

These pages were prepared for the 7210.3 on October 1, 2008 in response to the following notices: N JO 7210.694, N JO 7210.693, N JO 7210.692, N JO 7210.691, N JO 7210.690, N JO 7210.689, N JO 7210.685, and N JO 7210.684.

## PAGE CONTROL CHART

**These pages may be used to incorporate the following notices into the Facility Operation and Administration order: N JO 7210.694, N JO 7210.693, N JO 7210.692, N JO 7210.691, N JO 7210.690, N JO 7210.689, N JO 7210.685, and N JO 7210.684 until superseded.**

| REMOVE PAGES                 | DATED   | INSERT PAGES                 | DATED<br>(PREPARED) |
|------------------------------|---------|------------------------------|---------------------|
| 17-5-3 through 17-5-5 .....  | 7/31/08 | 17-5-3 through 17-5-6 .....  | (10/1/08)           |
| 17-6-1 .....                 | 2/14/08 | 17-6-1 .....                 | 2/14/08             |
| 17-6-2 and 17-6-3 .....      | 7/31/08 | 17-6-2 through 17-6-4 .....  | (10/1/08)           |
| 17-7-1 and 17-7-2 .....      | 2/14/08 | 17-7-1 and 17-7-2 .....      | (10/1/08)           |
| 17-8-1 .....                 | 2/14/08 | 17-8-1 .....                 | (10/1/08)           |
| 17-8-2 .....                 | 7/31/08 | 17-8-2 .....                 | (10/1/08)           |
| 17-8-3 .....                 | 7/31/08 | .....                        |                     |
| 17-8-4 .....                 | 2/14/08 | .....                        |                     |
| 17-9-1 through 17-19-2 ..... | 7/31/08 | 17-9-1 through 17-19-3 ..... | (10/1/08)           |
| 17-20-1 and 17-20-2 .....    | 2/14/08 | 17-20-1 and 17-21-2 .....    | (10/1/08)           |



### **17-5-5. STATIC COORDINATION**

**a.** The ATCSCC must collect and manage updates for ASPM facilities' static data, currently depicted in the NTML and on the Operational Information System (OIS) under the associated ARTCC tabs in the East and West Directories.

**NOTE-**

*Updates will be made to the NTML and the OIS for ASPM airports' normal runway configurations and their associated AARs/ADRs twice yearly and effective on or about January 1 and July 1 of each year.*

**b.** The TMO or overlying TMO, in conjunction with their ASPM facilities, must provide the following static data to their appropriate Director of Tactical Operations (DTO) and ensure the accuracy of the information:

**1.** All normal runway configurations and their associated AARs/ADRs by May 1 and November 1 each year.

**NOTE-**

*AARs are required for the following four categories: Visual meteorological conditions (VMC), low visual meteorological conditions (LVMC), instrument meteorological conditions (IMC), and low instrument meteorological conditions (LIMC).*

**2.** Changes to additional supporting AAR data by the first of every month:

**(a)** Associated landing/departing runway configurations

**(b)** Suggested program rate

**(c)** Pertinent notes

**(d)** Holding capacities

**(e)** Arrival flows

**(f)** Category minimums

**3.** Changes to TM Tips by the first of every month:

**(a)** Configuration instructions/planning

**(b)** Airport operational challenges

**(c)** Seasonal traffic information

**(d)** Gate hold information

**(e)** Special arrival instructions

**(f)** Other pertinent information related to airspace, procedures, weather operations, local traffic management initiatives, taxiway information, and any other items that impact traffic flows or runway acceptance/configuration

**c.** The following ASPM facilities/TMOs must also provide wind parameters to their respective DTO:

**1.** Newark Liberty International Airport (EWR)

**2.** John F. Kennedy International Airport (JFK)

**3.** La Guardia Airport (LGA)

**4.** General Edward Lawrence Logan International Airport (BOS)

**5.** Theodore Francis Green State Airport (PVD)

**d.** The DTO must provide:

**1.** All normal runway configurations and the associated AARs/ADRs for their underlying ASPM facilities to the ATCSCC Facility Automation Office by May 15 and November 15 each year.

**2.** Changes to additional supporting AAR data and TM tips for their underlying ASPM facilities to the ATCSCC Facility Automation Office by the 10th of each month.

### **17-5-6. 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.

### 17-5-7. 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.

### 17-5-8. 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.

### 17-5-9. 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.

### 17-5-10. 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.

## **17-5-11. PROCESSING REQUESTS FOR REROUTES AND RESTRICTIONS FOR FACILITIES WITH NTML**

a. Restrictions/modifications that require ATCSCC review and approval:

1. Requesting facility must enter the restriction/modification in NTML.

2. Providing facilities should review and respond using NTML within 15 minutes.

### **NOTE-**

*The restriction/modification, if not responded to, will be placed in conference status 15 minutes after it has been entered by the requesting facility.*

3. If all providing facilities accept the restriction/modification using the NTML software, the ATCSCC must approve or deny the restriction/modification as appropriate. The ATCSCC may deny/amend a restriction at anytime; however, it must call the requesting facility and explain the reason for the denial/amendment. For automation purposes, the ATCSCC should not approve a restriction until all field providers have accepted it; however, if the ATCSCC elects to override the automation and approves a restriction/modification before all provider(s) accept, it must coordinate this action with the affected provider(s).

