

# ERRATA SHEET

SUBJECT: FAA Order JO 7210.3V, Facility Operation and Administration

This errata sheet transmits, for clarity, revised pages and an omission from Change 2, dated 3/12/09, of the subject order.

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## 2-2-5. OPERATING INITIALS

a. Specialists shall be assigned two-letter operating initials to identify the employee for record purposes. When all combinations of letters are depleted, duplicate initials may be assigned to personnel working in different areas of specialization.

b. Unless signatures are specifically requested, use assigned operating initials for all operating forms, interphone contacts, marking of recorder tapes, and other records.

c. A current file of assigned initials shall be maintained.

## 2-2-6. SIGN IN/OUT AND ON/OFF PROCEDURES

The following is applicable to all FAA air traffic facilities, but does not apply to FAA contract facilities.

Cru-X/ART is the official time and attendance system for both signing in/out for a shift and on and off positions, not paper logs nor Common ARTS/HOST/NTML/M1FC or other Agency or local programs. Facilities may use Common ARTS/HOST/NTML/M1FC to sign on positions for position preference settings; however, these systems/programs must not be used for official time and attendance nor position times. Duplicate paper logs for sign in/out of the shift and on and off positions must not be utilized during normal daily operations.

a. FAA operations managers-in-charge (OMIC)/front-line managers (FLM)/supervisory traffic management coordinators (STMC)/national operations managers (NOM)/national traffic management officers (NTMO)/controllers-in-charge (CIC) of the watch are responsible for ensuring the accuracy of the personnel log for time and attendance (T&A) recording. T&A information must be entered into and maintained within the ATO Resource Tool (ART) system approved.

1. The facility air traffic manager shall ensure that procedures are in place so that operational schedules are entered correctly into ART.

2. Employees shall use ART to sign in and out of their shifts.

(a) Sign in for a shift shall be accomplished no later than the shift assigned time unless the OS/STMC/NTMO/CIC and/or OMIC has approved leave at the start of the assigned shift. Sign in, using the assigned shift start time, may occur up to 15 minutes before an employee's assigned shift. Earning of, and signing in for, Time Outside Shift time at the beginning of an assigned shift must receive approval by the OS/STMC/NTMO/CIC or OMIC prior to earning or recording it into Cru-X/ART.

### **NOTE-**

*Shift/Core hour changes must be in accordance with local and national policy. Earning Time Outside Shift (overtime, credit hours, etc.) must be approved by the OS/STMC/NTMO/CIC or OMIC prior to entering it into Cru-X/ART or working it.*

(b) In situations where it is known in advance that employees will not report to the facility, such as when attending an all day meeting outside the facility, facilities should enter the employee's shift in the schedule as an Other Duty Code.

(c) Sign out shall be accomplished at the end of an employee's assigned shift. Sign out using the assigned shift end time may be accomplished no earlier than 15 minutes prior to the end of the shift, or no later than 15 minutes after the end of the assigned shift. Any Time Outside Shift at the end of an assigned shift, or leave, must first receive OS/STMC/NTMO/CIC or OMIC approval prior to earning/using and recording such time in Cru X/ART.

3. The supervisor/CIC position relief briefing check list shall include:

(a) T&A status,

(b) Other Duties,

(c) Time Outside Shift (TOS) requests/approvals, and

(d) Leave requests/approvals.

### **NOTE-**

*Upon signing on position the OMIC/FLM/STMC/NOM/NTMO/CIC assumes full responsibility of all check list items including those identified above.*

4. It is the employee's responsibility to notify the OMIC/FLM/STMC/NOM/NTMO/CIC of the watch of any changes to "Other Duty" shifts. For example, an employee is outside of the facility on another duty and requests a day of sick leave.

5. In the event of electronic system failure, scheduled system outage, or facility evacuation, the

paper FAA Form 7230-10, "Position Log," shall be used to indicate position responsibility. When the ART system has been restored or the facility reoccupied, the facility shall ensure that all data collected with the paper FAA Form 7230-10's is entered into ART. In instances where the data cannot be entered into ART, the paper FAA Form 7230-10's shall be retained in accordance with document retention guidance.

**b.** The Cru-X/ART electronic logs shall be used to indicate responsibility at all operational positions and for supervisory traffic management coordinator-in-charge (STMCIC), operations supervisor-in-charge (OSIC), traffic management coordinator-in-charge (TMCIC), and CIC functions. It is the responsibility of the relieved controller to enter the correct change of position responsibility time in Cru-X/ART. In situations where there is no relieved controller, such as when opening a position, the person opening the position is responsible for entering the correct position time or notifying the supervisor/STMC/CIC of the position opening time. The supervisor/STMC/NTMO/CIC shall then enter that time into Cru-X/ART.

### **2-2-7. CIRNOT HANDLING**

A CIRNOT initiated by WMSCR/NNCC shall be transmitted to all circuit users.

**a.** WMSCR/NNCC shall maintain a record of all CIRNOTs and forward a hard copy to FAA Headquarters, Terminal Safety and Operations Support by the most expeditious means available.

**b.** AFSS/FSS air traffic managers shall provide CIRNOTs to the Terminal Operations Service Area office and/or other field facilities upon request.

**c.** CIRNOTs should be retained at the receiving facility for 120 days.

**NOTE-**

*The most expeditious means is transmitting the CIRNOT via facsimile, telephone, mail, electronic mail, etc.*

### **2-2-8. GENOT HANDLING**

A GENOT initiated by headquarters ATO organizations, requiring distribution to air traffic facilities, shall be transmitted to all Service Area offices, Flight Service Stations (FSS), Automated Flight Service Stations (AFSS), and ARTCC.

