixes to be eligible to participate in the NRP: SSM, TAFFY, EBONY, ALLEX, BRADD, TOPPS, TUSKY, YXU, and QUBIS.

b. International operators filing through Canadian airspace, west of SSM, to destinations within the conterminous United States may utilize any inland navigational fix west of SSM within 30 NM north of the common Canada/United States airspace geographical boundary to be eligible to participate in the NRP.

c. Flights shall be filed and flown via any standard instrument departure (SID) procedure, standard terminal arrival route (STAR) for the departure/arrival airport respectively, or published preferred IFR routes, for at least that portion of flight which is within 200 NM from the point of departure (egress) or destination (ingress). If the procedure(s) above do not extend to 200 NM, published airways may be

used for the remainder of the 200 NM. If procedure(s) above do not exist, published airways may be used for the entire 200 NM.

d. Operators that file a flight plan which conforms to a published preferred IFR route shall not enter "NRP" in the remarks section of that flight plan.

e. Operators shall ensure that the route of flight contains no less than one waypoint, in the FRD format, or NAVAID, per each ARTCC that a direct route segment traverses and these waypoints or NAVAIDs must be located within 200 NM of the preceding ARTCC's boundary. Additional route description fixes for each turning point in the route shall be defined.

f. Operators shall ensure that the route of flight avoids active restricted areas and prohibited areas by at least 3 NM unless permission has been obtained from the using agency to operate in that airspace and the appropriate air traffic control facility is advised.

g. Operators shall ensure that "NRP" is entered in the remarks section of the flight plan for each flight participating in the NRP program.

Section 16. Coded Departure Routes

17–16–1. PURPOSE

This section prescribes policies and guidelines for Coded Departure Route(s) (CDR).

17–16–2. DEFINITION

The CDR program is a combination of coded air traffic routings and refined coordination procedures designed to mitigate the potential adverse impact to the FAA and users during periods of severe weather or other events that impact the NAS.

17–16–3. POLICY

Abbreviated clearances must only be used with CDRs at locations covered by a Memorandum of Agreement (MOA) between the customers and the FAA that specifies detailed procedures, or with general aviation customers who include in the remarks section of their flight plan, "CDR Capable".

NOTE–
Air Traffic Control Facilities will determine which city pairs will be included in the database.

17–16–4. RESPONSIBILITIES

a. The ATCSCC shall:

1. Manage the national CDR program.

2. Operate as Office of Primary Interest (OPI) at the national level.

3. Conduct a review of the submitted CDRs and facilitate necessary corrections.

4. Notify activation/deactivation of CDR usage through the ATCSCC Advisory System.

b. The National Flight Data Center shall:

1. Forward to the ATCSCC Point of Contact (POC) any changes to published navigational database, (i.e., SIDs/STARs, NAVAIDs, preferred routes, etc.) contained in the National Flight Data Digest(s) (NFDD) that are effective for the subsequent chart date. This data shall be provided at least 45 days before the chart date.

2. Error check all submitted route elements and forward errors noted during the validation to the ATCSCC for resolution.

c. ARTCCs shall:

1. Identify, develop, coordinate, and establish CDRs, as needed, in accordance with this section.

2. Supply a POC for the ATCSCC to contact regarding CDRs.

3. Ensure that all affected facilities have approved newly created CDRs, or CDR route amendments, prior to inclusion in the operational database.

4. Ensure CDRs in the national database are limited to 20 per city pair.

5. Notify the originating Center when a CDR must be modified to accommodate changes within your airspace, e.g., traffic flow changes, airway realignments, and navigational aid designator changes. Exceptions – revisions to Standard Terminal Arrival (STAR) Procedure and Standard Instrument Departure (SID) Procedure numbers will be entered at the ATCSCC.

6. Ensure EAS Stereo Flight Plans utilized for CDRs and CDRs published in the operational database are identical.

7. Report unusable, inaccurate, or unsatisfactory CDRs to the ATCSCC POC or via Planning Team (PT) feedback form available on the ATCSCC web page. Reports shall include the CDR designator, affected sectors, and specific description of the impact, and, if appropriate, suggestion for modification.

8. Facilitate the coordination necessary for the usage of abbreviated clearances, when requested.

d. The terminal facilities shall coordinate with their host ARTCC for all matters pertaining to CDRs.

17–16–5. CDR DATA FORMAT

All Centers shall develop and update CDRs in accordance with the following:

a. Eight–Character Designator. All facilities shall use the eight character naming convention. The eight character name must comply as follows:

1. Characters one through three are the three-letter ID of the origination airport.

2. Characters four through six are the three-letter ID for the destination airport.

3. Characters seven and eight are reserved for local adaptation and may be any two alphanumeric characters other than O or I.

NOTE-
O and I shall not be used to preclude confusion with numbers zero and one. (Examples of the naming convention are: ATLLAX9N, BOSLAX01, and EWRSFOGR).

b. CDRs may be developed for aircraft with basic navigational capabilities (/A) or with advanced RNAV capabilities (/E, /F, /G, /J, /K, /L, /Q, /R).

c. All CDRs shall have current procedure numbers (SID/STAR) included as a part of the route string.

NOTE-
Examples of acceptable procedure numbers are: LGC8, OTT5, and SWEED5. Examples of unacceptable procedure numbers are: MINKS#, MINKS STAR, MINKS%.

d. All CDR route strings shall tie into normal arrival routings into the destination airport.

e. Approved database format:

1. Route string data shall include only uppercase characters (A-Z) or numbers with spaces separating each element (J48 ODF MACEY2 ATL).

2. No dots, dashes, asterisks, plus signs, or placeholders are to be included, because most flight planning systems will not accept them.

3. No leading zeroes are permitted in victor or jet airways (J12 is permitted, J012 is not).

f. CDRs for each location shall be published via the national CDR database. Updates to the CDR database will coincide with the normal 56-day chart updates. There are two segments of the CDR database. The operational database is a read-only record of all the current CDRs. The staging database is read-only to users but amendable by FAA facilities. The staging database replaces the operational database on each chart date.

g. CDRs shall be processed in accordance with the following timelines:

1. All changes must be entered into the staging database at least 36 days prior to each chart date. The staging database is closed to changes 35 days prior to each chart date.

NOTE-
The timeline for the staging database is available under the Options drop-down menu. In addition to the drop-down menu, the status of the staging database is given at each login to the CDR database.

2. 30-35 Days Prior to the Chart Date. During this period, the staging database is checked for errors. Any errors are forwarded to the POC designated at each facility for correction. If the error cannot be corrected immediately, the route involved will be deleted from the database for that cycle. Once the error is corrected, the route may be reentered for a future date.

NOTE-
30 days prior to the Chart Date the staging database is available to FAA and users for downloading or updating of their files.

3. On each chart date, the staging database replaces the operational database and a mirror copy becomes the new staging database. The staging database is available for changes until it is locked 35 days prior to the next chart date, and the cycle starts over.

17-16-6. PROCEDURES

a. Facilities must notify ATCSCC when implementing and terminating CDRs.

b. The ATCSCC must issue an advisory when facilities are implementing or terminating CDRs.

c. Facilities must make real-time reports of unusable or inaccurate CDRs through the ATCSCC National System Strategy Team (NSST) for follow-up by the ATCSCC POC.

Section 17. Route Advisories

17–17–1. PURPOSE

This section prescribes policies and guidelines for issuing Route Advisories.

17–17–2. POLICY

In accordance with Federal Air Regulations, all operators have the right of refusal of a specific route and may elect an alterative. Alternatives include, but are not limited to, ground delay, diversion to another airport, or request to stay on the filed route.

17–17–3. EXPLANATION OF TERMS

a. Required (RQD): System stakeholders must take action to comply with the advisory.

b. Recommended (RMD): System stakeholders should consider Traffic Management Initiatives (TMI) specified in the advisory.

c. Planned (PLN): Traffic management initiatives that may be implemented.

d. For Your Information (FYI): Advisories requiring no action.

e. User Preferred Trajectory (UPT): The route that the user requests based on existing conditions.

f. System stakeholders: A group of interdependent NAS users and FAA air traffic facilities.

17–17–4. ROUTE ADVISORY MESSAGES

a. All route advisories must specify whether an action is RQD, RMD, PLN, FYI.

b. The following information will be included in a route advisory:

1. Header: Includes the DCC advisory number, category of route, and action. A "/FL" indicates that a flight list is attached to the advisory.

2. Name: Descriptive of the situation to the extent possible.

3. Constrained Area: Impacted area referenced by the advisory.

4. Reason: Causal factors for the advisory.

5. Include Traffic: Factors identifying specific flows of traffic in the route.

6. Facilities Included: May indicate the specific facilities or use the phrase "multiple facilities;" a minus sign (–) indicates to omit that facility's traffic from the route.

7. Flight Status: Will indicate all, airborne, or nonairborne.

8. Valid: Time frame for the route will be specified.

9. Probability of Extension: High, medium, low, or none will be stated.

10. Remarks: Further clarifying information.

11. Associated Restrictions: Traffic management restrictions to be implemented in conjunction with the route, e.g., miles in trail. ALT RSTN indicates that there is an altitude restriction associated with the advisory.

12. Modifications: Amendments to the standard Playbook routing.

13. Route: A specific route, route options, or user preferred trajectory around the area may be indicated. When UPT is indicated, an additional route(s) shall be listed. This route becomes the "default" route.

14. Footer: Date/time group for Flight Service Station information.

c. Categories of route advisories and possible actions are listed in the table below:

TBL 17-17-1

Categories of Route Advisories and Possible Actions

ROUTE CATEGORY	REQUIRED RQD	RECOMMENDED RMD	PLANNED PLN	INFORMATION FYI
1. Route	✓	✓	✓	✓
2. Playbook	✓	✓	✓	
3. CDR	✓	✓	✓	
4. Special Operations	✓			
5. NRP Suspensions	✓			
6. VACAPES (VS)		✓	✓	
7. NAT	✓			
8. Shuttle Activity	✓	✓	✓	
9. FCA	✓			
10. FEA		✓	✓	✓
11. Informational		✓	✓	✓
12. Miscellaneous		✓	✓	✓

17–17–5. RESPONSIBILITIES

a. The ATCSCC must:

1. Be the final approval authority for all routes that traverse multiple center or terminal boundaries.

2. Coordinate routes with impacted facilities prior to implementing the route.

3. Verbally notify all impacted en route facilities of the implementation, modification, or cancellation of routes as the situation dictates.