4. When a restriction is in conference status, the requestor must initiate a conference through the ATCSCC with providers. If an amendment is necessary, the ATCSCC amends and approves the restriction while on the conference.

### **NOTE-**

*Any party may initiate a conference when deemed appropriate.*

b. Restrictions/modifications that do not require ATCSCC review and approval:

1. Requesting facility must enter the restriction/modification in NTML.

2. Providing facilities should review and respond using NTML within 15 minutes.

3. If all providing facilities accept the restriction/modification using the NTML software, it must be considered coordinated/approved.

4. If a providing facility does not respond using the NTML within 15 minutes, the requesting facility must contact the providing facility/facilities to verbally coordinate the restriction/modification.

### **NOTE-**

*In the event that no one at the providing facility is available to accept a restriction in NTML, the requesting facility does have the ability to force the restriction into its log so it can be used internally. This must only be done after the verbal coordination mentioned in Para 17 5 11b4 is complete.*

c. Restrictions/modifications associated with reroutes coordinated through the NSST:

1. Restrictions/modifications that have been approved/coordinated will be discussed during the development of the reroute.

2. Any facility requiring a restriction in conjunction with a reroute that has been coordinated through the NSST must enter the initiative into the RSTN template with the SVR WX RERTE button enabled. NTML processes these restrictions as approved and no further coordination is required.

## **17-5-12. 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.

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**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 17, Coded Departure Routes, Section 18, Route Advisories, and Section 20, National Playbook.

**h.** Ground Delay Programs. (See Section 9, Ground Delay Programs.)

**i.** Airspace Flow Programs. (See Section 10, Airspace Flow Programs (AFP).)

**j.** Ground Stops. (See Section 11, 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 JO 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 TMIs**

**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 interfacility TMIs are appropriate, coordinate with the ATCSCC and provide the following information:

1. A detailed and specific identification of the problem.

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. TMIs WITHIN ARTCC AREA OF JURISDICTION**

Facilities must:

a. Coordinate TMIs with all impacted facilities within their jurisdiction.

b. Contact the ATCSCC at any time internal restrictions may result in reportable delays, have an adverse affect on other national initiatives, or result in the implementation of additional initiatives.

c. Enter all applicable information in the NTML.

#### **17-6-12. TMIs OF 10 MIT OR LESS**

TMIs must be coordinated consistent with the following procedures:

a. The requesting facility 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 suspend these procedures at any time by notifying the impacted facilities.

#### **17-6-13. ENROUTE 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.

#### **17-6-14. TMIs OF 25 MIT OR GREATER**

**a.** All FAA TMUs requesting initiatives of 25 MIT or greater must:

**1.** Create an FEA that:

**(a)** Adequately represents the constrained area.

**(b)** Captures the flights affected by the requested initiative.

**2.** Share the FEA with the ATCSCC and coordinate justification for the restriction.

**NOTE-**

**1.** *TMUs are exempt from creating FEAs for situations*

*that cannot be represented due to filtering limitations in the FEA tool.*

**2.** *Flights to specific runways, flights using specific departure procedures, flights that may be offloaded to alternative routing are examples of items that cannot be represented.*

**b.** If an extension to a 25 MIT or greater restriction is necessary, the TMU must:

**1.** Amend the shared FEA end time to cover the revised time period.

**2.** Coordinate the extension request with the ATCSCC.

**c.** The ATCSCC may suspend the requirements for facilities to develop FEAs associated with MIT restrictions at any time.

## Section 7. Flow Evaluation Area (FEA) and Flow Constrained Area (FCA)

### 17-7-1. GENERAL

FEAs and FCAs support common situational awareness and provide customers increased flexibility in responding to conditions in the (NAS) by providing a graphical description of a constraint and an associated list of flights that traverse the area identified. FEAs and FCAs provide reroutes which are published through a reroute advisory with an optional flight list attached. Stakeholders can monitor FEAs and FCAs through the reroute monitor in traffic situation display the TSD, the Web situation display (WSD), or the collaborative constraint situation display (CCSD).

### 17-7-2. DEFINITIONS

**a. Default route:** A route published by the ATCSCC in conjunction with user preferred trajectory (UPT) for facilities to assign any aircraft that remain on the dynamic list.

**b. Dynamic list:** A list of flights captured in an FEA/FCA that is continually updated as changes occur to the aircraft's route of flight.

**c. Early Intent (EI):** Customer route preference submitted to Enhanced Traffic Management System (ETMS). EI routes identify routing preferences or remove the flight from the constrained area. Customers are expected to file their flight plans in accordance with EI unless otherwise coordinated with the ATCSCC.

