

NOTICE

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

N JO 7210.701

Effective Date:
September 15, 2008

Cancellation Date:
August 27, 2009

SUBJ: Clarification of High Density Traffic Airport (HDTA) Reservation Guidance and Change of Section Title

1. Purpose of This Notice. This notice clarifies existing guidance contained in Federal Aviation Administration Order (FAAO) 7210.3V, Facility Operation and Administration, concerning the Airport Reservation Office, deletes references to High Density Traffic Airports (HDTA), and changes the section title to "Slot Controlled Airports."

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/ and on the air traffic publications Web site at http://www.faa.gov/airports_airtraffic/air_traffic/publications.

4. Explanation of Policy Change. This policy change will generate changes to all FAA publications containing guidance on the Airport Reservation Office and the processing of reservations for unscheduled operations at airports designated by the Administrator under FAA adopted rules. The change will initiate generic guidance and refer queries for detailed information to the FAA's Web site for obtaining reservations.

5. Procedures.

a. Amend FAAO 7210.3V, Paragraph 17-12-4, Airport Reservation Office, to read as follows:

17-12-4. AIRPORT RESERVATION OFFICE

a. The Airport Reservation Office (ARO) has been established to monitor the operation and allocation of reservations for unscheduled operations at airports designated by the Administrator under FAA adopted rules. These airports are generally known as slot controlled airports. The ARO allocates reservations on a first come, first served basis determined by the time the request is received at the ARO. Standby lists are not maintained. Reservations are allocated through the ARO by the Enhanced Computer Voice Reservation System (e-CVRS) and not by the local air traffic control facility.

b. Requests for reservations for unscheduled flights at the slot controlled airports will be accepted beginning 72 hours before the proposed time of operation.

c. Flights with declared emergencies do not require reservations.

d. Refer to the Web site or touch-tone phone interface below for the current listing of the slot controlled airports, limitations, and reservation and procedures:

NOTE-

The Web interface/telephone numbers to obtain a reservation for unscheduled operations at a slot controlled airport are:

1. <http://www.fly.faa.gov/ecvrs>.
2. Touch-tone: 1-800-875-9694 or (703) 707-0568 (e-CVRS interface).
3. Trouble number: (703) 904-4452.


b. Amend Pilot Controller Glossary, Airport Reservation Office, to read as follows:

AIRPORT RESERVATION OFFICE

Airport Reservation Office - Office responsible for monitoring the operation of slot controlled airports. It receives and processes requests for unscheduled operations at slot controlled airports.

6. 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; the Air Traffic Safety Oversight Service; the William J. Hughes Technical Center; the Mike Monroney Aeronautical Center; and the international aviation field offices.

7. Background. Current guidance in FAA handbooks identifies HDTA specifics regarding what airports require, such as reservations, the number of slots, and the time periods associated with the requirements. This has resulted in making frequent changes to several FAA handbooks when airports are added or deleted, or the allocation procedures changed. Additionally, the references to "High Density Traffic Airports" do not accurately reflect that other FAA rules apply at individual airports. This change will redesignate the HDTA terminology to "slot controlled airports" and provide generic guidance referring operators and field facilities to the e-CVRS Web site. Reference to the Web site will alleviate the need for frequent document change proposals and provide current information on the rules and procedures for reservations.


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9-8-08
 Date Signed