4. Document and disseminate coordinated routes through an advisory with a flight list, if appropriate.

5. Implement, modify, and/or cancel routes.

b. Field Facilities must:

1. Remain cognizant of operational areas of interest in the National Airspace System (NAS) including local adaptations that affect route changes; e.g., Preferential Arrival Routes and Preferential Arrival Departure Routes, and forward any issues that may require modification to normal traffic flows within their area of jurisdiction when national support may be required.

2. Coordinate routes with facilities within their area of jurisdiction.

NOTE-
Normally the ATCSCC coordinates with en route facilities, en route facilities coordinate with terminals.

3. Participate in the PT TELCON as appropriate.

4. Implement the required routes for flights less than 45 minutes from departure or airborne. The departure Center is responsible for ensuring that proposed flights are on the proper route, and airborne traffic is the responsibility of the Center with track control and communications when the advisory is received.

5. Forward user requests to deviate from required routes to the ATCSCC, if they traverse more than one Center.

c. NAS users should:

1. Amend flight plans to the published route when aircraft are 45 minutes or more from departure;

2. Forward requests to the ATCSCC Tactical Customer Advocate (TCA) when an aircraft is on the ground and is requesting to deviate from a published route.

17–17–6. PROCEDURES

a. System stakeholders must forward information to be considered in route planning and route implementation when capable.

b. Time permitting, the ATCSCC consolidates the information for inclusion into the PT TELCON, or initiates tactical action, as required.

c. The ATCSCC coordinates routes with impacted facilities and issues advisories.

d. The ATCSCC verbally advises all impacted Centers that a route advisory has been issued, modified, or cancelled.

e. Field facilities and users review advisories and dynamic lists, and take appropriate action.

f. Field facilities issue routes to users if flight plans do not reflect the required routes as stated in the advisory.

g. If a route is cancelled, field facilities leave the aircraft on the existing route at the time of the cancellation of the route, unless a new route pertinent to the aircraft is issued.

h. NAS users forward requests to the ATCSCC TCA for flights that request to be exempted from required routes. The TCA completes the coordination and provides a determination on the request to the appropriate party(ies).

i. Routes are implemented, modified, and cancelled as needed.

Section 18. Operations Plan

17–18–1. PURPOSE

Establishes the process, structure and responsibilities for developing, managing and implementing a daily strategic plan for air traffic operations in the National Airspace System (NAS).

17–18–2. DEFINITION

a. The Operations Plan (OP): The OP is a plan for management of the NAS. The OP is a collaboratively developed plan. The OP is derived by the Planning Team (PT) after collaboration with the FAA and customer's weather forecasters, FAA Air Route Traffic Control Center (ARTCC) Traffic Management Officer (TMO) or designee, other FAA field facility management personnel, airline planners, Air Traffic Control System Command Center (ATCSCC) personnel, international facilities, military, and general aviation system customers.

b. Trigger: A specific event that causes a specific traffic management initiative (TMI) to be implemented.

1. A trigger is for planning purposes and is intended to reduce coordination when implementing the specified TMI.

2. All en route facilities impacted by the TMI must be contacted prior to implementing the TMI in response to the trigger.

3. En route facilities must relay TMIs to affected terminal facilities within their area of jurisdiction.

4. All triggers will be identified by "IF, THEN" clauses in the OP.

EXAMPLE–
IF thunderstorms develop as forecast on J96, THEN ZKC will initiate the ORD BDF1 Playbook route.

c. The OP will specify:

1. Terminal constraints: facilities where delays are expected to be 15 minutes or greater.

2. En route constraints: facilities where expanded miles–in–trail, deviations, and tactical reroutes may be required.

17–18–3. RESPONSIBILITIES

a. The ARTCC TMO or their designee must:

1. Participate via the PT Telephone Conference (TELCON) in the formulation and development of the OP when stated on the previous OP, or requested later by the ATCSCC, or issues within the facility arise that may require inclusion in the OP.

2. Provide input on:

(a) Equipment outages having an operational impact;

(b) Internal initiatives;

(c) Terminal constraints;

(d) Route closure/recovery information;

(e) Anticipated Traffic Management Initiatives (TMI) necessary to manage the system; or

(f) Other issues which may impact operations (i.e., staffing, special events, etc.). See FIG 17–17–1, Operational Planning TELCON Checklist.

3. Brief and direct facility Operational Supervisors, Traffic Management Supervisors, Traffic Management Units, and operational personnel on the implementation of the OP and gather additional information for the next TELCON.

4. Coordinate with and provide direction to underlying facilities on the implementation of the OP.

5. Monitor and assess the OP, notifying the ATCSCC of problems that may impact the OP.

6. Provide operational feedback for use in post–operational evaluation of the OP.

b. The ATCSCC shall:

1. Maintain the Planning Team (PT) TELCON Bridge.

2. Maintain a web page for publicizing the OP to aviation systems users.

c. The ATCSCC National Operations Manager (NOM) shall:

1. Direct the facility National Traffic Management Officer (NTMO), ATCSCC operational units, and personnel on implementation of the OP.

2. Coordinate with and provide direction to FAA facilities on implementation of the OP.

d. The ATCSCC PT shall:

1. Lead the PT in development of the OP.

2. Record participation of FAA and non-FAA entities in PT TELCONs.

3. Formulate the OP through coordination with PT members using the OP Timeline.

4. Brief the NOM, NTMO, and other ATCSCC operational elements on the OP.

5. Post the OP on the ATCSCC web site and issue as a numbered advisory.

6. Document agreed upon triggers in the OP.

e. The Terminal Facility Management must:

1. When notified by the ARTCC TMO or designee or ATCSCC PT, participate in the PT TELCONs.

2. Brief and direct facility operational personnel on actions required by the OP.

3. Monitor and assess the OP, notifying the ATCSCC of problems that may impact the OP.

17-18-4. PROCEDURES

a. The PT is composed of FAA and customer weather forecasters, FAA ARTCC's TMO, or designee, other FAA field facility management personnel, airline strategic planners, ATCSCC personnel, international facilities, and military and general aviation system customers.

b. The ATCSCC has been delegated the authority to direct the operation of the PT TELCONs for the FAA.

1. The ATCSCC will notify those FAA facilities required to participate as part of the PT TELCON.

2. Military, international, and general aviation entities will be included as necessary.

c. The PT collaborates on the formation of the OP. The OP is normally developed for the hour beginning after the TELCON commences and the subsequent six (6) hours. The OP is updated, amended, and evaluated on a recurring basis through a dedicated TELCON Phone Bridge at the ATCSCC.

d. Collaborative Convective Forecast Product (CCFP): The CCFP is the consolidated input of ARTCC Weather Service Unit (CWSU), Aviation Weather Center (AWC) personnel, ATCSCC Weather Unit (DCCWU) personnel, and airline meteorologists. The CCFP is the primary weather product used by the PT in developing the OP.

e. OP Timeline (all times local/eastern): The OP Timeline provides a method for group decision-making and collaboration in dealing with system constraints. Modification of the timeline, participation, and scheduling is done at the discretion of the PT and as directed by the ATCSCC.

1. 5:00 a.m. - National Weather TELCON: ATCSCC PT monitors the weather TELCON, receives midnight operational briefing, and collaborates with select FAA facilities and users for the next amendment.

2. 6:00 a.m. - Amendment to the OP is published on the ATCSCC web page and through an ATCSCC numbered advisory.

3. 6:00-7:00 a.m. - Individual team entities conduct an assessment of operation in preparation for the OP TELCON. The ATCSCC identifies and notifies FAA facilities required to participate in the PT TELCON.

4. 7:15 a.m. - Planning TELCON conducted: The OP is developed by the PT.

5. 8:00 a.m. - The OP is published on the ATCSCC web site and via numbered advisory.

6. 8:00-9:00 a.m. - Individual team entities conduct an assessment of operation in preparation for the OP TELCON.

7. 9:15 a.m. - Planning TELCON conducted: The OP is developed by the PT.

NOTE–
TELCON/planning cycle repeats every 2 hours or as conditions warrant. The time intervals may be varied; however, each OP and associated advisory will state the time for the next TELCON.

FIG 17–18–1
Operational Planning TELCON Checklist

Review the Current OP

Review the CCFP

Input from the Areas

- Staffing
- Combined Sectors
- Anticipated Initiatives
- Equipment
- Anticipated Traffic Volume
- Constraints/Other

Input from Approaches and Towers

- Current Configuration and AAR
- Anticipated Configuration and AAR
- Other

Miscellaneous

- VIP Movement
- Special Events
- Military Activities
- Diversions

Flow Constrained Areas

- Current
- Anticipated
- Pathfinders
- Recovery

Anticipated Traffic Management Initiatives

- Alternatives
- Triggers Needed
- Exit Strategy Needed

Section 19. National Playbook

17–19–1. PURPOSE

The National Playbook is a collection of Severe Weather Avoidance Plan (SWAP) routes that have been pre–validated and coordinated with impacted ARTCCs. The National Playbook is designed to mitigate the potential adverse impact to the FAA and users during periods of severe weather or other events that affect coordination of routes. These events include, but are not limited to, convective weather, military operations, communications, and other situations.

17–19–2. POLICY

Facilities and the ATCSCC must use National Playbook routes in preference to ad hoc routes. National Playbook routes must only be used after collaboration and coordination between the ATCSCC National System Strategy Team (NSST) and the Traffic Management Unit(s) of affected air traffic facilities.

17–19–3. DEFINITION

The National Playbook is a traffic management tool developed to give the ATCSCC, other FAA facilities, and system users a common product for various route scenarios. The purpose of the National Playbook is to aid in expediting route coordination during those periods of constraint on the NAS. The National Playbook contains the most common scenarios that occur during each severe–weather season and each includes the resource or flow impacted, facilities included, and specific routes for each facility involved. Each scenario in the National Playbook includes a graphical presentation and has been validated by the individual facilities involved in that scenario. The National Playbook is available on the ATCSCC web site.

