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

ORDER
JO 1900.47B

Effective Date:
12/1/06

SUBJ: Air Traffic Organization Operational Contingency Plan

1. Purpose of This Order. Federal Aviation Administration (FAA) Order 1900.47B, Air Traffic Organization Operational Contingency Plan, establishes the ATO procedures, requirements, and responsibilities to develop, coordinate, support, maintain, revise, test, train, document, and implement operational contingency plans (OCP) for FAA air traffic control (ATC) facilities, Federal contract towers (FCT), FAA flight service stations (FSS), and contract automated flight service stations (AFSS), hereafter known as "ATC facilities."

2. Audience. This order is distributed to select offices and services within Washington headquarters, the William J. Hughes Technical Center; the Mike Monroney Aeronautical Center; the FAA Eastern, Central, and Western Service Areas; the Alaska and continental United States Flight Services Information Areas; Technical Operations Services; the David J. Hurley Air Traffic Control System Command Center; FAA contract ATC service providers; and all ATC facilities.

3. Where Can I Find This Order. You can find this order on http://dmis.faa.gov.

4. What This Order Cancels. FAA Order 1900.47A, Air Traffic Services Contingency Plan, dated March 20, 1997, and all changes to it are canceled.

5. Scope. The purpose of an OCP, also known as the facility contingency plan (CP), is to reduce the impact(s) and risk(s) to the National Airspace System (NAS) in the event a facility is, or facilities are, unable to safely and efficiently provide ATC services as required by FAA Orders 7110.65, Air Traffic Control; 7210.3, Facility Operation and Administration; 6000.15, General Maintenance Handbook for National Airspace System (NAS) Facilities; 7110.10, Flight Services; and 1900.1, FAA Emergency Operations Plan, as amended. En Route and Oceanic, Terminal, System Operations, Operations Planning, and Technical Operations Services, and FAA contract ATC service providers must jointly develop and maintain OCPs for all ATC facilities. OCPs can be triggered by a natural disaster, major system failure(s) or other event(s) that directly affects personnel, the delivery of operational ATC services, or other technical capabilities. In the event the Parent Facility or facilities become(s) incapacitated, all affected airspace must be assumed by other Support facilities. ATC services, to the extent possible, must also be assumed by other Support facilities. The event(s) may require activation of the OCP, the facility Emergency Operations Plan, or the national Business Continuity Plan (BCP). Nothing in this order should be construed as relieving facility managers of the responsibility to have procedures in place to respond to the wide variety of OCP events that may derogate the capability to provide ATC services.

6. Definitions. The following terms and their definitions are used throughout this order. Appendix 1 contains a list of abbreviations and acronyms.

a. **David J. Hurley Air Traffic Control System Command Center (ATCSCC)**. ATC facility responsible for monitoring and managing the daily flow of air traffic throughout the NAS. The following functions are located at the ATCSCC: (1) National Operations Control Center (NOCC), (2) Central Altitude Reservation Function (CARF), (3) Airport Reservation Office (ARO), (4) U.S. Notice to Airmen (NOTAM) Office, and (5) Weather Unit.

b. **Automated Contingency Tool (version 2 [ACT2])**. A real-time, Web-based administrative software application tool that is housed, maintained, and secured behind the FAA's Intranet firewall that is used to collect, organize input, maintain, modify, display, share, publish, and distribute OCPs.

c. **Business Continuity Plan (BCP)**. A precoordinated national plan containing operational and administrative instructions and procedures to be implemented following the execution of an OCP in the event of a declared long-term ATC Zero event. Transition from OCP to BCP is a System Operations executive decision.

d. **Control Center (CC)**. Control Centers maintain, monitor, and manage the availability of the NAS at the local service level.