**a.** Terminal Operations Service Area office shall distribute GENOTs to the following using the most expeditious means available:

1. FAA contract and non-Federal towers.
2. FAA military ATREPS assigned to the service area.

**NOTE-**

*The most expeditious means is transmitting the GENOT via facsimile, telephone, mail, electronic mail, etc.*

**b.** The AFSS/FSS shall distribute the GENOT to all FAA field facilities addressed, except ARTCCs, within their designated areas as determined by the respective Service Area office using the most expeditious means available.

**REFERENCE-**

*FAAO JO 7210.3, Para 2-2-8a2 Note.*

**c.** Terminal Hub facilities distribute all GENOTs in plain language format to all non-Federal and contract ATCTs which are located within their Hub Area. The GENOT shall be distributed in the most expeditious means available.

**REFERENCE-**

*FAAO JO 7210.3, Para 2-2-8a2 Note.*

**d.** Air traffic managers at all facilities shall:

1. Disseminate GENOT information to concerned facility personnel. The content of the message will dictate the priority of the distribution.
2. Ensure that all employees with a need to know are thoroughly briefed on the change prior to performing their duties.
3. Ensure that the appropriate entry is made in the employee's Training and Proficiency Record, Form 3120-1.

### **2-2-9. PERSONNEL BRIEFINGS REGARDING AIR TRAFFIC BULLETIN ITEMS**

The Air Traffic Bulletin is a means of communication between headquarters and field facilities. It is routinely published and distributed quarterly. In addition, special issues are published and distributed as necessary. It is not a directive, nor is it to implement new procedures. Its intent is to transmit "reminders" concerning proper application of procedures and other instructions. To provide continuity of communication, facility air traffic managers shall:



## Chapter 7. En Route Data

### Section 1. Performance Checks

#### 7-1-1. RADAR PERFORMANCE CHECKS

Daily radar performance checks and special radar accuracy checks of long-range radar (LRR) systems used by FAA for ATC shall be accomplished as follows:

**a.** Radar systems performance shall be evaluated by radar-qualified air traffic controllers through daily observations and use of the radar systems. FAA Flight Check aircraft may be used to assist the controller in performing radar checks. Controllers should utilize Flight Check aircraft or targets of opportunity to verify radar video and fixed map accuracy when necessary.

**NOTE-**

*Neither the daily radar performance checks nor the special radar accuracy checks replace commissioning and special flight inspection. (See para 3-7-1, Commissioning Radar Facilities.)*

**b.** Accuracy of radar display systems must be certified on a daily basis. For digitized (narrowband) radar systems, this check is performed by the computer program and is certified daily by Technical Operations personnel. Controllers must monitor the acceptability of the digitized system by indirect methods; e.g., stability and accuracy of presentation, visible alarm lights, and accuracy of registration. Sector controllers must report radar problems to the OS/CIC.

**c.** Narrowband radar systems shall not be used for operational purposes unless they are certified by the appropriate Technical Operations personnel. Uncertified radar subsystems shall be inhibited from an operational narrowband system. The OMIC shall make an entry on FAA Form 7230-4 when the digitized radar system is certified and/or when the display from an uncertified radar subsystem is inhibited or restored to the operational system.

#### 7-1-2. SPECIAL RADAR ACCURACY CHECKS

**a.** When these checks are made, consider video and fixed map accuracy. To insure a thorough understanding of the program and its objectives by all

personnel, close coordination is required among air traffic and technical operations personnel. Initial coordination for common digitizer radar accuracy flight checks is effected by the Maintenance Control Center (MCC) coordinator with the facility's test coordinator and Technical Operations. Effect interfacility coordination and with the ARTCC within which the Flight Check aircraft originates. Give special attention to assure the unique assignment of a discrete beacon code; i.e., assure that other aircraft within the same radar coverage as the Flight Check aircraft are not assigned the same beacon code and that the beacon code assigned the Flight Check aircraft is not changed.

**b.** The ARTCC air traffic manager shall ensure that a sufficient number of controllers are fully qualified to participate in the special radar accuracy check. A detailed list of minimum accuracy requirements of the radar shall be made available to the controller/s.

**c.** The controller/s assigned to participate in these checks must be thoroughly familiar with the requirements set forth herein as well as the commissioning flight inspection data.

**NOTE-**

*FAA aircraft normally operate on published routes.*

**d.** When necessary, ARTCC controllers shall:

**1.** Check the accuracy of as many of the predetermined checkpoints as possible while the Flight Check aircraft is operating within the area of radar coverage.

**2.** Request the pilot to advise when he/she is over each predetermined checkpoint. When these checks are being conducted, the pilot shall alert the controller that the checkpoint is being approached and state "mark" when over the point.

**3.** Do not change the previously assigned discrete beacon code.

**e.** Satisfactory radar performance of video and fixed map accuracy will be such that an aircraft reporting over a checkpoint will be within a circular area about the checkpoint, the radius of which is

3 percent of the distance from the checkpoint to the radar antenna site or 500 feet, whichever is greater.

1. Type radar system.
2. Date.
3. Aircraft identification.
4. Type aircraft.
5. Altitude/flight level.
6. Aircraft reported position.
7. Radar indicated position.
8. Discrepancy.
9. Primary or secondary radar.
10. CP or LP.