17–19–4. RESPONSIBILITIES

a. The ATCSCC shall:

1. Manage the National Playbook program.

2. Operate as OPI at the national level.

3. As a minimum, conduct a yearly review of the National Playbook routes and procedures.

4. Facilitate the validation process for additions, modifications, updates, and corrections.

5. Notify of activation/deactivation of National Playbook route usage through the ATCSCC Advisory System

6. Maintain a listing of all National Playbook routes on the ATCSCC web page.

b. The NFDC shall forward to the ATCSCC point of contact (POC) any changes to published navigational database, (i.e., SIDs/STARs, NAVAIDs, preferred routes, etc.) contained in the National Flight Data Digests (NFDD) that are effective for the subsequent chart date. This data shall be provided at least 45 days before the chart date.

c. The En Route and Oceanic Operations Service Area and Terminal Operations Service Area offices shall:

1. Ensure facilities submit data as required.

2. Resolve discrepancies and issues identified.

3. Submit suggestions for improving the process, when applicable.

d. The ARTCCs shall:

1. Identify, develop, and coordinate National Playbook routes as needed, in accordance with this section.

2. Supply a POC for the ATCSCC to contact regarding National Playbook routes.

3. Participate in the validation process of National Playbook routes impacting their facility. The validation of a National Playbook route is considered complete when all facilities affected by that route have confirmed the route as acceptable by responding in writing to the ATCSCC. Validation may also be accomplished by responding through the National Playbook automation tool, where it is available.

4. Report unusable, inaccurate or unsatisfactory route data contained in the National Playbook to the ATCSCC. Reports shall include the National Playbook designation and specific description of the

data error and, if appropriate, suggestion for modification.

5. Recommend improvements in the process, if applicable.

e. Terminal Facilities shall coordinate with their host ARTCC for all matters pertaining to National Playbook.

17–19–5. NATIONAL PLAYBOOK DATA FORMAT

a. All Centers shall develop and update the National Playbook in accordance with the following:

1. National Playbook routes shall be developed under the concept that aircraft with basic navigation capabilities (/A) will be able to navigate them unless otherwise designated.

2. All National Playbook routes that specify the use of an arrival and departure procedure shall have that procedure number (SID/STAR) included as part of the route string.

NOTE–
Examples of acceptable procedure numbers are: LGC8, OTT5, and SWEED5. Examples of unacceptable procedure numbers are: MINKS#, MINKS STAR, and MINKS %.

3. Approved database format:

(a) Route string data shall include only uppercase characters (A–Z) or numbers with spaces separating each element; for example: J48 ODF MACEY2 ATL.

(b) No dots, dashes, asterisks, plus signs, or placeholders are to be included.

(c) No leading zeroes are permitted in victor or jet airways (J12 is permitted, J012 is not).

b. National Playbook routes will be published on the ATCSCC web site. Updates to the National Playbook will coincide with the normal 56–day chart updates.

c. Changes to the National Playbook shall be processed in accordance with the following timelines:

1. All changes must be submitted to the ATCSCC POC at least 35 days prior to each chart date.

2. All National Playbook additions, modifications, or other changes must be validated at least 35 days prior to each chart date to be eligible for inclusion in that update.

NOTE–
1. *The deadline for submitting changes for the next update to the National Playbook is stated on page 2 of the National Playbook currently in effect.*

2. *Seven days prior to the chart date a preview version of the National Playbook will be made available to FAA facilities via the ATCSCC web site.*

17–19–6. PROCEDURES

a. National Playbook routes are considered active when the ATCSCC NSST has completed coordination with all impacted facilities. An ATCSCC numbered advisory will be sent by the NSST describing the route being used.

b. National Playbook routes may be modified tactically to achieve an operational advantage. The ATCSCC NSST will coordinate these changes verbally with all impacted facilities and ensure that the published advisory contains the modification(s).

c. Facilities must monitor and provide real–time reports of the impact and continued need for the use of the National Playbook route(s) through the ATCSCC NSST.

d. A National Playbook route is no longer active when the expiration time stated on the advisory has been reached without an extension coordinated or a decision to cancel the route has been reached. If the route is cancelled prior to the expiration time, the ATCSCC NSST will coordinate with all impacted facilities and publish an advisory stating that the route has been cancelled.

e. If there are circumstances that prevent the use of a National Playbook route, then the air traffic facility involved must inform the ATCSCC NSST. The ATCSCC NSST will coordinate this information with the Planning Team (PT). It is the responsibility of the impacted facility and the ATCSCC to ensure the route is not utilized until the circumstance(s) preventing its use is corrected or the route is deleted.

Section 2. Elimination of Fixed–Wing Special Visual Flight Rules Operations

18–2–1. PURPOSE

This section prescribes policy and guidance for the elimination of fixed–wing special visual flight rules (SVFR) operations within Class B and Class C airspace areas.

18–2–2. POLICY

Fixed–wing SVFR operations may interfere with the safe, orderly and expeditious flow of aircraft operating under instrument flight rules (IFR) within certain high activity airspace areas (Class B, or C airspace areas only). To preclude such adverse effect, it may be necessary to eliminate SVFR operations within those affected airspace areas.

NOTE–
Section 3, Appendix D to Part 91 of 14 CFR lists the locations wherein fixed–wing SVFR operations are prohibited.

18–2–3. RESPONSIBILITIES

a. Each Service Area office shall conduct periodic reviews of terminal areas to determine when fixed–wing SVFR operations should be eliminated or restored in the specific airspace areas.

b. Each Service Area office shall forward the names of the airspace surface areas recommended for elimination/restoration of fixed–wing SVFR operations, with detailed justification, to the System Operations Airspace and Aeronautical Information Management for review.

Index

[References are to page numbers]

A

Administration of Facilities
- ATS Continuity, 2–1–2
- Authorization for Separation, 2–1–6
- Checking Published Data, 2–1–2
- Duty Familiarization, 2–2–1
- Equipment Trouble, 2–2–5
- Facility Directives Repository, 2–2–6
- Handling MANPADS Incidents, 2–1–4
- Interregional Requirements, 2–1–1
- Position Responsibilities, 2–2–1
- Position/Sector Binders, 2–1–1
- Reference Files, 2–1–1
- Release of Information, 2–1–1
- Sign In/Out and On/Off Procedures, 2–2–3
- Standard Operating Procedures, 2–1–1
- VSCS Equipment, 2–2–5

Air Traffic Control Assigned Airspace (ATCAA), 2–1–9

Air Traffic Security Coordinator (ATSC), 20–3–1

Air Traffic Security Liaison (ATSL), 20–3–1

Air Traffic Tactical Operations Programs, 17–2–1

Aircraft
- DOE, 5–3–1
  - Accidents, Reported/Unreported, 5–3–1
  - Atmosphere Sampling, 5–3–1
  - Due Regard Operations, 5–3–1
  - Special Flights, 5–3–1
  - Weather Reconnaissance Flights, 5–3–2
- Flight Inspection, 5–2–1
- High Altitude Inspections, 5–2–1
- Identification Problems, 2–1–5
- Identifying DOT/FAA, 5–2–1
- Open Skies Treaty, 5–3–3
- R & D Flight, 5–2–1

Airport, Traffic Patterns, 2–1–8

Airport Arrival Rate (AAR), 10–7–1

Airport Emergency Plans, 2–1–4

Airport Lighting, 10–6–1

Altimeter Requirements, 2–10–1

Altimeter Setting to ARTCC, 2–10–2

Altitude Assignments, S/VFR and VFR, 3–9–2

Appearance, 2–7–1

Approach Control Ceiling, 2–1–6

Approach Light Systems, 10–6–2

ARFF, 2–1–4

ATIS, 10–4–1

ATSC. *See* Air Traffic Security Coordinator

ATSL. *See* Air Traffic Security Liaison

Automated Position Sign On/Off, 4–6–5

B

Bird Hazards, 2–1–7

Blood Donors, 2–8–2

Bomb Threats, 2–1–3

Briefing, Air Traffic Bulletin, 2–2–4

Briefings, Order Changes, 2–2–5

C

Charts
- Disposition of Obsolete, 2–1–9
- EOVM, 3–9–2
- Minimum Vectoring Altitude, 3–9–1

Classified Operations, 20–4–2

Color Displays–Terminal, Color Use on ATC Displays, 3–10–1

Combine/Recombine an ATCT/TRACON, 2–1–9

Communications
- Battery–powered Transceivers, 3–3–2
- CIRNOT Handling, 2–2–4
- Emergency Frequencies, 3–3–1
- Facility Status Report, 3–3–2
- GENOT Handling, 2–2–4
- Monitoring Frequencies, 3–3–1
- Service “F”, 3–3–1
- Telephone, 3–3–1
- Testing ELT, 3–3–2
- Use of Communications, 3–2–1
  - FBI Use, 3–2–1
- VSCS Frequency Backup, 3–3–2
- VSCS Reconfigurations, 3–3–3
- VTABS, 3–3–3

[References are to page numbers]

Comparison Checks, 2–10–1

Conferences
Coordination of Procedures, 4–2–1
Local, 4–2–1
Published Items, 4–2–1

Conflict Alert, 11–2–2

Continuity of Operations and Continuation of Government (COOP/COG), 20–4–1

COOP/COG. *See* Continuity of Operations and Continuation of Government

Coordination
Communication and Documentation, 20–5–1
Coordination, 20–5–1
Responsibilities, 20–5–1

Correspondence
Disposition of VAR, 4–5–2
Irregular Operation, 4–1–1
Letters of Procedures, 4–5–1
Letters to Airmen, 4–5–1
Policy/Procedures, 4–1–1
Preliminary Environmental Review, 4–1–1
Service Area Review, 4–1–1
Standards, 4–1–1

D

DEN. *See* Domestic Events Network

Density Altitude Broadcast, 2–10–2

Derelict Balloons/Objects, 18–5–1

Direction Finders
Antenna Site, 3–6–1
ASR–Associated, 3–6–2
Assigning Heading Using DF/ASR, 3–6–2
Canceling DF, 3–6–2
Commissioning Equipment, 3–6–1
Equipment Limitations, 3–6–1
Inaccurate Bearing Indication, 3–6–1
Operating Procedures, 3–6–1
Strobe Line Indication, 3–6–1

Domestic Events Network (DEN), 20–4–1

DTM, 11–2–3

E

ELT Incident, 9–3–1

En Route
Areas of Operation, 6–1–1
Areas of Specialization, 6–1–1
Computer Interface, 6–6–1
Flight Progress Strip, Usage, 6–1–2
General, 6–1–1
Operating Position Designators, 6–1–1
Operations, 6–3–1
Sector Information Binders, 6–2–1
Sectors, 6–1–1
Configuration, 6–1–1
Services, 6–4–1
Stored Flight Plan, 6–5–1
Stored Flight Plan Program
Bulk Store File
Maintenance, 6–5–2
Preparation, 6–5–2
Coordination, 6–5–2
Criteria, 6–5–1
Implementation, 6–5–2
Remarks Data, 6–5–2