e. **Crisis Response Plan**. A crisis management plan developed by the ATCSCC to respond to events, circumstances, etc., that, while "external" to the direct delivery of air traffic services, have both broad Agency and/or ATO impact and the need for common information to ensure coordinated actions. An example would be the coordination of the operational response to a natural disaster which is disruptive but may not have significantly impacted ATC facilities. The crisis response plan identifies the manner and need for the ATCSCC to provide support for all personnel performing crisis response actions and essential functions. Support may include the activation of the Crisis Management Center (CMC) within the ATCSCC that contains the necessary equipment and resources (communications, automation, logistics, security, technical operations, etc.) required by all affected lines of business to manage a crisis from start to finish.

f. **Must**. FAA Order 1000.36, FAA Writing Standards, dated March 31, 2003, Chapter 2, Writing principles, paragraph h, states, "Avoid using 'shall.' Shall is an ambiguous word. It can mean must, ought, or will. While shall cannot mean 'should' or 'may,' writers have used it incorrectly for those terms and it has been read that way by the courts. Almost all legal writing experts agree that it's better to use 'must' to impose requirements, including contractual requirements."

g. **National Operations Control Center (NOCC)**. The NOCC is located with the ATCSCC and monitors and manages the availability of the NAS at the national level.

h. **Operations Control Centers (OCC)**. OCCs maintain, monitor, and manage the availability of the NAS at the service area level.

i. **Operational Capability Level (OCL)**. Reduced level of ATC service(s) that a facility can provide requiring activation of an OCP. Also refer to OCL "Trigger".

j. **Operational Contingency Plan (OCP)**. A precoordinated plan containing operational and administrative instructions and procedures to be implemented by Parent Facility and affected Support ATC facilities in the event of an OCL declaration.

k. **Parent Facility**. A facility for which an OCP is developed. A facility can only be "parent" to its own OCP.

l. **Parent Facility Procedures**. Documents that describe the operational requirements for the Parent Facility. They contain precoordinated, predefined OCP steps to be implemented for the Parent Facility activating its OCP.

m. **Points of Contact (POC)**.

(1) National Contingency Planning POC (System Operations Services**)**. Person(s) responsible within the ATCSCC for the maintenance of this order and the administration of the ACT2.

(2) Service Area Administrative POC. Person(s) responsible for service area ACT2 and OCP administrative matters.

(3) Facility Operations POC. Person(s) responsible for the operations area. This position may be different in each facility, and must be designated in the Parent Facility Procedures. Normally only the Facility Operations POC may activate or cancel an OCL.

(4) Facility Administrative POC. Person(s) responsible for facility ACT2 and OCP administrative matters.

(5) National Operations Group POC (Technical Operations Services). Person(s) designated as the national OCP focal point for Technical Operations.

n. **Primary Notification Facility**. The Support Facility(s) responsible for making the initial notification for a Parent Facility activating its OCP.

o. **Support Facility**. Any ATC facility or Technical Operations center that participates in the OCP of a Parent Facility. A facility can be a Support Facility for many OCPs. The designation “Support Facility” is not limited to those facilities assuming airspace.

p. **Support Facility Procedures**. Documents that describe the operational requirements for the Support Facility. They contain precoordinated, predefined OCP steps to be implemented by affected Support facilities in response to the declaration of a Parent Facility OCL.

q. **Trigger**. A listing of predefined conditions that describe the point at which a Parent Facility Operations POC must declare an OCL.

7. Responsibilities.

a. Air Traffic Organization Executive Council (EC) must:

(1) Provide funding in the fiscal budget sufficient for all ATC facilities and their Support facilities to develop and maintain their OCPs, the Crisis Response Plan, and to implement agreed upon improvements to their OCPs.

(2) Provide funding in the fiscal budget for System Operations to maintain and upgrade the ACT2.

b. Vice President, System Operations Services, or designee, must:

(1) Ensure that all ATC facilities develop and maintain OCPs in the ACT2.

(2) Develop and maintain a Crisis Response Plan for the ATCSCC.

(3) Serve as the Office of Primary Interest (OPI) for this order including the responsibility to coordinate and obtain approval for any or all changes to this order with the other ATO lines of business included in this section.