**d. EI Window:** Time period when customers can submit EI or file out of the FEA.

**e. FCA:** The defined region of airspace, flight filters, and time interval used to identify flights subject to a constraint. System stakeholders may be required to take action to mitigate the constraint identified by the FCA.

**f. FEA:** The defined region of airspace, flight filters, and time interval used to identify flights. An FEA should be used by system stakeholders to evaluate and/or mitigate potential or existing constraints.

**g. FEA/FCA flight list:** Aircraft that penetrate the FEA/FCA during the specified valid time.

**h. Route guidance:** Suggested reroutes, issued in an advisory that suggest or provide examples of routing possibilities away from a defined constraint associated with an FEA/FCA. This guidance may not provide routes for all flights captured in the FEA/FCA.

### 17-7-3. RESPONSIBILITIES

Customers are expected to:

**a.** Enter the FCA name in the remarks section when filing the flight plan.

**b.** Review advisories and examine their affected flights.

**c.** Use EI capability as needed, considering FAA route guidance. Early filing of a flight plan may be used in lieu of this requirement.

**d.** Examine their affected flights and submit decisions for routing in accordance with the FEA/FCA. If unable, coordinate with the ATCSCC Tactical Customer Advocate.

**e.** Consider using private FEAs to monitor a situation and evaluate an area of concern.

**f.** Evaluate and select routes that meet their objectives.

#### *NOTE-*

*Customers may identify available routes via the Route Options Generation (ROG).*

### 17-7-4. PROCEDURES

**a.** The FAA TMU must:

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

**2.** When naming FEAs that will be shared, ensure the name is descriptive to the constraint or airspace captured. Ensure FEAs do not contain FCA in the name and do not begin with a number or special character.

**3.** Share FEAs with the ATCSCC that may require implementation of TMIs, i.e., reroutes,

miles-in-trail, ground stops, etc. If requesting a reroute in conjunction with a shared FEA, notify the ATCSCC via the NTML of the FEA and the proposed reroute.

**4.** Contact the ATCSCC NSST to coordinate a public FEA or an FCA.

**5.** Coordinate public FEAs and FCAs with facilities within their area of jurisdiction.

**6.** Monitor the FCA dynamic list. Based on information provided in the FCA advisory, appropriate action must be taken in regard to flights that remain on the list.

**7.** Monitor the system impact of the routes and contact the ATCSCC if these routes will cause a local flow issue.

**8.** Coordinate with the ATCSCC if it becomes necessary to issue an FCA.

**9.** Monitor the public FEA or FCA and, as required, coordinate modifications to the initiatives with the ATCSCC.

**10.** When an FCA is used to manage a constraint; review the advisory issued by the ATCSCC and comply with the provisions of the advisory.

**11.** When TMIs that impact other stakeholders will be required to resolve a situation:

**(a)** Coordinate with the ATCSCC.

**(b)** Provide local information which aids the ATCSCC with developing successful reroute options for customers to consider.

**(c)** Monitor impacts of customer preferences.

**(d)** Take tactical action as necessary.

**12.** Assign default routes to flights that are not routed around the constraint as directed in reroute advisories.

**b.** The ATCSCC must:

**1.** Issue public FEAs and issue an advisory, as necessary. Public FEAs must have a descriptive name that is pertinent to the event.

**2.** Issue FCAs and, issue an advisory, as necessary. Include in the advisory any actions required by customers and field facilities.

**3.** Create FEAs that define the geographical area of concern with appropriate altitude and time limits, plus any other relevant filters to select affected traffic.

**4.** Monitor the NTML and respond to field facility requests for reroutes associated with shared FEAs. Evaluate reroute requests and, if applicable, conference the appropriate stakeholders to coordinate the reroute.

**5.** Issue any associated routes via the "Create Reroute" tool.

**6.** Ensure the FCA or public FEA expires at the end of the published valid time unless coordination is accomplished and an advisory issued that cancels the initiative.

**7.** Provide FAA facilities with guidance on the use of default routes and when they may be discontinued.

## Section 8. Monitor Alert Parameter

### 17-8-1. PURPOSE

The Monitor Alert Parameter (MAP) establishes a numerical trigger value to provide notification to facility personnel, through the MA function of the ETMS, that sector/airport efficiency may be degraded during specific periods of time. The efficiency of a functional position or airport in providing air traffic services is a shared responsibility of the TM team. That team consists of the ATCS(s), OS(s), and the TMU. These entities must monitor, assess and act on sector/airport loading issues to ensure that these NAS elements operate efficiently. The ability of a functional position or airport to provide air traffic services may be affected by a variety of factors (i.e., NAVAIDs, meteorological conditions, communications capabilities, etc.); therefore MAP is a dynamic value which will be adjusted to reflect the capabilities of the functional position or airport.