En Route Data
Deficiencies, 7–2–1
Performance, 7–1–1

Equipment
Frequencies, 15–2–1
General, 15–1–1

Establishing Diverse Vector Area, 3–9–3

Explosives Detection, 2–1–5

F

Facility
Identification, 2–1–9
Visitors, 2–7–1

Facility Directives Repository (FDR), 2–2–6

Facility Equipment
Basic, 3–1–1
Color Displays–Terminal, 3–10–1
Generator Transfer Procedures, 3–1–2
Maintenance, 3–1–1

[References are to page numbers]

Facility Statistical Data
Aircraft Contacted, 16–2–1
Airport Operations, 12–2–1
Flight Plan Count, 16–3–1
General, 12–1–1, 16–1–1
Instrument Approach, 9–2–1, 12–4–1
Instrument Operations, 12–3–1
Operational Count, 9–1–1
Other Reports and Forms, 9–3–1
Pilot Briefing Count, 16–4–1
Printing of Lists and Tallies (Model 1 Full Capacity), 16–6–1
Reports and Information, 16–5–1

Familiarization/Currency Requirements, 2–3–1

FDR. *See* Facility Directives Repository

Field Facilities, 20–2–1

Flight Request
Aerobatic Practice, 5–4–3
Certifying Record Attempts, 5–4–2
Crop Duster/Antique, 5–4–2
Deviation, 5–4–1
Flight Test, 5–4–2
Photogrammetric Flights, 5–4–3
Sanctioned Speed, 5–4–2

Flight Service Operations
General, 13–1–1
Operations, 13–3–1
Positions/Services, 13–2–1
Services, 13–4–1
Flight Plan, Prefiled, 13–4–1

Flight Service Station
Operations
Airport, Search Arrangements, 13–3–1
Landing Area, Status Check, 13–3–1
Liaison Visits, 13–3–1
Tie–In NOTAM Responsibility, 13–3–1
Position/Service Information Binders, Position/Services, 13–2–1

FOIA
Accident/Incident, 4–8–1
Computer Data, 4–8–1
Preserve Tape, 4–8–1

Forms
7210–8, 9–3–1, 9–3–3
7230–1, 12–1–1, 12–2–1, 12–2–2
7230–10, 4–6–3, 4–6–9
7230–12, 9–2–1, 9–2–2, 12–1–1, 12–4–1, 12–4–2
7230–13, 16–5–1
7230–14, 9–1–3, 9–1–4
7230–16, 9–2–1, 12–1–1, 12–4–1
7230–26, 12–1–1, 12–2–1, 12–3–2, 12–3–3
7230–4, 4–6–1, 4–6–8, 17–5–3
7233–1, 16–3–1, 16–4–1
7233–4, 16–3–1, 16–4–1
7233–5, 16–4–1
7233–6, 16–5–2
7460–2, 11–2–2, 11–4–1
Preparation, 4–6–1

G

Gate Hold Procedures, 10–4–2

H

Hours of Duty, 2–4–1
Service Hours, 2–4–1
Status of Service, 2–4–1

I

Information, Law Enforcement, 2–2–5

Intelligence Analysis and Communication, 20–4–2

L

Land–Based Air Defense Identification Zone (ADIZ), 2–1–8

Law Enforcement, Cooperation with, 2–7–1

LAWRS Hours of Operation, 2–9–1

Legal Liabilities of Personnel, 2–2–1

Letters of Agreement, 4–3–1
Aircraft Call Signs, 4–4–1
AIT, 4–3–5
Approval, 4–3–3
Cancellation, 4–3–4
Developing, 4–3–2
Operations Under Exemptions, 4–4–1
Review, 4–3–3
Revisions, 4–3–3
RSU, 4–4–1
Subjects, 4–3–2

[References are to page numbers]

Line of Authority
Air Traffic Security Coordinator (ATSC), 20–3–1
Air Traffic Security Liasion (ATSL), 20–3–1
System Operations Security, 20–3–1

M

MANPADS, Handling MANPADS Incidents, 2–1–4

Maps, Video
Common Reference Points, 3–8–2
Intensity, 3–8–1
Mapping Standards, 3–8–1
Tolerance for Fix Accuracy, 3–8–1
Video Map Data, 3–8–1

MCI, 11–2–2

Medical, 2–8–1
Alcohol, 2–8–2
Clearance Requirements, 2–8–1
Drugs and Sedatives, 2–8–1
Special Evaluations, 2–8–1
Status, 2–8–2

Meteorological Services and Equipment
Broadcasts, 14–4–1
EFAS, 14–3–1
General, 14–1–1
Weather Briefing, 14–2–1

MIA, 10–4–6

Military Headquarters, 1–1–2

MSAW, 11–2–2

N

NAS Changes, 3–1–1

NAS En Route Automation
Displays, 8–3–1
General, 8–1–1
Procedures, 8–2–1

National Playbook, 17–19–1

National Programs
ATTS, 11–2–1
Data Recording and Retention, 11–3–1
Helicopter Route Chart, 11–6–1
Standard Terminal Automation Replacement System (STARS), 11–8–1
Terminal Area VFR Route, 11–7–1
Terminal VFR Radar Services, 11–1–1
TPX–42, 11–4–1
VFR Planning Chart, 11–5–1

National Traffic Management Log, 17–5–1

Navigational Aids
Malfunctions, 3–5–2
Monitoring, 3–5–1
Originating NOTAMs, 3–5–2

O

Ocean21, 6–8–1
Controller Pilot Data Link Communications, 6–8–2
Error Repair Position Responsibilities, 6–8–1
Facility Manager Responsibilities, 6–8–1
General, 6–8–1
Ocean21 Channel Changeovers, 6–8–2
Operational Supervisor–In–Charge Responsibilities, 6–8–1
Outages, 6–8–2
Transfer of Position, 6–8–2

Operational Suitability, 11–2–2

Operations Plan, 17–18–1

Operations Security, Strategic and Tactical
Coordination, 20–5–1
Line of Authority, 20–3–1
Organizational Missions, 20–1–1
Organizational Responsibilities, 20–2–1
Supplemental Duties, 20–4–1

Organizational Missions
Strategic Operations Security Mission, 20–1–1
System Operations Security Mission, 20–1–1
Tactical Operations Security Mission, 20–1–1

Organizational Responsibilities
Field Facilities, 20–2–1
Strategic Operations Security, 20–2–1
Tactical Operations Security, 20–2–1

Outdoor Laser Demonstrations, 2–1–9

P

Pilot Eduction, 4–2–1

Practice Instrument Approaches, 10–4–2

Precision Approach Path Indicator (PAPI) Systems, 10–6–3

[References are to page numbers]

Precision Obstacle Free Zone (POFZ), 10–1–6

Precision Runway Monitor–Simultaneous Offset Instrument Approaches, 10–4–4

Presidential Aircraft
- Communications Circuits, Use of, 5–1–2
- Coordination, 5–1–1, 5–1–3
- Monitoring, 5–1–2
- Movement, 5–1–3
- Rescue Support, 5–1–3
- Security of Information, 5–1–2

Presidential Movement, 20–4–1

Pretaxi Clearance Procedures, 10–4–1

Prohibited/Restricted Areas, 2–1–7

Q

Quality Assurance Review, 4–6–1

R

Radar Use, 3–7–2
- Beacon System, 3–7–2
- Commissioning Facilities, 3–7–1
- Monitoring Mode 3/A Codes, 3–7–2
- Prearranged Coordination, 3–7–3
- System and Display Setting, 3–7–3
- Target Sizing, 3–7–3

Recorders, Tape
- Assignment of Channels, 3–4–1
- Checking and Changing Tapes, 3–4–2
- Handling Tapes or DATs, 3–4–2
- Use of, 3–4–1
- VSCS Data Retention, 3–4–3

Records
- Collection of Data, 4–6–1
- Facility, 4–6–1

Reduced Separation on Final, 10–4–5

Reduced Vertical Separation Minimum, 6–9–1
- Equipment Suffix and Display Management, 6–9–2
- Facility Manager Responsibilities, 6–9–1
- Front–Line Manager–In–Charge/Controller–In–Charge Responsibilities, 6–9–2
- General, 6–9–1
- Mountain Wave Activity, 6–9–2
- Non–RVSM Operator Coordination Requirements, 6–9–2
- Operations Manager–In–Charge Responsibilities, 6–9–1
- Suspension of RVSM, 6–9–3
- Wake Turbulence and Weather Related Turbulence, 6–9–3

Regulatory Information
- Authorizations and Exemptions, 18–3–1
- Fixed–wing SVFR, 18–2–1
- Moored Balloons, Kites, and Unmanned Rockets, 18–5–1
- Parachute Jump, 18–4–1
- Temporary Flight Restrictions, 19–1–1
- Waivers and Authorizations, 18–1–1

Reports
- Delay Reporting, 4–7–1
- Monthly, 4–7–1
- System Impact, 4–7–1
- Unidentified Flying Object, 4–7–1

Route Advisories, 17–17–1

Runway
- Intersection Takeoffs, 2–1–5
- Obstacle Identification, 2–1–9

RVV/RVR Equipment, 2–9–2

S

Safety Logic Systems Supervisor/CIC Procedures, 11–9–1
- Ensure Status, 11–9–1
- Limited Configuration, 11–9–2
- Monitor Alerts and Ensure Corrective Action, 11–9–1
- System Operation, 11–9–1
- Watch Checklist, 11–9–2

Security, 2–7–1

SIFs. *See* Special Interest Flights

Special Interest Flights (SIFs), 20–4–1

Strategic Operations Security, 20–2–1

Strategic Operations Security Mission, 20–1–1

SUA and PAJA Frequency Information, 2–1–10

Supplemental Duties
- Classified Operations, 20–4–2
- Continuity of Operations and Continuation of Government (COOP/COG), 20–4–1

[References are to page numbers]

Domestic Events Network (DEN), 20–4–1
Intelligence Analysis and Communication, 20–4–2
Presidential Movement, 20–4–1
Special Interest Flights (SIFs), 20–4–1

Suspicious Activities, 2–7–1

System Operations Security, 20–3–1
Operations Security, Strategic and Tactical, 20–1–1

System Operations Security Mission, 20–1–1

T

T & A Recording, 4–6–7

Tactical Operations Security, 20–2–1

Tactical Operations Security Mission, 20–1–1

Temporary Flight Restrictions, 19–1–1

Terminal Operations, Services, and Equipment
Airport Arrival Rate (AAR), 10–7–1
General, 10–1–1
Lighting, 10–6–1
Operations, 10–3–1
Position Binders, 10–2–1
Radar, 10–5–1
Services, 10–4–1