(4) Coordinate reviews of OCPs, lessons learned, and post-event assessments with affected ATO lines of business.

(5) Serve as the national focal point for ATO OCPs, the ATCSCC Crisis Response Plan, and the national BCP.

(6) Ensure the continued maintenance and update of all aspects of the ACT2 software.

(7) Decide when transition from OCP to BCP is required.

c. Vice President, En Route and Oceanic Services, or designee, must provide oversight for and approve OCP-related actions, corrective plans, and decisions that will impact procedures, budget, staffing, equipment, ATC facility operations, or training.

d. Vice President, Terminal Services, or designee, must provide oversight for and approve OCP-related actions, corrective plans, and decisions that will impact procedures, budget, staffing, equipment, ATC facility operations, or training.

e. Vice President, Technical Operations Services, or designee, must:

(1) Assign the National Operations Group to serve as the national OCP focal point for Technical Operations.

(2) Designate a POC at CCs as focal points for Technical Operations service area OCP coordination.

(3) Develop, maintain, test, and execute Technical Operations CPs in support of the ATO OCP.

(4) Ensure CC POCs serve as a liaison between System Operations and air traffic facilities within their service area.

f. Manager, David J. Hurley Air Traffic Control System Command Center, or designee, must:

(1) Participate in and ensure notification of OCL declarations.

(2) Respond operationally as defined in the ATCSCC support procedures.

(3) Activate a facility's OCP based on an OCL if the facility is unable to activate its own OCP. The ATCSCC National Operations Manager (NOM) must notify all appropriate management officials either verbally or through electronic means.

(4) Notify customers (e.g., the airlines and business aviation), as necessary, when advised an OCL has been declared.

(5) Declare unannounced ATC Zero exercises to evaluate the readiness of a facility.

(6) Publish an annual schedule for air route traffic control centers (ARTCC) and certain large terminal radar approach control (TRACON) facilities to conduct scheduled tabletop exercises.

g. Facility traffic management units must:

(1) Participate in the development of facility OCPs.

(2) Provide air traffic flow management (ATFM) services when OCPs are activated.

(3) In coordination with Facility Operations POC, orchestrate a "return to service" ATFM plan to ensure a safe and efficient transition.

h. Service center manager, or designee, must:

(1) Designate the Systems Support Group as OPI for OCP oversight for field facilities within their service area.

(2) Designate Service Area Administrative POCs for OCP planning and coordination.

(3) Provide service area oversight and review of OCPs including facility ATC Zero and ATC Alert events and lessons learned reports that may be relayed to their respective ATO executive(s).

(4) Ensure adequate resources including administrative support as appropriate for OCP development, training, implementation, maintenance, and exercises.

i. Service Area Administrative POCs must:

(1) Serve as a liaison between the ATCSCC Procedures and Traffic Flow Management (TFM) Requirements Group and the field facilities within their respective service area.

(2) Collect and submit recommendations and suggestions for changes to this order or the ACT2 to the ATCSCC Procedures and TFM Requirements Group OCP Program Manager.

(3) Serve as service area focal point for administration of facility OCPs, training issues, and use of the ACT2.

(4) Identify, with the ATCSCC, facilities that may require direct coordination with the ATCSCC during OCP events.

(5) Set up and maintain a process for identification of those facilities to be notified by the ATCSCC and those that are notified by other Support facilities (e.g., ARTCCs.)

(6) Ensure notification phone numbers are verified by facilities at least once during the fiscal year.

(7) Collect, review, and distribute lessons learned reports as appropriate.

j. Facility manager, or designee, must:

(1) Ensure his/her facility(s) has developed and entered an OCP in the ACT2 that follows the formats prescribed in the ACT2 including the identification of operational and/or service limitations.

(2) Designate Facility Administrative POC(s) if available. Ensure the Service Area Administrative POC is advised upon the assignment of a new Facility Administrative POC.