### 17-8-2. IMPLEMENTATION PROCEDURES

MAP values are established and will be assigned for air traffic functional positions, within the MA function of ETMS as follows:

| Average Sector Flight Time | MAP VALUE |
|----------------------------|-----------|
| 3 min.                     | 5         |
| 4 min.                     | 7         |
| 5 min.                     | 8         |
| 6 min.                     | 10        |
| 7 min.                     | 12        |
| 8 min.                     | 13        |
| 9 min.                     | 15        |
| 10 min.                    | 17        |
| 11 min.                    | 18        |
| 12 min. or greater         | 18        |

a. Average sector flight time will be calculated using data indicating functional position operations for a consecutive Monday through Friday, 7:00 AM – 7:00 PM local time frame.

### NOTE-

*This does not apply to combined sectors MA values.*

b. MAP values for combined sectors may exceed the baseline value by more than three. Normal sector combinations and associated MAP values shall be forwarded to the manager ATCSCC.

c. Baseline MAP values may be adjusted +/-3. Adjustments of more than +/-3 requires concurrence of the TMU and representatives of the area of specialization. Adjustments to the baseline values will be documented, including rationale, and maintained by the TMU.

d. The MAP value will be dynamically adjusted to reflect the ability of the functional position to provide air traffic service. During periods of reduced efficiency the MAP will be dynamically adjusted downward and conversely, when efficiency is improved, the MAP will be adjusted upward, but not to exceed the baseline or documented, adjusted value.

### 17-8-3. RESPONSIBILITIES

Facility TMUs shall:

a. Monitor all adapted sectors and airports within their area of jurisdiction for alerts generated by the MA function of the ETMS.

b. Maintain communications with areas of specialization to determine functional position constraints and adjust MAP values to indicate the functional position capabilities.

c. Set the MA look ahead value at least one hour into the future with 1.5 hours to 2.5 hours being the recommended time frame.

### NOTE-

*The recommendation to set the look ahead value to between 1.5 and 2.5 hours is for preplanning purposes. Action taken to address an alert should take place approximately 1 hour prior to the alerted time frame. This activity will allow for a further review and evaluation of the ETMS data. A key in the analysis process is the determination of the duration of the alert. TM initiatives should be primarily for those time frames when the MAP value will be equaled or exceeded for a sustained period of time (usually greater than 5 minutes).*

d. Respond to alerts by:

1. Analyzing data for the alerted time frame to develop expected impact and recommendations to address the alert.

2. For red alerts – notify the affected area of the alert, indicating the expected impact and recommended action.

3. For yellow alerts – notify the affected area of the alert when analysis indicates that the ability of the sector to provide efficient air traffic services will be degraded due to abnormal operations.

- e. Maintain an operational log of red alerts and retain for 15 days the following information:

1. Date and time of alert.

2. Results of analysis including expected impact and recommendation to address.

3. Time area notified.

4. Action, if any, to be taken.

5. Functional position configuration (i.e., sector combine status, staffing).

6. The time period(s), by facility, during which an alert notification(s) has/have been suspended.

#### 17-8-4. ANALYSIS REQUIREMENTS

- a. Facilities will produce, utilizing the Off Line Aircraft Management Program or equivalent program, a 15 minute summary sector activity report for each red alert and each yellow alert conforming to subpara 17-8-3d3.

- b. Alerts generated by the MA function of the ETMS will be further evaluated by post event analysis. The focus of this analysis will be towards assessing the effectiveness and impact, both to the sector and the user, of action taken or not taken as a result of a documented alert. A one minute sector summary report will be utilized to assist in the impact analysis of the alerted time frame.

- c. When a pattern of alerts is established (i.e., same sector, same time frame, on a daily basis or requirement for additional resources to manage on a routine basis) which requires recurring TM initiatives

for resolution, additional analysis will be conducted. The analysis should result in recommendations to address the identified constraint and may include sector design adjustment, flow dispersion, or user operations adjustment. Should the local facility not be able to implement resolution recommendations due to external factors (i.e., lack of equipment, nonconcurrence from other facilities), the local facility will elevate the issue to the responsible Service Area office.

#### 17-8-5. RESOLVING RECURRING SECTOR LOADING ISSUES

The elevation of a recurring sector loading issue to the regional level indicates that the local facility requires additional assistance in resolving the issue. The appropriate Service Area office will allocate necessary resources to address the sector loading issue and will ensure that:

- a. The local facility forwards a staff study to the Service Area office outlining activities taken to resolve the recurring sector loading problem, solutions explored, and recommendations for resolution. The report will also contain specific initiatives the facility is employing to currently manage the sector.

- b. The originating facility Service Area office will develop an action plan to address the identified problem and will:

1. Notify ATCSCC of any continuing TM initiatives being implemented to resolve the sector loading problem.

2. Dedicate resources within the division to evaluate the facility's findings.

3. Serve as the focal point for coordinating inter-facility activity as appropriate.

4. Coordinate with appropriate FAA Headquarters service units for assistance as necessary.

5. Forward to the manager ATCSCC, within 60 days of receiving the facility's report, a copy of the draft action plan and associated milestones.

## Section 9. Ground Delay Programs

### 17-9-1. 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.

### 17-9-2. 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.

### 17-9-3. 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.

### 17-9-4. 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.

### 17-9-5. 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.

### 17-9-6. 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.

## **17-9-7. 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.

## 17-9-8. 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.*

## 17-9-9. 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.

## 17-9-10. 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.

### ■ 17-9-11. 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.

### ■ 17-9-12. 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.

### 17-9-13. 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 10. Airspace Flow Programs (AFP)

### 17-10-1. GENERAL

The FSM was developed to provide a dynamic method of implementing and managing ground delay programs. The creation and publication of FEAs and FCAs serve to identify areas of limited capacity to system customers that require a reduction in demand through rerouting flights (voluntary or mandatory). An alternative to managing airspace congestion is to merge these two technologies and create AFPs. An AFP is a traffic management tool that assigns specific arrival slots and corresponding EDCTs to manage capacity and demand for a specific area identified by the FCA. It is important for aircraft to depart as close as possible to the EDCT to ensure accurate delivery of aircraft to the impacted area.

### 17-10-2. 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.

### 17-10-3. RESPONSIBILITIES

Facilities must:

- a. Develop and share FEAs that may require AFP consideration.
- b. Comply with AFP-generated EDCTs.

### 17-10-4. 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. Implement, monitor, and cancel AFPs as appropriate.
  3. Issue an FCA and tag as FSM-eligible.

4. For the potential AFP, model program rates, scope, and duration.

5. Transmit a proposed advisory unless immediate implementation is necessary.

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

7. If it is determined that an AFP is the most appropriate 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 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 GI message to all towers, sectors and flight service stations advising of the AFP. In some instances, verbal notification, in addition to a GI, may enhance the dissemination of information.

2. Monitor the effectiveness of the AFP and notify the ATCSCC with requests for adjustments and/or revisions as necessary.

3. Issue EDCT information to non FDEP/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 TRACON facilities. The TRACON is responsible for issuing these EDCTs to satellite towers.

4. Evaluate the DAS mode and assign EDCTs, as appropriate.

- (a) Acquire an EDCT from the ATCSCC for aircraft that do not receive an EDCT.

- (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.

**5.** Keep the ATCSCC apprised of cancellations and diversions.

**6.** Relay information to the ATCSCC about EDCT issues (for example, flights requiring a revision because of mechanical or flight crew duty issues).

**7.** Use FSM to obtain information about the AFP (flights captured, EDCTs, route changes, etc.)

**8.** Provide EDCT information, when requested, for flights departing underlying nontowered airports. If a flight departing a nontowered airport is airborne and not in compliance with an AFP EDCT, coordinate with the NESP at the ATCSCC for the appropriate course of action.

**9.** Ensure compliance with EDCTs issued for aircraft departing nontowered airports.

**c.** The ARTCC must, when advised of a VFR aircraft requesting an IFR clearance through an area under an AFP:

**1.** The ATCS will advise his/her supervisor/controller-in-charge when an unscheduled flight occurs needing an EDCT.

**2.** The supervisor will coordinate the appropriate DAS delay with the TMU and advise the ATCS.

**3.** The ATCS will advise the pilot of the DAS delay and take the necessary action such as airborne holding, reroute, etc.

**d.** The TRACON/ATCT must:

**1.** Use FSM or 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 nontowered airports.

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

**e.** Amending EDCTs:

**1.** Facilities with FSM may use the EDCT ECR tool to assign an EDCT that is later than the current control time for the flight. Select the SCS option when assigning a new EDCT for a flight. If the SCS option is not available, use the unlimited delay option. For flights captured in an AFP, select the ECR tool applicable to the corresponding FCA element.

**2.** To assign an earlier control time to a flight or for EDCT amendments not obtained using the ECR tool, coordinate through the Tactical Customer Advocate (TCA) at the ATCSCC.

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

**f.** Cancellation procedures:

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

**(a)** Conference facilities and customers to develop an operational plan for release of ground-delayed traffic into the system.

**(b)** Consider using the Integrated Modeling Tool when evaluating a cancellation.

**(c)** Purge the AFP and transmit an advisory stating the AFP has been canceled.

**2.** The ARTCC TMU and the terminal TMU must:

**(a)** Issue cancellation information to underlying facilities.

**(b)** Notify facility personnel, as appropriate, of the cancellation.

**g.** Documentation:

Facilities must use the 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.

**h.** Customer options:

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

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

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**(b)** 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.

**2.** Substitution of flights.

**(a)** 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.

**(b)** Customers are permitted to exchange and substitute CTAs congruent with CDM agreements concerning substitutions.



## Section 11. Ground Stop(s)

### 17-11-1. 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.

### 17-11-2. 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.*

### 17-11-3. 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.

### 17-11-4. 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.

## 17-11-5. 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.

## 17-11-6. 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 12. Special Traffic Management Programs

### 17-12-1. 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.

### 17-12-2. 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](http://www.fly.faa.gov).

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

### 17-12-3. 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.

### 17-12-4. 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

These pages were prepared for the 7210.3 on October 1, 2008 in response to the following notices: N JO 7210.694, N JO 7210.693, N JO 7210.692, N JO 7210.691, N JO 7210.690, N JO 7210.689, N JO 7210.685, and N JO 7210.684.

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 13. Severe Weather Management

### 17-13-1. 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.

### 17-13-2. 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 14. Severe Weather Avoidance Plan (SWAP)

### 17-14-1. GENERAL

SWAPs are formalized programs that are of considerable value in areas that are particularly susceptible to severe weather. SWAP statements are prepared by ARTCC TMUs and provide specific details surrounding a particular weather event. The ARTCC TMUs consider applicable alternatives that may be used to mitigate expected airspace impacts. These include CDRs, playbook routes, FEA/FCAs, capping/tunneling, AFPs, and any other TMIs that are being considered. The SWAP statement is then delivered to the ATCSCC NSST for discussion and coordination and may be sent as a SWAP advisory. SWAP advisories are sent by the ATCSCC and developed from SWAP statements and provide direction to customers and facilities on what TMIs are expected to be used to manage airspace constraints.

Plans that are properly developed, coordinated, and implemented can reduce coordination and TM restrictions associated with rerouting aircraft around areas of severe weather resulting in better utilization of available airspace.

### 17-14-2. 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. Use the following procedures when considering a route unusable:

(a) Notify the ATCSCC anytime airspace, established flows of traffic, routes or any other factor affecting airborne capacity becomes or is expected to become unusable. The ATCSCC must be notified when normal traffic can be accepted.

(b) Enter into the NTML, using the "SWAP" tab, any information regarding unusable routes and/or routes that become available.

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

(d) Issue minute-in-trail/mile-in-trail restrictions that allow airspace to remain available

when defined as "severely constrained". A severely constrained area is identified as an airway, fix, or sector impacted by any circumstance that significantly reduces, but does not eliminate the ability to handle aircraft.

#### NOTE-

*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.*

(e) Increase and reduce TMIs as necessary to accommodate airspace impacts.

(f) Record in NTML two or more aircraft identifications:

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

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

(3) Forward flight information to the ATCSCC.

4. Facilities may consider issuing a SWAP statement indicating all expected impacts to available routes and airspace in their area of concern. The SWAP statement should contain mitigation strategies for expected impacts. This includes alternate routes, use of CDRs, use of TMIs, altitude capping/tunneling, possible FEAs/FCAs, AFPs, etc.

#### 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 affected facilities and customers 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. Coordinate TMIs and alternate routes with all affected facilities.

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

(a) Expanded miles-in-trail initiatives.

(b) SWAP advisories.

**NOTE-**

*When developing the SWAP advisory, the NSST should consider all possible mandatory and recommended route options, applicable CDRs and playbooks, and the use of User Preferred Trajectory (UPT) and Integrated Collaborative Routing (ICR) strategies.*

(c) Reroutes.

(d) Ground delay programs.

(e) AFPs.

(f) Ground Stops.

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 and reroutes.

c. The ARTCC TMU must:

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. When suitable, facilities should consider developing a SWAP statement that specifies expected airspace impacts, developed shared FEAs representing airspace impacts, possible route closures, effective times of constraints, and expected routing alternatives including applicable CDRs and play-book routes.

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

4. 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.

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

## Section 15. Preferred IFR Routes Program

### 17-15-1. 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.

### 17-15-2. 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).

### 17-15-3. 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 departure/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.

#### **17-15-4. 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.

## 17-15-5. 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<br>(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<br>(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<br>(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 16. North American Route Program

### 17-16-1. PURPOSE

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

### 17-16-2. RESPONSIBILITIES

#### a. The ATCSCC must:

1. Have the authority to suspend and/or modify NRP operations for specific geographical areas or airports. 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.

#### b. ARTCC TMUs must:

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 NSST before implementing any reroute to NRP flights beyond 200 NM from point of departure or destination.

3. Monitor activity to identify potential sector/airport constraint that may impact DP/STAR operations and coordinate with the ATCSCC NSST for problem resolution.

c. DP/STAR procedures for the ARTCCs are authorized the following exemptions:

1. NRP flights will be allowed to file and fly any published transitions of the DPs and/or STARS. Not all of the published transitions may be available, due to facility procedural constraints.

2. In the case of radar vector DPs the ARTCC will clear the NRP flight to the first en-route NAVAID/fix/waypoint of the flight plan as soon as practical.

3. When problems are identified involving the use of the DP/STAR transitions, immediately notify the ATCSCCs NSST for resolution.

d. Customer flight plan filing requirements are authorized the following exemptions:

1. Customers may file and fly any published transition of the DPs and/or STARS, regardless of the mileage from the airport to transition end point.