Time Checks, 2–4–1

Time Standards, 2–4–1

Traffic Lights, Gates, and Signals, 3–1–1

Traffic Management
Coded Departure Routes, 17–16–1
Coordination, 17–5–1
Ground Delay Programs, 17–8–1
Ground Stop(s), 17–9–1, 17–10–1
Initiatives, 17–6–1
Line of Authority, 17–3–1
Monitor Alert Parameter, 17–7–1
North American Route Program, 17–15–1
Organizational Missions, 17–1–1
Preferred IFR Routes Program, 17–14–1
Responsibilities, 17–2–1
Severe Weather Management, 17–12–1
Special Programs, 17–11–1
Supplemental Duties, 17–4–1
SWAP, 17–13–1

Traffic Management (TM) Support of Non–Reduced Vertical Separation Minima (RVSM) Aircraft, 17–20–1

U

Unauthorized Laser Illumination of Aircraft, 2–1–10

URET. *See* User Request Evaluation Tool

User Request Evaluation Tool
Computer Data Retention, 6–7–4
Outages, 6–7–2
Responsibilities, Front–Line Manager–in–Charge, 6–7–1
Responsibilities, Facility Manager, 6–7–1
Responsibilities, Operations Manager–in–Charge, 6–7–1
Restrictions Inventory and Evaluation, 6–7–3
Standard Use of Automated Flight Data Management, 6–7–2
Traffic Counts and Delay Reporting, 6–7–3
Transfer of Position Responsibility, 6–7–4
Transition and Training Planning, 6–7–3
URET Airspace Configuration Elements, 6–7–2
Waiver, Interim Altitude Requirements, 6–7–4

V

VFR Waypoint Chart Program, 11–10–1
Criteria, 11–10–1
Definition, 11–10–1
Policy, 11–10–1
Responsibilities, 11–10–2

Video Maps, 11–2–3

Visual Approach Slope Indicator (VASI) Systems, 10–6–3

W

Watch Coverage, 2–5–1
Area Supervision, 2–5–1
CIC, 2–5–2
Consolidating Positions, 2–5–2
Holiday Staffing, 2–5–2
Overtime Duty, 2–5–2
Relief Periods, 2–5–1
Schedules, 2–5–1
Supervision Coverage, 2–5–1
Supervisors Hours of Duty, 2–5–2

[References are to page numbers]

Watch Supervision
Assignments, 2-6-1
Basic Watch Schedule, 2-6-3
CIC, 2-6-1
Consolidating Positions, 2-6-2
Controller-in-Charge Designation, 2-6-2
Controller-in-Charge Selection, 2-6-2
Holiday Staffing, 2-6-3
Manager, 2-6-1
Overtime Duty, 2-6-3
Relief Periods, 2-6-3
Supervisor, 2-6-1

Weather/Visibility, 2-9-1
Dissemination, 2-9-1
Record Center, 2-9-2
Visibility Charts, 2-9-2
Visual Observations, 2-9-2

Wind Indicator Cross Check, 2-10-1

Wind Instrument Sensors, 2-10-1

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

**JO 7210.3V CHG 1
7/31/08**

BRIEFING GUIDE

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

**Initiated By: AJR-0
Vice President, System Operations Services**

Table of Contents

Paragraph Number	Title	Page
1–2–5	ABBREVIATIONS	3
2–1–18	LAND–BASED AIR DEFENSE IDENTIFICATION ZONE (ADIZ)	3
2–9–9	SPECIFIC AREA MESSAGE ENCODING (SAME) WEATHER RADIOS	5
3–10–1	GUIDELINES FOR USE OF COLOR ON ATC DISPLAYS	5
10–3–8	TAXI INTO POSITION AND HOLD (TIPH) OPERATIONS	7
13–4–6	AUTOMATIC FLIGHT INFORMATION SERVICE (AFIS) – ALASKA FSSs ONLY	9
17–4–1	TELEPHONE CONFERENCES	10
17–5–4	RESPONSIBILITIES	11
17–5–9	NTML DATA ENTRIES	14
17–6–4	TYPES OF TMIs	14
CHAPTER 17 SECTION 9	TRAFFIC MANAGEMENT NATIONAL, CENTER, AND TERMINAL AIRSPACE FLOW PROGRAMS (AFP)	14
17–9–3	LOCAL GROUND STOP(S)	19
CHAPTER 17 SECTION 19	TRAFFIC MANAGEMENT NATIONAL, CENTER, AND TERMINAL AVIATION SYSTEM PERFORMANCE METRICS	20

1. PARAGRAPH NUMBER AND TITLE: 1-2-5. ABBREVIATIONS

2. BACKGROUND: Where the term Front-Line Manager is used, the abbreviation or reference to FLM may be used.

3. CHANGE:

OLD

TBL 1-2-1

ABBREVIATIONS

Abbreviation	Meaning
Add	Add

NEW

TBL 1-2-1

ABBREVIATIONS

Abbreviation	Meaning
FLM	**Front-Line Manager**

---

1. PARAGRAPH NUMBER AND TITLE:
2-1-18. LAND-BASED AIR DEFENSE IDENTIFICATION ZONE (ADIZ)

2. BACKGROUND: For several years, the Air Traffic Organization has supported national defense initiatives in the Washington DC Metropolitan Area Air Defense Identification Zone (DC ADIZ). In accordance with national directives, this change prescribes standardized procedures for handling aircraft in all locations where security services are required and establishes communication procedures for security tracking of aircraft within security airspace.

3. CHANGE:

OLD

2-1-18. LAND-BASED AIR DEFENSE IDENTIFICATION ZONE (ADIZ)

Terminal and en route facility management shall establish procedures for the following:

a. Record, on the flight progress strip, where an aircraft enters the ADIZ, using cardinal direction (e.g., north, northeast, east), the time the aircraft entered, and the aircraft's destination or transit path.

b. If a flight progress strip does not exist for the aircraft, record the call sign, transponder code, entry point (e.g., north, northeast, east), and time of entry into the ADIZ.

NEW

2-1-18. LAND-BASED AIR DEFENSE IDENTIFICATION ZONE (ADIZ)/AIR TRAFFIC CONTROL (ATC) SECURITY SERVICES

ATC security services are designed to support the national security mission of the FAA and other agencies. A designated Security Services position has area responsibility for the purpose of security service. Such positions do not have airspace jurisdiction and are not ATC operational positions for purposes beyond the scope of this section, i.e., transfer of control, communications, point-out, etc.

a. The FLM/CIC shall report all instances of loss of radio communication, intermittent transponder or transponder/Mode C failure, the inability to security track aircraft, and other unusual IFR/VFR flight information to the Domestic Events Network (DEN) through the appropriate lines of communication. Some examples are, but are not limited to; suspicious activities, deviation from assigned course/altitude, or other equipment malfunction that may cause an aircraft to operate in an unexpected manner. Relay all known information regarding the aircraft.

b. ATC Security Services Position: ATC Security Services Position is responsible for providing ATC security services as defined. This position does not provide air traffic control IFR separation or VFR flight following services, but is responsible for providing security services in an area comprising airspace assigned to one or more ATC operating sectors and as such, normal airspace jurisdictional constraints do not apply.

c. Notify the Domestic Events Network, through the appropriate lines of communication, of any aircraft approaching, overflying, and within the lateral limit of the ADIZ that appears as a primary radar target or is operating without automatic altitude reporting capability. Relay all known information regarding the aircraft.

Add

c. Facility manager shall:

1. Designate in a facility directive which existing position(s) and frequencies will be utilized to provide Security Services when required and the transition procedures from the ATC operational status to the Security Services Position.

2. Ensure that contingency plan parent and support procedures are updated regarding operational capability level (OCL) changes that affect Special Security Areas.

NOTE–
The requirement to establish an ATC Security Services Position in addition to ATC operating position does not by itself constitute a need for additional staffing nor is its purposes intended to justify or deny facility staffing needs.

d. When the Security Services position and the ATC Operating position are both staffed, detailed position responsibilities shall be defined in the facility directive.

NOTE–
Airspace sectorization and the workload associated with the normal use of that airspace may degrade the ability of an ATC operation position to provide security services. When this occurs, pilots shall be held outside of the security services area in accordance with FAAO JO 7110.65 para 9–2–1, Aircraft Carrying Dangerous Materials, subpara b2.

1. When an ATC Security Services Position is not separately staffed, the appropriate ATC operating position responsible for that airspace will assume the security service responsibilities.

2. Requests for ATC services to VFR aircraft operating within the designated area to enter positive controlled airspace shall be issued by the appropriate radar position in accordance with FAAO JO 7110.65, Air Traffic Control, and other applicable directives.

e. Adjacent Airport Operations

1. Aircraft that will enter the designated airspace after departing controlled airports within or adjacent to security areas shall 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.

1. PARAGRAPH NUMBER AND TITLE:
2-9-9. SPECIFIC AREA MESSAGE ENCODING (SAME) WEATHER RADIOS

2. BACKGROUND: This paragraph will provide guidance for use of National Oceanic and Atmospheric Administration (NOAA) weather radios equipped with Specific Area Message Encoding (SAME) to be utilized by personnel in air traffic control towers.

3. CHANGE:

OLD	NEW
Add	**2-9-9. SPECIFIC AREA MESSAGE ENCODING (SAME) WEATHER RADIOS**
Add	***TERMINAL***
	SAME Radios shall only be used to provide weather information for occupants of Terminal facilities. This equipment is not certified for the purpose of providing weather or any other aviation-related information and therefore shall not be used for any aviation-related purpose.
	a. SAME Radios shall not be used in lieu of pre-existing emergency evacuation procedures or FAA certified sources of aviation related weather data.
	b. SAME Radios shall only be programmed for the specific county/territory of the facility.
	c. The following shall be affixed to the SAME Weather Radio so as to be visible: "This equipment is not certified for the purpose of providing weather or any other aviation-related information and therefore shall not be used for any aviation-related purpose."