(3) Designate Facility Operations POC(s) (i.e., position or individual where applicable).

(4) Ensure Parent Facility Procedures and Support Facility Procedures are developed in coordination with facility traffic management units. Where no TMU exists, ensure procedures are coordinated with the overlying facility TMU.

(5) Ensure appropriate Parent Facility Procedures and Support Facility Procedures are available and easily accessible to facility operational personnel.

(6) Ensure all operational changes to his/her Parent Facility OCP(s) are coordinated in advance with his/her Support facilities, the traffic management unit, and Technical Operations with a mutually agreed upon date of implementation.

(7) Ensure Parent Facility and Support Facility documents use the same version of the plan. This includes hard copies in position binders located in the operations area and the ACT2.

(8) Ensure, at a minimum, the facility conducts and documents in the ACT2 an annual review during the fiscal year of its OCP procedures, and completes a training exercise that includes updates to the OCP.

(9) Develop and include in the facility OCP a division of duties, tasks, and responsibilities for operational personnel during a simulated or actual OCP event.

(10) Review lessons learned reports and disseminate information to employees, as appropriate. Ensure lessons learned reports are entered into the ACT2 within 30 days of the OCP event termination.

(11) Review changes as appropriate to their Parent Facility OCP and re-certify their OCP in the ACT2 during the fiscal year in accordance with ACT2 generated notifications.

(12) Ensure the completion of post-event analysis and reports as required in paragraph 14 of this order.

k. Facility Administrative POC(s) must:

(1) Serve as the focal point for administrative matters such as forwarding questions, comments, and suggestions concerning the ACT2 to their Service Area Administrative POCs.

(2) Ensure that an OCP is developed and maintained after prior coordination with Technical Operations, Safety and Operations Support, their Support facilities, and their traffic management unit.

(3) Ensure that OCPs are readily available at appropriate operational control and maintenance positions.

(4) Ensure facility OCP data are accurate and entered into the ACT2.

(5) Ensure annual checks for currency and the accuracy of OCP Parent Facility and Support Facility personnel lists, including their notification telephone numbers.

(6) Facilitate the development, coordination, and maintenance of Support Facility Procedures to their Parent Facility OCP.

(7) At Technical Operations facilities, the Facility Administrative POC(s) may be appointed by their Service Area Administrative POC to serve as an OCP focal for training, development, implementation, and maintenance for some or all Support facilities in their Parent Facility plan.

(a) At ARTCCs, the Facility Administrative POC(s) must be appointed by their service area to serve as OCP focal for training, development, implementation, and maintenance for some or all Support facilities in their Parent Facility plan, including those in another service area.

(b) At terminal district facilities, the Facility Administrative POC(s) must be appointed by their service area to serve as an OCP resource in training, development, implementation, and

maintenance for some or all facilities within their district. The POC may also, with approved access, enter OCP data into the ACT2 for other facilities in their district.

l. Facility Operations POC(s) must:

(1) Serve as the single operational focal point and authority for the declaration of an OCL and implementation of the Parent Facility Procedures, and for declaring their Parent Facility operationally recovered. In most cases, this is the responsible manager or his or her designee as defined in FAA Order 7210.3, the Supervisory Traffic Management Coordinator-in-Charge (STMCIC), or the CC Team Lead-in-Charge.

(2) When activating the OCP, ensure the facility TMU and/or the ATCSCC NOM Watch Desk is advised. At ARTCCs and large TRACONs, this must be done directly. At all other ATC facilities, this may be accomplished through their notification ARTCC or other designated Support Facility (e.g., associated TRACON).

(3) Decide when to declare their Parent Facility operationally recovered. This can only occur after the equipment is certified as operational when necessary by Technical Operations and the decision is coordinated with all affected Support facilities, their TMU, and the ATCSCC NOM, and all parties agree the facility is ready to resume normal operations.

Note: Facility Administrative and Operations POC duties and responsibilities may be combined. In the absence of Facility Administrative and Operations POCs, the facility manager is responsible for the completion of these activities.

