

DOCUMENT CHANGE PROPOSAL/BRIEFING SHEET

FINAL DISPOSITION

ORDER/PUBLICATION: 7210.3V

CHANGE: 2

EFFECTIVE DATE: March 12, 2009

TRACKING #: 32- 12-4-9

SPECIALIST/ROUTING: Gail Carter AJR-53 x58601

1. PARAGRAPH NUMBER AND TITLE:

12-4-9, DISTRIBUTION AND AMENDMENT

2. BACKGROUND: The web-based OPSNET system was implemented October 1, 2004. GENOT 4/58, Notice 7210.586, Facility Statistical Data, Report, and Forms addressed the procedures associated with this implementation; however, the respective procedures were never incorporated into FAA Order 7210.3, Facility Operations and Administration.

3. EXPLANATION OF CHANGE: This will incorporate procedures for the web-based OPSNET change to reporting requirements and traffic counting methods. This change cancels and incorporates N JO 7210.695, Facility Statistical Data, Report, and Forms, effective July 1, 2008

4. CHANGE:

<u>OLD</u>	<u>NEW</u>
12-4-9. DISTRIBUTION AND AMENDMENT	Delete
a. <u>Distribute FAA Form 7230-12 as follows: (It may be combined in one envelope with the other monthly forms).</u>	Delete
1. <u>The original and one copy to the Terminal Operations Area Office not later than the 2nd workday (Monday-Friday) of the following month.</u>	Delete
2. <u>One copy to the facility's files (with FAA Form 7230-16).</u>	Delete
3. <u>One copy to the airport manager as requested.</u>	Delete
b. <u>Correct any errors in the forms sent in last month by completing a new form, circling the revised fields, and marking the form "AMENDED COPY." Amended copies of forms more than 1 month old will not be accepted unless approval has been obtained from Aviation Policy, Planning, and Environment, Statistics and Forecast Branch, APO-110, by the respective Terminal Operations Area Office. Send the amended copies along with the current reporting month's forms to the appropriate Terminal Operations Area Office.</u>	Delete

No further changes to paragraph.

5. **INDEX CHANGES:** None

6. **GRAPHICS:** None

7. **GENOT/NOTICE:** N JO 7210.695, Facility, Statistical Data, Reports, and Forms, effective July 1, 2008


8. **SAFETY RISK MANAGEMENT:** (Check appropriate box).

Proposed change meets full SMS requirements for safety risk assessment.

(For organizations that have not fully implemented SMS), the proposed change is in accordance with FAAO 1100.161, Air Traffic Safety Oversight, Chapter 5, Paragraph 2 requirements.

Proposed change is not safety related.

Comments:


Michael J. Sammartino
Director, System Operations

6/5/08
Date: