

# NOTICE

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

N JO 7210.684

**Effective Date:**  
May 17, 2008

**Cancellation Date:**  
May 16, 2009

**SUBJ:** Processing Requests for Reroutes and Restrictions for Facilities with National Traffic Management Log (NTML)

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- 1. Purpose of This Notice.** This notice changes procedures contained in Federal Aviation Administration Order (FAAO) 7210.3, Facility Operation and Administration, Chapter 17, Traffic Management National, Center, and Terminal, Section 5, Coordination, Paragraph 11, Processing Requests for Reroutes and Restrictions for Facilities with NTML.
- 2. Audience.** This notice applies to the following Air Traffic Organization (ATO) service units: En Route and Oceanic, Terminal, and System Operations Services, including the Directors of Tactical Operations and traffic management officers.
- 3. Where Can I Find This Notice?** The notice is available on the MYFAA employee Web site at [https://employees.faa.gov/tools\\_resources/orders\\_notices/](https://employees.faa.gov/tools_resources/orders_notices/) and on the air traffic publications Web site at [http://www.faa.gov/airports\\_airtraffic/air\\_traffic/publications](http://www.faa.gov/airports_airtraffic/air_traffic/publications).
- 4. Procedures.** Amend FAAO 7210.3V, Paragraph 17-5-11, Processing Requests for Reroutes and Restrictions for Facilities with NTML, to read as follows

#### **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.

**5. Distribution.** This notice is distributed to the following ATO service units: En Route and Oceanic, Terminal, Safety, and System Operations Services, including the Directors of Tactical Operations and traffic management officers; air traffic control facilities, except flight service stations; the Air Traffic Safety Oversight Service; the William J. Hughes Technical Center; the Mike Monroney Aeronautical Center; and international aviation field offices.

**6. Background.** Current procedures for processing restrictions for facilities with the NTML require the field Traffic Management Coordinator (TMC) to make an entry in the NTML and initiate a phone call to the ATCSCC. The ATCSCC conferences in the providing facilities and verification is received that the restrictions were received in the NTML and the times and miles-in-trail are agreed upon. These restrictions represent a majority of the coordination effort conducted by the Traffic Management Specialist/TMC. This notice creates new procedures where the requestor submits the restriction in the NTML and the providers and the ATCSCC are able to accept and approve the restriction via the NTML without a conference call. The goal of electronic coordination is to minimize verbal coordination through the use of the NTML. A conference call is still required whenever the ATCSCC disapproves a restriction and/or the provider is unable to provide the restriction or wants to discuss the matter.

*Nancy B. Kalinowski*

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Air Traffic Organization

*4-11-08*

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Date Signed