8. Documentation. All ATC facilities and Technical Operations centers must maintain easily accessible and current printed copies of their own Parent Facility and Support Facility OCPs in the operations and maintenance areas. For control, processing, and distribution purposes, facility OCPs are considered "For Official Use Only" and should be marked appropriately following the guidance contained in FAA Order 1600.75, Protecting Sensitive Unclassified Information (SUI). Copies of the Parent Facility OCP and Support Facility OCPs must be made available to all personnel reacting to the OCP event. Implementation of the OCP process described in this order also requires an understanding of the framework used in documentation. The relationships of these documents are shown in the following:

a. The Parent Facility OCP includes Parent Facility Procedures, Support Facility Procedures (those that support the Parent Facility) and attachments. The Parent Facility Procedures and Support Facility Procedures are documents that describe operational requirements for each facility and contain OCL descriptions, trigger thresholds, Support facilities' checklists and step-by-step instructions.

b. Each procedures document has attachments containing pertinent data needed to activate the OCP. Attachments must include if appropriate:

(1) Data Tables.

(2) Airspace Charts. Graphical representations of the airspace released and assumed. Airspace charts must be jointly developed and agreed to by all participating facilities. There are three types of airspace charts.

(a) Airspace Divestment Charts. Graphical depictions and the operational/service limitations of the airspace divested by the Parent Facility and assumed by Support facilities during implementation of an OCP. These charts must be developed and supplied to all applicable Support facilities so they are all aware of who is in control of the various portions of the Parent Facility's airspace. Airspace divestment charts are intended to be used by all applicable Support facilities/sectors. Airspace divestment charts must include at a minimum:

(1) ARTCC and approach control airspace boundaries and their operational/service limitations, as they will exist during the OCP implementation.

(2) Common frequencies, altitudes, sector names, and their operational limitations of assuming sectors of Support facilities.

(3) Any other useful information agreed upon by all participating facilities.

(b) Airspace Assumption Charts. Mandatory graphical depictions tailored for each Support Facility/sector, showing the airspace assumed by the Support Facility/sector in support of each Parent Facility from which it assumes airspace, and, if appropriate, other facilities. These charts are intended to be used by Support facilities/sectors before implementation, if needed, to design electronic maps and/or during implementation on/near operational positions to show controllers the airspace and the operational limitations they have assumed. They must be coordinated with the airspace divestment charts and should show, if possible, the following:

(1) Facility and assumed airspace boundaries and operational/service limitations as they will exist during the OCP implementation.

(2) Sector names, navigational aid (NAVAID) fixes common to facilities, common frequencies, and altitudes of assuming sectors with which the facility must interact during a contingency plan implementation.

(3) Any other useful information as described by the Support Facility, including operational limitations.

(c) AFSS Divestment Charts. FSSs and AFSSs must develop divestment charts as applicable showing graphical depictions and operational/service limitations of the area(s) of responsibility divested by the Parent Facility and assumed by the Support facilities during implementation of OCPs. Facilities providing En Route Flight Advisory Services (EFAS) must include divestment of the EFAS area in their Parent Facility plan.

9. Automated Contingency Tool (version 2 [ACT2]). All required documentation for the development, publication, sharing, and maintenance of OCPs is housed in the ACT2. The ACT2 is a real-time, Web-based *administrative* software application maintained by System Operations. Every ATC facility must:

a. Ensure that its Parent Facility OCP data and all changes are entered into the ACT2.

b. Coordinate any changes to its Parent Facility OCP data in advance with its Support facilities and Technical Operations directly affected by its OCP.

10. Procedures.

a. Decision. When a potential or actual OCP condition exists, the Parent Facility Operations POC must:

(1) Refer to the OCL triggers. Triggers group events into the following categories:

(a) Communications (e.g., loss of critical air/ground communications).

(b) Telephony (e.g., loss of critical ground/ground communications).