---

1. PARAGRAPH NUMBER AND TITLE: 3-10-1. GUIDELINES FOR USE OF COLOR ON ATC DISPLAYS

2. BACKGROUND: The new color displays that are being deployed have many color capabilities to distinguish certain items to controllers. The development of a national color standard has been provided by the Human Factors team through the published document "Guidelines for the Use of Color on ATC displays," authored by Kim Cardosi, Ph.D. and Dan Hannon, Ph.D., June 1999. Some color selections are mandatory since intuitive meaning exists for the color coding (i.e., red denotes danger). Color coding (the use of color to have a specific meaning) shall conform to the following reserved meanings consistent with conventional associations for particular colors: Red shall indicate conditions such as no-go, error, failure, or malfunction. Flashing red shall be used only to indicate emergency conditions requiring immediate user action to avert personnel injury or equipment damage. Yellow shall indicate marginal conditions, alert users to situations where caution or rechecking is necessary, or notify users of an unexpected delay. The use of colors to indicate conventional meanings is also dependent on the color appearing against an appropriately contrasting background. For instance, white or light gray background is appropriate for black text. There is a difference between radar displays in the TRACON and CTRDs. Color selections for the CTRDs deserve special consideration due to the ambient light differences. Sunglasses and certain types of contact lenses can change color appearance on the CTRD. These guidelines provide limited flexibility since display capabilities and ambient lighting in each facility differs. Degradation of color over time must be addressed locally through regular scheduled maintenance procedures which ensure anticipated performance of the monitor and the efficacy of the colors selected. The appearance of color(s) on monitors will change over time. Also, light blue can appear as white. Local consideration must account for loss of color at each or all displays. The standardization of color will provide many facilities with added flexibility in using color to distinguish different items on the display.

3. CHANGE:

OLD	NEW
3-10-1. GUIDELINES FOR USE OF COLOR ON ATC DISPLAYS	**3-10-1. COLOR USE ON ATC DISPLAYS**
Add	**Color use on terminal systems was developed jointly with the Terminal Safety and Operations Support Office and the Terminal Automation Human Factors Team. This section provides guidelines on the use of color on ATC displays through a national standard for terminal air traffic displays. These guidelines are intended to standardize the use of colors across the terminal systems. Any use outside these guidelines must be developed jointly with the Terminal Safety and Operations Support Office, the appropriate Service Area Director, and the Terminal Automation Human Factors Team. All use of color on ATC displays must fall within these guidelines, except for MEARTS:** **a. Whenever color capabilities exist, the following National Color Standard for Terminal Systems shall be installed:** **1. Background shall be black.** **2. Point out identifier blinking or steady shall be yellow.** **3. Compass Rose, range rings, maps A and B shall be dim gray.** **4. Coordination rundown list as follows:** **(a) Unsent shall be green.** **(b) Unacknowledged shall be blinking green.** **(c) Acknowledged shall be steady green.** **5. Geographic restriction border, fill, and text shall be yellow.** **6. Data blocks owned shall be white.** **7. Limited or partial data blocks unowned shall be green.** **8. Search target symbol shall be blue.** **9. Beacon target extent shall be green.** **10. History trails shall be blue.** **11. Predicted track line shall be white.** **12. Minimum separation line shall be white.**
a. Whenever color is used to code critical information it must be used along with another method of coding.	**b.** Whenever color is used to **identify** critical information it must be used with another method of **notification such as blinking**.
b. Cultural color conventions (such as red for danger and yellow for warning) should not be violated.	**c.** Cultural color conventions **which cannot be violated include** red for danger and yellow for warning.
c. The color pure blue should not be used for text, small symbols, other fine details, or as a background color.	**d.** The color pure blue should not be used for text, small symbols, other fine details, or as a background color.

Add	**e. Ensure all colors that are used including text and symbols are presented in sufficient contrast.**
	f. Ensure no more than two colors are assigned to a single data block.
	g. Use of color in general should be kept to a minimum. When color is used to denote a specific meaning, e.g., yellow means caution, the number of colors used on a single display shall be no more than six and should be constrained to the primary colors of red, yellow, green, blue, orange, and cyan. The optimum number of colors used for coding should be limited to four.
	h. The specific colors that are selected for a display must take into account the ambient environment and the capabilities of the specific monitor.
	i. Any implementation of color is to be tested in the context and environment to which it was designed.
d. Color use needs to be consistent across all of the displays that a single controller will use.	**j.** Color use needs to be consistent across all of the displays that a single controller will use.
e. Facility air traffic managers shall make all requests for any color changes to color baseline through the Director of Terminal Safety and Operations Support.	**k.** Facility air traffic managers shall make all requests for any color changes to color baseline through the Director**,** Terminal Safety and Operations Support.

---

1. PARAGRAPH NUMBER AND TITLE: 10-3-8. TAXI INTO POSITION AND HOLD (TIPH) OPERATIONS

2. BACKGROUND: During a review of current TIPH procedures, it was noted that specific guidance for the preparation of a detailed facility directive was necessary for high risk activities during certain operations. The additional risks are now added to the current requirement for AT managers to prepare a facility directive for using TIPH. In addition to identifying the necessity to conduct TIPH operations, the document shall manage and monitor the identified risk in the specific areas of runway configuration, staffing and position combinations, weather, traffic volume, aircraft fleet mixture and limitation to visibility. The facility directive shall be approved by the responsible Service Area during its' annual review prior to posting the FAA electronic library.

3. CHANGE:

OLD	**NEW**
10-3-8. TAXI INTO POSITION AND HOLD (TIPH) OPERATIONS	**10-3-8. TAXI INTO POSITION AND HOLD (TIPH) OPERATIONS**
a. The air traffic (AT) managers must determine an operational need exists before conducting TIPH operations, to include such factors as capacity, efficiency, user input, etc.	**a.** The **A**ir **T**raffic (AT) **M**anager **shall:**
Add	**1. Determine an operational need exists before conducting TIPH operations.**
b. Before authorizing TIPH operations as specified in FAAO JO 7110.65, the AT manager must ensure the following:	**2.** Before authorizing TIPH operations**, conduct a review of the impact that airport configuration and local conditions may have on the application of TIPH procedures.**
1. A review of the impact that airport configuration and local conditions may have on the application of TIPH procedures.	Delete

2. A facility directive has been prepared prescribing:	**3. Prepare a** facility directive prescribing:
(a) Local procedures for conducting these operations.	No Change
(b) Methods to assist the local controller in maintaining awareness of aircraft positions on the airport. Such methods may include, but are not limited to, reading back the pilot's stated position, annotating flight progress strips, posting or arranging flight progress strips according to aircraft's intended takeoff position, or marking the location of aircraft with color-coded chips on a magnetic diagram of the airport.	**(b)** Methods to assist the local controller in maintaining awareness of aircraft positions on the airport**, i.e.,** annotating flight progress strips or marking the location of aircraft with color-coded chips on a magnetic diagram of the airport.
REFERENCE- *FAAO JO 7210.3, Para 10-1-7, Use of Active Runways.*	***REFERENCE-*** *FAAO JO 7210.3, Para 10-1-7, Use of Active Runways.*
(c) The consolidation and staffing of positions.	**(c)** The consolidation and staffing of positions.
(d) The requirement for the safety logic system to operate in full core alert runway configuration as an alternative to withholding landing clearance.	**(d)** The requirement**s necessary** for **issuing a** landing clearance **with an aircraft holding in position**.
Add	**(1) The safety logic system must be operated in full core alert runway configuration.**
Add	**(2) The reported weather must be ceiling of 800 feet or more.**
Add	**(3) The reported visibility must be 2 miles or more.**
Add	***REFERENCE-*** ***FAAO JO 7110.65, Para 3-9-4, Taxi into Position and Hold (TIPH), subpara c1.*** ***FAAO JO 7110.65, Para 3-10-5, Landing Clearance, subpara b.***
Add	**(e) Runway geometry, i.e., the physical configuration of runways and other airport movement areas.**
Add	**(f) Weather conditions, time of day, i.e., prevailing light conditions.**
Add	***REFERENCE-*** ***FAAO JO 7110.65, Para 3-9-4, Taxi Into Position And Hold (TIPH), subpara c1 and g.***
Add	**(g) Fleet mix.**
Add	***REFERENCE-*** ***FAAO JO 7110.65, Para 3-9-6, Same Runway Separation.*** ***FAAO JO 7110.65, Para 3-9-7, Wake Turbulence Separation For Intersection Departures.*** ***FAAO JO 7110.65, Para 3-9-8, Intersecting Runway Separation.***
Add	**(h) Traffic volume; complexity restrictions.**
Add	**(i) Obstructions or limitations to visibility from controller-to-aircraft and aircraft-to-aircraft perspectives.**
b3 through **d**	Renumbered **a4** through **c**

1. PARAGRAPH NUMBER AND TITLE: 13-4-6. AUTOMATIC FLIGHT INFORMATION SERVICE (AFIS) – ALASKA FSSs ONLY.

2. BACKGROUND: The Alaska Flight Services Information Area is broadcasting flight information from 10 automatic recorder units that were installed at remote Flight Service Stations (1 more planned for a total of 11). The first 3 of these were commissioned in the 1980s to provide repetitive information to pilots at busy remote locations, and the next 7 were installed in 2005 and 2006 as a result of the success of the program at the initial 3 airports. The FSS recorded flight information program is similar to the terminal ATIS program, but there are significant differences. FSS recordings do not provide runway in use or approach in use information, but do emphasize weather and local NOTAM information. The proposed change to FAAO JO 7210.3, along with changes to the AIM, FAAO JO 7110.10, and FAAO 7930.2, will name the broadcast service and equipment, "Automatic Flight Information Service (AFIS)," and establish procedures for the use of AFIS in Alaska FSS locations.

3. CHANGE:

OLD	NEW
Add	**13-4-6. AUTOMATIC FLIGHT INFORMATION SERVICE (AFIS) – ALASKA FSSs ONLY**
Add	**a. Alaska FSS AFIS provides a continuous broadcast of recorded non-control information at airports in Alaska where a Flight Service Station (FSS) provides local airport advisory service. The AFIS broadcast automates the repetitive transmission of essential but routine information such as weather, wind, altimeter, favored runway, breaking action, airport NOTAMs and other applicable information. The information is continuously broadcast over a discrete VHF radio frequency (usually the ASOS frequency). Pilots are urged to listen to AFIS when arriving, departing, and operating within the airport advisory area as it relieves frequency congestion on the local airport advisory frequency. AFIS is not used in terminal areas and does not contain approach information.**
Add	**b. Before transmitting, the voice message shall be reviewed to ensure content is complete and accurate. Ensure specialist speech rate does not exceed 100 words per minute, the enunciation is of the highest quality, and each part of the message is easily understood.**
Add	**c. Keep messages as brief and as concise as practical.**
Add	**d. ASOS shall not be allowed to broadcast weather concurrent with AFIS.**
Add	**e. During hours of non-operation of Alaska FSS AFIS, ASOS broadcast capability shall allow the automated weather report to be broadcast on the ASOS frequency in the one minute update mode and include the following information:**
Add	**1. The FSS hours of operation or in the case of a seasonal FSS, a statement that the FSS is closed for the season.**
Add	**2. The appropriate common traffic advisory frequency (CTAF).**

Add	**3. The frequency for operating pilot controlled lighting.**
Add	**4. The AFSS and frequency for additional information.**
Add	**f. The AFSS air traffic manager that has responsibility for a FSS utilizing AFIS equipment shall ensure that ATCS personnel assigned to duty in that FSS are in compliance with the AFIS requirements and that they receive training to utilize AFIS equipment and are familiar with required procedures.**
13-4-6	Renumbered as **13-4-7**

---

1. PARAGRAPH NUMBER AND TITLE: 17-4-1. TELEPHONE CONFERENCES

2. BACKGROUND: The ATCSCC uses operational hotlines for coordination with air traffic facilities, support facilities, and customers. This change provides procedures for their use.