2. Customers should not file DP/STAR transitions in offshore transition areas (12 NM or more off the United States shoreline)

### 17-16-3. PROCEDURES

a. "NRP" must 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.

b. Traffic management specialists must 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.

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

### 17-16-4. REPORTING REQUIREMENTS

Reports of unusual or unsatisfactory events attributable to NRP traffic should be forwarded to the System Operations ATCSCC TCA via facsimile at (703) 904-4459 or telephone at (703) 925-5306. Reports must 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.

### 17-16-5. USER REQUIREMENTS

a. International operators filing through the Canadian airspace to destinations within the conterminous United States must file an inland navigational fix within 30 NM north of the common Canada/United States airspace geographical boundary to be eligible to participate in the NRP.

**b.** Flights must be filed and flown via any published DP or 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 or destination. If the procedures above do not extend to 200 NM, published airways may be used for the remainder of the 200 NM. If the procedures above do not exist, published airways may be used for the entire 200 NM.

**c.** Operators that file a flight plan which conforms to a published preferred IFR route must not enter “NRP” in the remarks section of that flight plan.

**d.** Operators must 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 must be defined.

**e.** Operators must 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.

**f.** Operators must ensure that “NRP” is entered in the remarks section of the flight plan for each flight participating in the NRP program.

## Section 17. Coded Departure Routes

### 17-17-1. PURPOSE

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

### 17-17-2. 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.

### 17-17-3. 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.*

### 17-17-4. 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.

### 17-17-5. 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.

## 17-17-6. 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 18. Route Advisories

### 17-18-1. PURPOSE

This section prescribes policies and guidelines for issuing Route Advisories.

### 17-18-2. POLICY

In accordance with Federal Air Regulations, all operators have the right of refusal of a specific route and may elect an alternative. Alternatives include, but are not limited to, ground delay, diversion to another airport, or request to stay on the filed route.

### 17-18-3. 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.

### 17-18-4. 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 17-18-1

### 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     |              | ✓               | ✓           | ✓               |

#### 17-18-5. 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.

#### 17-18-6. 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 19. Operations Plan

### 17-19-1. 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).

### 17-19-2. 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.

### 17-19-3. 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.

#### 17-19-4. 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.

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**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 17-19-1**

**Operational Planning TELCON Checklist**

|   |
|---|
| Review the Current OP                             |
| Review the CCFP                                   |
| <u>Input from the Areas</u>                       |
| ◆ Staffing  |
| ◆ Combined Sectors                                |
| ◆ Anticipated Initiatives                         |
| ◆ Equipment                                       |
| ◆ Anticipated Traffic Volume                      |
| ◆ Constraints/Other                               |
| <u>Input from Approaches and Towers</u>           |
| ◆ Current Configuration and AAR                   |
| ◆ Anticipated Configuration and AAR               |
| ◆ Other   |
| <u>Miscellaneous</u>                              |
| ◆ VIP Movement                                    |
| ◆ Special Events                                  |
| ◆ Military Activities                             |
| ◆ Diversions                                      |
| <u>Flow Constrained Areas</u>                     |
| ◆ Current   |
| ◆ Anticipated                                     |
| ◆ Pathfinders                                     |
| ◆ Recovery  |
| <u>Anticipated Traffic Management Initiatives</u> |
| ◆ Alternatives                                    |
| ◆ Triggers Needed                                 |
| ◆ Exit Strategy Needed                            |



## Section 20. National Playbook

### 17-20-1. 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 customers 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.

### 17-20-2. POLICY

National Playbook routes must only be used after collaboration and coordination between the ATCSCC NSST, and the TMU(s) of affected air traffic facilities.

### 17-20-3. DEFINITION

The National Playbook is a traffic management tool developed to give the ATCSCC, other FAA facilities, and customers 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 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. The playbooks are validated by the individual facilities involved in that scenario. The National Playbook is available on the ATCSCC Web site at <http://www.atcsc.faa.gov/Operations/operations.html>.

### 17-20-4. RESPONSIBILITIES

- a. The ATCSCC must:
  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. Coordinate the activation/deactivation of National Playbooks.
6. Maintain a listing of all National Playbook routes on the ATCSCC web page.
  - b. The NFDC must 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 must 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 must:
    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 must:
    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. Validation may also be accomplished by responding through the Route Management Tool (RMT), where it is available.
    4. Report unusable, inaccurate, or unsatisfactory route data contained in the National Playbook to the ATCSCC Strategic Operations office. Reports must 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 must coordinate with their parent ARTCC for all matters pertaining to the National Playbook.

## 17-20-5. NATIONAL PLAYBOOK DATA FORMAT

a. All ARTCCs must develop and update the National Playbook in accordance with the following:

1. All National Playbook routes that specify the use of an arrival and departure procedure must 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 %.*

2. Approved database format:

(a) Route string data must 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 must be processed in accordance with the following timelines:

1. All changes require validation with affected facilities and therefore must be submitted to the ATCSCC POC at least 35 days prior to each chart date.