(c) Automation (e.g., loss of critical NAS automation or other critical automation capabilities).

(d) Power (e.g., loss of critical or backup power).

(e) Staffing (e.g., significant reduction in staffing or the partial or full evacuation of a facility).

(f) Surveillance (e.g., loss of primary/secondary radar or other surveillance capabilities).

b. OCL Declaration. First, determine whether an OCL trigger threshold has been or soon will be met**.** *If any possibility exists* that the Parent Facility may/will be left in a vulnerable position resulting from an OCL triggering event, then the Facility Operations POC must declare one of the following:

(1) ATC Alert. A major planned (e.g., scheduled outage) or unplanned reduction of ATC service(s) is occurring, or has occurred. ATC alerts do not divest (release) airspace. These are precautionary notifications to ensure that the ATCSCC NOM and affected Support facilities are quickly informed of possible OCL events affecting the Parent Facility. It also indicates that other OCL declarations may be made if the condition(s) deteriorate (e.g., partial loss of communications becomes full loss of communications and declaration of ATC Zero). ATC facilities are encouraged to declare ATC alert(s) for all scheduled outages (e.g., host out-of-service (OTS), using Direct Access Radar Channel (DARC) even though sufficient backups exist and appropriate precautionary measures have been taken. Notify the ATCSCC NOM and/or the overlying Support Facility who will notify the ATCSCC NOM when the OCL condition that initially triggered the ATC alert event notification returns to normal and the ATC alert is canceled.

(2) ATC Zero. A facility has reached an OCL trigger threshold, determined by the Facility Operations POC, that the *entire facility* can no longer safely provide ATC service(s) as required by FAA Orders 7110.65, 7110.10, or 7210.3. Any ATC facility can declare ATC Zero to indicate it is unable to provide ATC service(s), even if it doesn't normally control traffic in its own airspace (e.g., the ATCSCC or an AFSS, if it had to evacuate, would declare ATC Zero, even though it doesn't have airspace to divest).

(3) ATC Temporary Tower. Any FAA or FCT ATC facility that is operating in a temporary location under OCP conditions and procedures.

(4) ATC Visual Flight Rules (VFR) Tower. An instrument flight rules (IFR) terminal facility (e.g., terminal radar approach control in tower [TRACAB]) has reached an OCL trigger threshold that it has predetermined it can no longer provide an acceptable level of approach control or IFR service(s). It can only provide ATC VFR tower services. All Parent Facility approach control airspace is divested to Support facilities. For example, an IFR tower would declare ATC Zero if it can no longer provide *any* ATC services (e.g., due to an evacuation). If it can still provide local VFR services (e.g., digital bright radar indicator tower equipment (DBRITE) is OTS) it should declare ATC VFR tower. A VFR tower can only declare ATC Zero (e.g., due to an evacuation) because it normally operates VFR tower only.

(5) The person declaring the OCL must clearly state the full name of the facility, the OCL as noted below, the OCL trigger, and, if known, the expected duration of the outage.

(6) If the recovery from the ATC Zero event is long-term, OCP must transition to BCP until restoration of the Parent Facility is achieved.

c. Notification.

(1) The Parent Facility Operations POC must follow the notification process as outlined in the Parent Facility Procedures.

(2) The Support Facility Operations POC, upon notification and/or verification of the OCL, must refer to the Support Facility Procedures and make any additional notifications if required.

(3) The ATCSCC NOM must be notified of all OCL declarations, including unscheduled ATC alerts. The ATCSCC NOM must notify the appropriate FAA managers or their designees for all ATC Zero events.

(4) Any Support Facility suspecting a possible Parent Facility OCP event must attempt to contact the Parent Facility and or the Technical Operations CC to verify the OCL.

d. Implementation**.**

(1) Response. Support facilities must implement the Support Facility Procedures appropriate to the OCL trigger(s) declared by the Parent Facility.