3. CHANGE:

	OLD	NEW
	17-4-1. TELEPHONE CONFERENCES	**17-4-1. TELEPHONE CONFERENCES**
	Title through **c**	No Change
Add		**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.**
Add		**1. The ATCSCC administers, facilitates, and manages operational Hotlines.**
Add		**2. Hotlines are used to communicate:**
Add		**(a) Airport and airspace capacity issues.**
Add		**(b) Constraint/capacity mitigation strategies.**
Add		**(c) Route availability information and route alternatives.**
Add		**(d) Weather information.**
Add		**(e) Equipment Outages.**
Add		**(f) Customer preferences for initiatives and alternatives.**
Add		**(g) Special circumstances, contingency requirements and emergency events.**

Add	**(h) All required coordination and information sharing necessary in regard to the event.**
Add	**(i) Coordination that can be accomplished quickly and precisely with all parties. If an item requires extensive coordination, other communication sources will be used.**
Add	**(j) Items that are not considered sensitive or classified in nature.**
Add	***NOTE–*** ***Examples of sensitive or classified items include VIP movement and military requirements or exercises.***

---

1. PARAGRAPH NUMBER AND TITLE: 17–5–4. RESPONSIBILITIES

2. BACKGROUND: The Aviation System Performance Metrics (ASPM) database was designed to extract data input by select facilities directly onto an Air Traffic Control System Command Center (ATCSCC) web page. This data is used daily for National Airspace System (NAS) performance analysis. Enhancements to the National Traffic Management Log (NTML) and procedural modifications were made to improve the coordination process and situational awareness.

3. CHANGE:

OLD	NEW
17–5–4. RESPONSIBILITIES	**17–5–4. RESPONSIBILITIES**
a. Facilities must:	**a. All f**acilities must:
1. Communicate and coordinate events that may have an impact on the NAS.	No Change
2. Utilize the NTML to document events and TMIs.	**2. Use** the NTML to document events and **traffic management initiatives** (TMI).
3. Designate a point–of–contact (POC).	Delete
b. The ATCSCC must:	No Change
1. Communicate directly with facility and service area representatives for a critique of operations and future plans for TM.	**1. Provide an FAA ATCSCC data entry web page for facilities identified in TBL 17–5–1, Aviation System Performance Metrics Airport Traffic Control Towers.**
2. Coordinate directly with service area representatives on plans, procedures, and operations that affect inter–facility traffic flows.	**2. Transmit these data to other FAA offices for analysis.**
3. Provide NTML to all Centers and designated terminals.	**3.** Provide **the** NTML to all **ARTCC TMUs** and designated terminals.
4. 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.	**4. Communicate directly with facility and service area representatives for a critique of operations and future plans for TM.**
5. Coordinate with the en route TMUs and terminals in the day–to–day operations of the NAS and resolve operational TM disagreements between facilities.	**5.** Coordinate **directly with service area representatives on plans, procedures, and operations that affect interfacility traffic flows.**

6. Conference affected Centers as needed when contacted by a terminal facility.	**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. Initiate TELCONs with customers and facilities, as necessary, to obtain input and to provide operational information, as well as, other significant events affecting the NAS.	**7. Coordinate with the TMUs in the day-to-day operations of the NAS and resolve operational TM disagreements between facilities.**
8. Subscribe to NTML entries pertinent to their position of operation.	**8. Conference affected ARTCC TMUs as needed when contacted by a terminal facility.**
Add	**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.**
Add	**10. Subscribe to the NTML entries pertinent to its position of operation.**
c. ARTCC TMUs and designated terminals must:	**c.** ARTCC TMUs and designated terminals must:
1. Advise the ATCSCC of situations and conditions that may require implementation of TM initiatives, or are of national interest.	**1.** Advise the ATCSCC of situations and conditions that may require implementation of **TMIs** or are of national interest.
2. Present unresolved conflicts between adjacent TMUs to the ATCSCC for resolution.	No Change
3. Notify the ATCSCC if a significant change in capacity is expected or has occurred.	No Change
4. Be the focal point for coordination relating to any TM issues, initiatives, programs, or information. Data received from underlying facilities must be forwarded to the ATCSCC in a timely manner.	**4.** Be the **contact** for **their underlying facilities about coordinating** any TM issues, initiatives, programs, or information. Data received from underlying facilities must be forwarded to the ATCSCC in a timely manner.
Add	**5. Advise the ATCSCC if an operational Hotline is requested including:**
Add	**(a) Facility participation required.**
Add	**(b) Requested customer participation and assist the ATCSCC in determining if the Hotline will be limited to "listen-only" customer capability.**
Add	**(c) Other aviation/airport resources requested.**
d. Terminal facilities must:	No Change
1. Coordinate with the appropriate ARTCC TMU and ensure that they are kept aware of situations and conditions that may require the implementation of TM initiatives.	**1.** Coordinate with the appropriate ARTCC TMU and ensure **it is** kept aware of situations and conditions that may require the implementation of TM initiatives.
2. Report any significant change in the capacity that is expected or has occurred.	**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.	No Change
4. Consult with the ATCSCC, the affected ARTCC, terminals, and customer organizations about the development and implementation of procedures, when appropriate.	**4.** Consult with the ATCSCC, the affected ARTCC **TMU**, terminals, and customer organizations about the development and implementation of procedures, when appropriate.

Add **e. Terminal facilities listed in TBL 17-5-1 must:**

Add **1. Enter the runway configurations (specifying runway numbers) and their associated AAR and ADR using the NTML.**

Add ***NOTE-***
Local procedures must be established to determine whether the tower or TRACON is responsible for these entries.

Add **2. Enter the hourly arrival and departure counts starting at 0700 and ending at 2259 local using the ATCSCC-supplied web page.**

Add ***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.

Add **3. Investigate and resolve issues about their web page.**

Add **4. Submit suggestions for improvement to the Terminal Operations area office, when applicable.**

Add **f. The information for subpara e above applies to any airport in a ground delay program.**

Add **g. Field facility specialists with the NTML must:**

Add **1. Enter sign on/off times and initials.**

Add **2. Mark entries for equipment (E) when they cause a TMI or result in a TMI.**

Add **3. Mark entries for a QAR with a (Q) when they cause a TMI or result in a TMI.**

Add **4. Enter TMIs initiated by your facility.**

Add **5. Enter constraints in your area of responsibility that may impact the NAS and forward them to the ATCSCC.**

Add **6. Enter arrival, departure, and en route delay status, as appropriate.**

Add **7. Enter deicing status (in/out).**

Add ***NOTE-***
Facilities with the NTML are required to make the above data entries. At non-NTML facilities, the first facility overlying the non-NTML facility is responsible for entering data into the NTML. Facility personnel must enter data in a timely manner on the appropriate template. Timely is construed to mean that it would be useful to someone looking at the data in current time. If workload conditions or the situation prohibits entering the data in a timely manner, the information should be recorded by a subsequent or delayed entry.

Add	***TBL 17-5-1***
Add	**AVIATION SYSTEM PERFORMANCE METRICS** **AIRPORT TRAFFIC CONTROL TOWERS**
Add	**ABQ** **ANC** **ATL** **AUS** **BDL** **BHM** **BNA** **BOS** **BUF** **BUR** **BWI** **CLE** **CLT** **CVG** **DAL** **DAY** **DCA** **DEN** **DFW** **DTW** **EWR** **FLL** **GYY** **HNL** **HOU** **HPN** **IAD** **IAH** **IND** **ISP** **JAX** **JFK** **LAS** **LAX** **LGA** **LGB** **MCI** **MCO** **MDW** **MEM** **MHT** **MIA** **MKE** **MSP** **MSY** **OAK** **OGG** **OMA** **ONT** **ORD** **OXR** **PBI** **PDX** **PHL** **PHX** **PIT** **PSP** **PVD** **RDU** **RFD** **RSW** **SAN** **SAT** **SDF** **SEA** **SFO** **SJC** **SJU** **SLC** **SMF** **SNA** **STL** **SWF** **TEB** **TPA** **TUS** **VNY**

---

1. PARAGRAPH NUMBER AND TITLE: 17-5-9. NTML DATA ENTRIES

2. BACKGROUND: Enhancements to the National Traffic Management Log (NTML) and procedural modifications were made to improve the coordination process and situational awareness. This paragraph has been removed and incorporated into 17-5-4. Responsibilities.

3. CHANGE:

OLD	NEW
17-5-9. NTML DATA ENTRIES	Delete
17-5-10 through **17-5-12**	Renumbered as **17-5-9** through **17-5-11**

---

1. PARAGRAPH NUMBER AND TITLE:
17-6-4. TYPES OF TMIs
Chapter 17. Traffic Management National, Center, and Terminal
Section 9. Airspace Flow Programs (AFP)
17-9-1. POLICY
17-9-2. RESPONSIBILITIES
17-9-3. PROCEDURES
17-9-4. AMENDING EDCTs
17-9-5. CANCELLATION PROCEDURES
17-9-6. DOCUMENTATION
17-9-7. CUSTOMER OPTIONS

2. BACKGROUND: Airspace flow programs (AFPs) are a traffic management initiative (TMI) issued by the David J. Hurley Air Traffic Control System Command Center (ATCSCC) to reduce demand through identified areas of limited capacity. Aircraft are issued control times similar to ground delay programs to effectively manage en route traffic volume.

