

**DOCUMENT CHANGE PROPOSAL/BRIEFING SHEET**

**FINAL DISPOSITION**

**ORDER/PUBLICATION:** 7210.3

**CHANGE:** 3

**EFFECTIVE DATE:** August 27, 2009

**TRACKING #:** 33- 17-12-4

**SPECIALIST/ROUTING:** Gail Carter AJR-53 x58601

**1. PARAGRAPH NUMBER AND TITLE:**

17-12-4, AIRPORT RESERVATION OFFICE

**2. BACKGROUND:** Current guidance in FAA handbooks identifies HDTA specifics in regard to what airports require, such as reservations, the number of slots and the time periods associated with the requirements. This has resulted in making frequent modifications 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 High Density Traffic Airport (HDTA) terminology to "slot controlled airports" and provide generic guidance referring operators and field facilities to the Enhanced Computer Voice Reservation (eCVRS) Web site. Reference to the Web site will alleviate the necessity for frequent document change proposals and provide current information on the rules and procedures for reservations.

**3. EXPLANATION OF 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. This change cancels and incorporates N JO 7210.701, Clarification of High Density Traffic Airport (HDTA) Reservation Guidance and Change of Section Title, effective September 15, 2008.

**4. CHANGE:**

**OLD**

**NEW**

17-12-4. AIRPORT RESERVATION OFFICE

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 time the request is received at the ARO. Standby lists are not maintained.

a. The Airport Reservations 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. The HDTAs are: John F. Kennedy International Airport, LaGuardia Airport, and Ronald Reagan Washington National Airport.

b. **Requests for reservations for unscheduled flights at the slot controlled airports will be accepted beginning 72 hours before the**

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.

**proposed time of operation.**

NOTE-

Delete

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

Add

**c. Flights with declared emergencies do not require reservations.**

Add

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

Add

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.

No further changes to paragraph.

5. **INDEX CHANGES:** None

6. **GRAPHICS:** None

7. **GENOT/NOTICE:** N JO 7210.701, Clarification of High Density Traffic Airport (HDTA) Reservation Guidance and Change of Section Title, effective September 15, 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:**

*for*  
*Michael J. Sammartino*  
Michael J. Sammartino  
Director, System Operations

Date: 6/13/08