(2**)** Stabilization of Operations (except for ATC alert). All Parent Facility airspace must first be divested to Support facilities during ATC Zero. After assumption of airspace Support facilities must ensure that ATC operations in the affected airspace are stabilized (including sterilization, if applicable) and under control. This may be accomplished with the assistance of the affected Parent Facility.

(3) All Support facilities must report stabilization of operations to the ATCSCC NOM.

e. Transition and Return to Normal ATC Operations Coordination.

(1) Any decision to begin the transition and return to normal ATC operations must be a collaborative decision agreed to in advance by all affected parties and facilities to the OCP event.

(2) Before resumption of ATC services, as outlined in the Support Facility procedures, coordination must be affected between the ATCSCC NOM and the Support Facility(s).

(3) The ATCSCC NOM will make the final decision to resume normal ATC operations.

f. Recovery or Transition to BCP.

(1) When the Parent Facility is able to safely resume partial or normal ATC operations, it must coordinate with the ATCSCC NOM, the local Technical Operations personnel, the local TMU if applicable, and its Support Facility before reassuming its airspace.

(2) When the Parent Facility is unable to safely resume normal ATC operations for an extended period, System Operations is responsible for invoking the national BCP.

11. Technical Operations Support During OCP Activation.

a. Upon notification of a triggering event, the NOCC must notify and coordinate the OCP response with the appropriate CC and the Technical Operations Service Area Administrative POC.

b. The NOCC is the primary CC authorized to declare an OCL for all CC facilities.

c. The NOCC must collaborate with the appropriate CC and service area OCC to ensure Technical Operations support for the affected facility's OCP.

d. The NOCC must notify the ATCSCC NOM when a CC OCP has been triggered.

12. Notification Development. Notification of Support facilities, administrative personnel, and system users is a vital part of the OCP. When developing notification procedures, facilities should use the following guidelines:

a. The ATCSCC must normally make notifications for Parent Facility OCLs for all ARTCCs, consolidated approach control facilities, and certain large TRACON facilities.

b. The overlying or designated ARTCC must be responsible for making Parent Facility OCL notifications for FAA and FCTs, associated approach controls, FSSs, and AFSSs not on the ATCSCC facility notification list.

c. Facilities must ensure priority notification to operational Support facilities and Technical Operations. Other notification(s) receive secondary priority (e.g., administration).

d. Regional Operations Centers (ROC) may be included in the secondary administrative notification process as determined by the Parent Facility and their Service Area Administrative POC (e.g., personnel notifications).

13. Post-Event Analysis and Reports.

a. Each participating facility must conduct an internal review of its OCP procedures for effectiveness.

b. Within seventy-two (72) hours of the termination of an OCP, the Parent Facility must report the event and enter its initial findings into the ACT2.

c. The Support Facility Administrative POC must prepare a lessons learned report and enter it into the ACT2 within 18 administrative workdays of the OCP event.

d. The Parent Facility that experienced the OCP event is responsible for collecting and conducting post-implementation analysis and data collection from all Support facilities that participated in the OCP event.

e. The Parent Facility Administrative POC must prepare the final lessons learned report, which considers the inputs from all Support facilities that participated in the OCP event and enter it into the ACT2 within 33 administrative workdays of the OCP event.

14. Exercises.

a. Every ATC facility must conduct an annual review and exercise of its own Parent Facility and each Support Facility OCP *unless* it has activated the plan within the last 12 months. This requirement, if justified in writing and the reason(s) are fully documented in the ACT2, may only be waived by the overriding line authority. This requirement is in addition to the scheduled annual ATCSCC tabletop OCP exercises conducted at certain designated facilities.

b. The Facility Administrative POC must, after coordinating in advance with all facilities that will participate in the OCP training exercise, notify the Service Area Administrative POC in advance of the start of a facility OCP exercise. The Service Area Administrative POC must coordinate the time and date of the exercise with the appropriate notification facility (e.g., ATCSCC or overlying Parent Facility such as an ARTCC) before the exercise start. If the ATCSCC or overlying facility cannot accommodate the facility exercise at the requested time and date, the Facility Administrative POC must coordinate a new time and date with the Service Area Administrative POC. The Service