3. CHANGE:

OLD	NEW
17-6-4. TYPES OF TMIs	**17-6-4. TYPES OF TMIs**

Title through **h**	No Change
Add	**i. Airspace Flow Programs. (See Section 9, Airspace Flow Programs (AFP).)**
i. Ground Stops. (See Section 9, Ground Stop(s).)	**j.** Ground Stops. (See Section **10**, Ground Stop(s).)

OLD	NEW
Chapter 17. Traffic Management National, Center, and Terminal	**Chapter 17. Traffic Management National, Center, and Terminal**
Add	**Section 9. Airspace Flow Programs (AFP)**

OLD	NEW
Add	**17-9-1. POLICY**
Add	**AFPs may be applied to all aircraft departing airports in the contiguous United States and from select Canadian airports. Aircraft that have been assigned an EDCT in an AFP should not be subject to additional delay. Exceptions to this policy are miles-in-trail and departure/en route spacing initiatives that have been approved by the ATCSCC. AFP procedures do not apply to facilities in Alaska.**

OLD	NEW
Add	**17-9-2. RESPONSIBILITIES**
Add	**a. Facilities must:** **1. Remain cognizant of operational areas of interest and use FEAs to evaluate situations.** **2. Share FEAs that may require AFP consideration.**
Add	**b. The ATCSCC must implement, monitor, and cancel AFPs as appropriate.**
Add	**c. The Air Route Traffic Control Center Traffic Management Unit (ARTCC TMU) must monitor the effectiveness of the AFP and notify the ATCSCC of adjustments and revisions as necessary.**
Add	**d. The terminal must comply with the AFP-generated EDCTs.**

OLD	NEW
Add	**17-9-3. PROCEDURES**
Add	**Upon receipt of information that traffic flows have been impacted, or are expected to be impacted, and that significant delays may result:**

Add

a. The ATCSCC must:

1. Identify the constraint and potential AFP.

2. Issue an FCA and tag as FSM-eligible.

3. For the potential AFP, model program rates, scope, and duration. Time permitting, transmit a proposed AFP advisory.

4. Conference affected facilities and customers to review system demand, other known or anticipated factors, program rates, scope, and duration.

5. If it is determined that an AFP is the most appropriate Traffic Management Initiative (TMI):

(a) Send the AFP using the FSM and transmit an advisory.

(b) Coordinate with affected facilities to ensure the AFP is adequately managing demand.

(c) Use the traffic situation display (TSD) and FSM to monitor traffic flow patterns.

(d) Manage AFPs with revisions, extensions, and compressions, as appropriate, and transmit advisories.

(e) Provide EDCT information when requested.

Add

b. The ARTCC TMU must:

1. Issue a general information (GI) message to all towers, sectors and Flight Service Stations (FSS) advising of the AFP. In some instances, verbal notification, in addition to a GI, may enhance the dissemination of information.

2. Issue EDCT information to non-flight data entry and printout (FDEP)/flight data input output (FDIO)-equipped towers and other customers in sufficient time for proper planning and control actions. This does not include non-FDEP towers that are satellites of Terminal Radar Approach Control (TRACON) facilities. The TRACON is responsible for issuing these EDCTs to satellite towers.

3. Evaluate the delay assignment (DAS) mode and assign EDCTs, as appropriate.

(a) For DAS, acquire an EDCT from the ATCSCC for aircraft that do not receive an EDCT and are destined to/through the affected NAS element outside their ARTCC boundaries.

(b) For aircraft not assigned an EDCT the TMU must advise the ARTCC area supervisor of the appropriate DAS delay. If requested, the TMU should provide reroute information to avoid the AFP.

4. Keep the ATCSCC apprised of cancellations and diversions.

5. Relay information to the ATCSCC about EDCT issues when advised by a terminal facility.

6. Use FSM to obtain information about the AFP.

Add	**7. Provide EDCT information, when requested, for flights departing underlying non-towered airports. If a flight departing a non-towered airport is airborne and not in compliance with an AFP EDCT, coordinate with the National En Route Spacing Position (NESP) at the ATCSCC for the appropriate course of action.**
Add	**c. The TRACON/airport traffic control tower (ATCT) must:** **1. Use FSM or enhanced traffic management system (ETMS), if available, to obtain EDCT information.** **2. Ensure the EDCT is included in the flight clearance when an AFP is in effect.** **3. Issue EDCT information to non-FDEP/FDIO-equipped towers and other customers in sufficient time for proper planning and control actions.** **4. Provide EDCT information, when requested, for flights departing underlying non-towered airports.** **5. To the extent possible, plan ground movement of aircraft to meet the parameters of their EDCTs. If unable, advise the ARTCC.**
Add	**d. The ARTCC must:** **1. Ensure compliance with EDCTs issued for aircraft departing non-towered airports.** **2. If a visual flight rules aircraft requests an instrument flight rules clearance through an area under an AFP:** **(a) The air traffic control specialist (ATCS) will advise their supervisor/controller-in-charge when an unscheduled flight occurs needing an EDCT.** **(b) The supervisor will coordinate the appropriate DAS from the TMU and advise the ATCS.** **(c) The ATCS will advise the pilot of the DAS and take the necessary control action such as airborne holding, reroute, etc.**

OLD	**NEW**
Add	**17-9-4. AMENDING EDCTs**
Add	**a. Facilities with FSM may use the EDCT change request (ECR) tool, applicable to the controlled FCA element, to assign a new EDCT. Select the slot credit substitution (SCS) option when assigning a new EDCT for a flight. If the SCS option is not available, use the unlimited delay option.**
Add	**b. EDCT amendments not obtained using the ECR tool should be coordinated through the Tactical Customer Advocate (TCA) at the ATCSCC.**
Add	**c. Facilities without FSM must contact their overlying facility to request a new EDCT.**

OLD	**NEW**
Add	**17-9-5. CANCELLATION PROCEDURES**

Add	**a. When conditions no longer warrant AFP ground delays, the ATCSCC must:** **1. Conference all affected facilities and system customers to develop an operational plan for release of ground delayed traffic into the system.** **2. Purge the AFP and transmit an advisory stating the AFP has been canceled.**
Add	**b. The ARTCC TMU and the terminal TMU must:** **1. Issue cancellation information to underlying facilities.** **2. Notify facility personnel, as appropriate, of the cancellation.**

OLD	**NEW**
Add	**17-9-6. DOCUMENTATION**
Add	**Facilities must use the national traffic management log (NTML) where applicable to document all pertinent information related to the AFP, including, but not limited to, the start and stop times and the reason for the AFP. Facilities that do not have NTML will log information as required by local procedure.**

OLD	**NEW**
Add	**17-9-7. CUSTOMER OPTIONS**
Add	**a. When an AFP is in effect, system customers may exercise options other than ground delays.** **1. Intermediate landing: The flight should land at the intermediate airport to provide the delay necessary for the flight to arrive at the controlled time of arrival (CTA). Customer coordination with the TCA is required to avoid assignment of additional delay after an intermediate landing.** **2. Reroutes: Customers may reroute flights out of an AFP. Alternative route options will normally be discussed on either a planning telecon or an ad hoc telecon.**
Add	**b. Substitution of flights.** **1. The ATCSCC may deny substitution requests when deemed appropriate. The ATCSCC must transmit an advisory when substitutions are suspended and include an estimated time when substitutions will resume.** **2. Customers are permitted to exchange and substitute CTAs congruent with CDM agreements concerning substitutions.**
Section 17-9 through **17-18**	Renumbered as **Section 17-10** through **17-19**

---

1. PARAGRAPH NUMBER AND TITLE: 17-9-3. LOCAL GROUND STOP(S)

2. BACKGROUND: The local facility may initiate a local ground stop (GS) when conditions are not expected to last more than 30 minutes. The local GS is implemented when the facilities impacted are wholly contained within the local facility's

area of responsibility. Local GSs must not be extended without prior approval of the Air Traffic Control System Command Center (ATCSCC). Notification to the ATCSCC before implementing a GS and utilization of the Flight Schedule Monitor (FSM) will allow for better common situational awareness between the ATCSCC, field facilities, and our customers. Additionally, the workload for facilities will be lessened when automation of delay reporting for ground delay programs and ground stops begins.

3. CHANGE:

OLD	NEW
17-9-3. LOCAL GROUND STOP(S)	**17-10-3. LOCAL GROUND STOP(S)**
The local facility may initiate a local GS when conditions are not expected to last more than 30 minutes. The local GS is implemented when the facilities impacted are wholly contained within the local facility's area of responsibility. Local GSs must not be extended without prior approval of the ATCSCC.	**A** facility may initiate a local GS when **the facilities impacted are wholly contained within the facility's area of responsibility and** conditions are not expected to last more than 30 minutes. Local GSs must not be extended without prior approval of the ATCSCC.
a. The ARTCC TMU must:	**a.** The TMU must:
1. Explore and implement alternative initiatives prior to implementing a local GS, if feasible.	**1.** Explore and**, if warranted,** implement alternative initiatives **before** implementing a local GS.
2. Notify the ATCSCC if a local GS is expected to reach 15 minutes. This notification must be in accordance with para 17-5-12, DELAY REPORTING, and accomplished within 15 minutes of the initiation of the GS.	**2.** Notify the ATCSCC **before implementing a local GS.**
Add	***NOTE-*** ***If conditions prohibit notifying the ATCSCC before the GS is implemented, the TMU must inform the ATCSCC as soon as practical.***
3. Issue GS information to underlying facilities, using normal communication methods, in sufficient time for proper planning.	No Change
b. The Terminal facility must:	**b.** The Terminal facility must **notify the appropriate TMU before implementing a local GS.**
1 through **3**	Delete
NOTE- *When appropriate, the ATCSCC may issue an ATCSCC advisory for a local GS.*	***NOTE-*** ***If conditions prohibit notifying the TMU before the GS is implemented, the facility must inform the TMU as soon as practical.***
Add	**c. The ATCSCC must:**
Add	**1. When available, use the FSM to implement the GS.**
Add	**2. Issue an advisory.**

1. PARAGRAPH NUMBER AND TITLE:
Chapter 17. Traffic Management National, Center, and Terminal
Section 19. Aviation System Performance Metrics

2. BACKGROUND: Aviation System Performance Metrics was designed to enable select facilities to input data directly onto an ATCSCC web page for data analysis. The National Traffic Management Log will now be the only source to enter delay status, airports in/out of deicing, and runway configuration.

3. CHANGE:

OLD	NEW
Chapter 17. Traffic Management National, Center, and Terminal	**Chapter 17. Traffic Management National, Center, and Terminal**
Section 19. Aviation System Performance Metrics	Delete