2. All National Playbook additions, deletions, and significant route modifications require coordination with FAA facilities and customers and must be coordinated with the ATCSCC and validated at least 35 days prior to each chart date to be eligible for inclusion in that update.

### *NOTE-*

1. The ATCSCC will conduct an annual meeting or telecon to coordinate the National Playbook additions, deletions, and significant route modifications. This coordination will include FAA facilities and customers.

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.

## 17-20-6. PROCEDURES

a. National Playbook routes are considered active when the ATCSCC Regional Airspace Manager (RAM) 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 RAM will coordinate these changes verbally with all impacted facilities and ensure that the published advisory contains the modifications.

c. Facilities must monitor and provide real-time reports of the impact and continued need for the use of the National Playbook routes through the ATCSCC RAM.

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 RAM 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 RAM. It is the responsibility of the impacted facility and the ATCSCC to ensure the route is not utilized until the circumstances preventing its use is corrected or the route is deleted.



## Section 21. Traffic Management (TM) Support of Non-Reduced Vertical Separation Minima (RVSM) Aircraft

### 17-21-1. PURPOSE

This section prescribes policies and guidelines for Traffic Management (TM) support of Non-Reduced Vertical Separation Minima (RVSM) Aircraft.

### 17-21-2. POLICY

In accordance with 14 CFR Section 91.180, domestic RVSM airspace (FL 290-410) is exclusionary airspace. With only limited exceptions, all operators and individual aircraft must have received RVSM authorization from the Federal Aviation Administration (FAA) to operate at RVSM altitudes. If an aircraft or its operator has not been authorized for RVSM operation, the aircraft is referred to as a “non-RVSM” aircraft. Excepted non-RVSM aircraft are granted access to RVSM altitudes on a workload permitting basis. Priority in RVSM airspace is afforded to RVSM compliant flights, then file-and-fly flights.

### 17-21-3. DEFINITIONS

**a. File-and-Fly.** Operators of excepted non-RVSM flights requesting access to or through RVSM airspace will file a flight plan. This flight plan serves as the notification to the FAA of the operator’s intent to request access to or through RVSM airspace.

**b. STORM Flight.** A non-RVSM exception designated by the Department of Defense (DOD) for special consideration via the DOD Priority Mission website.

**c. Entry Facility.** Facility where an aircraft penetrates RVSM airspace designated for U.S. air traffic control.

**d. RVSM Facility.** Air Traffic facility that provides air traffic services in RVSM airspace.

### 17-21-4. EXCEPTED FLIGHTS

Under the authority granted in 14 CFR Section 91.180, the Administrator has determined that the following groups of non-RVSM aircraft may

enter RVSM airspace subject to FAA approval and clearance:

- a.** Department of Defense aircraft;
- b.** Foreign State (government) aircraft;
- c.** Active air ambulance utilizing “Lifeguard” call sign;
- d.** Flights conducted for aircraft certification and development flights for RVSM.

### 17-21-5. OPERATOR ACCESS OPTIONS

Operators of excepted non-RVSM aircraft requesting access to DRVSM airspace have the following options available to them:

**a.** Letter of Agreement/Memorandum of Understanding (LOA/MOU). Comply with a LOA/MOU for operations within a single or adjacent RVSM facility.

**b. File-and-Fly.** File a flight plan and make the initial request to access RVSM airspace by requesting an ATC clearance.

#### **NOTE-**

*Non-RVSM aircraft not listed under excepted flights may climb/descend through RVSM airspace without leveling off, subject to FAA approval and clearance.*

**c. DOD.** Enter STORM flights on the DOD Priority Mission website. For STORM flights that are within 60 minutes of departure notify the departure RVSM facility via telephone, in addition to entering the flight into the DOD Priority Mission website.

#### **NOTE-**

*Special consideration will be afforded a STORM flight; however, accommodation of any non-RVSM exception flight is workload permitting.*

### 17-21-6. DUTIES AND RESPONSIBILITIES

Traffic Management Units (TMU) in facilities with RVSM airspace must:

**a.** Monitor, assess, and act on the information in the Traffic Situation Display (TSD) to evaluate the facility’s ability to manage non-RVSM aircraft;

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**b.** Coordinate calls from DOD operators of STORM flights that will depart within 60 minutes, with the appropriate area supervisor/controller-in-charge. Obtain and coordinate the following information:

- 1.** Call sign.
- 2.** Origination point.
- 3.** Proposed departure time.

**4.** Number of aircraft in formation, when applicable.

**c.** For a non-RVSM exception flight inbound to the U.S., the TMU at the entry facility receives the request for access to RVSM airspace directly from an international point of contact (POC). The TMU must coordinate the information received from the international POC with the appropriate operational supervisor/controller-in-charge in a timely manner.