Area Administrative POC must coordinate the new time and date with the ATCSCC OCP POC who must agree to the change.

c. The National Contingency Planning POC must coordinate with the Technical Operations POC to request participation in scheduled exercises.

d. Exercises must be conducted with as much detail and realism as possible without impact to the NAS and must include a sampling of response links identified in the ACT2 Map of Assets. Airspace *must not be divested*. All phone numbers must be verified as current.

e. Select OCL triggers must be tested and exercised to ensure their wording and expected actions produce the desired results.

f. Following an exercise, every ATC facility involved must review their performance and forward any input to the Parent Facility Administrative POC. The Parent Facility must enter a lessons learned report into the ACT2. Any areas (e.g., operational procedures, training, personnel performance, notification, equipment, etc.) identified in the exercise as needing improvement must be addressed and adopted, or rejected with justification.

g. Exercises must be tracked by Facility Administrative POCs and the results documented in the ACT2. Exercises must also meet appropriate facility quality assurance directive documentation requirements.

h. Significant operational or procedural OCP differences (e.g., airspace divestment) discovered during the exercise conduct must be reevaluated and resolved by all affected facilities.

i. Any significant change(s) to the affected OCP(s) discovered during the exercise must be agreed to in advance by all affected facilities, and the OCP changes(s) must be retested within 30 days of the final agreement to ensure they remain viable.

j. Any significant change(s) (e.g., airspace realignment) to a Parent Facility and/or Support Facility OCP must be evaluated by all affected facilities and tested in advance of implementation to ensure all affected OCP(s) remain viable.

k. Upon completion of an exercise, the facility manager or designee must certify the completeness of the facility OCP in the ACT2.

15. Training. All operational supervisors and managers must maintain a working knowledge of their own Parent Facility and Support Facility OCPs. ATC and Technical Operations personnel must be trained on their specific duties and responsibilities. At a minimum, refresher training on operationally relevant items seen during an actual event (e.g., automation failure or radar outage) must be conducted for all operational personnel and, where appropriate, administrative personnel.

Michael A. Cirillo
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Air Traffic Organization

APPENDIX 1

LIST OF ABBREVIATIONS AND ACRONYMS

ACT2	Automated Contingency Tool (version 2)
AFSS	Automated Flight Service Station
ARO	Airport Reservation Office
ARTCC	Air Route Traffic Control Center
ATC	Air Traffic Control
ATCSCC	David J. Hurley Air Traffic Control System Command Center
ATFM	Air Traffic Flow Management
ATO	Air Traffic Organization
BCP	Business Continuity Plan
CARF	Central Altitude Reservation Function
CC	Control Center
CP	Contingency Plan
CMC	Crisis Management Center
DARC	Direct Access Radar Channel
DBRITE	Digital Bright Radar Indicator Tower Equipment
DTO	Director of Tactical Operations
EC	Executive Council
EFAS	En Route Flight Advisory Service
FAA	Federal Aviation Administration
FCT	Federal Contract Tower
FSS	Flight Service Station
IFR	Instrument Flight Rules
NAS	National Airspace System
NAVAID	Navigational Aid
NOCC	National Operations Control Center
NOM	National Operations Manager
NOTAM	Notice to Airmen
OCC	Operations Control Center
OCL	Operational Capability Level
OCP	Operational Contingency Plan
OPI	Office of Primary Interest
OTS	Out-of-Service
POC	Point of Contact
ROC	Regional Operations Center
STMCIC	Supervisory Traffic Management Coordinator-in-Charge
TFM	Traffic Flow Management
TMU	Traffic Management Unit
TRACAB	Terminal Radar Approach Control in Tower
TRACON	Terminal Radar Approach Control
VFR	Visual Flight Rules