

SUBJ: FACILITY OPERATION AND ADMINISTRATION

- 1. PURPOSE.** This change transmits revised pages to Order JO 7210.3V, Facility Operation and Administration, and the Briefing Guide.
- 2. DISTRIBUTION.** This change is distributed to select offices in Washington headquarters, regional offices, the William J. Hughes Technical Center, and the Mike Monroney Aeronautical Center; to all air traffic field facilities and international aviation field offices; and to interested aviation public.
- 3. EFFECTIVE DATE.** March 12, 2009.
- 4. EXPLANATION OF CHANGES.** See the Explanation of Changes attachment which has editorial corrections and changes submitted through normal procedures. The Briefing Guide lists only new or modified material, along with background information.
- 5. DISPOSITION OF TRANSMITTAL.** Retain this transmittal until superseded by a new basic order.
- 6. PAGE CONTROL CHART.** See the Page Control Chart attachment.

Nancy B. Kalinowski
Vice President, System Operations Services

Date:

Facility Operation and Administration Explanation of Changes

Direct questions through appropriate facility/service center office staff to the office of primary responsibility (OPR)

a. 1-2-5. ABBREVIATIONS

This change adds abbreviations associated with FEA/FCA procedures. This change cancels and incorporates N JO 7210.691, Flow Evaluation Area (FEA) and Flow Constrained Area (FCA), effective May 30, 2008.

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

References to OMIC, NOM, and FLM are added.

c. 3-3-10. VTABS (VSCS TRAINING AND BACKUP SYSTEM)

References to STMC are changed to OMIC.

d. 3-5-1. NAVAID MONITORING

This change deletes the sentence concerning AFSSs/FSSs since flight service facilities no longer monitor NAVAIDs. The note is changed to indicate air traffic offices in the Service Centers.

e. 4-6-4. FAA FORM 7230-4, DAILY RECORD OF FACILITY OPERATION

This change adds OMIC to the list of authorized positions and changes OSIC to FLMIC.

f. 5-3-6. WEATHER RECONNAISSANCE FLIGHTS

This change further defines the ATCSCC responsibilities for weather reconnaissance flights.

g. 6-7-8. TRANSITION AND TRAINING PLANNING

References to responsibilities of ARTCC facility managers to ensure facility training plans are prepared to define URET training for traffic management coordinators and traffic management supervisors have been removed.

h. 6-9-1. GENERAL; 6-9-3. OPERATIONS MANAGER-IN-CHARGE RESPONSIBILITIES; and 6-9-4. FRONT-LINE MANAGER-IN-CHARGE/CONTROLLER-IN-CHARGE RESPONSIBILITIES

This change will remove any reference to STORM flights and the DOD Mission Priority Web site.

i. 8-1-1. TRANSITION PROCEDURES

Reference to OMIC is added. Reference to OS is changed to FLM.

j. 11-9-1. SYSTEM OPERATION

The e-mail contact for the National Airway Systems Engineering (NASE) has changed to 9-AMC-ATOW-ASDES@faa.gov.

k. Chapter 12. Facility Statistical Data, Reports, and Forms,

Section 1. General Information; Section 2. Airport Operations Data; Section 3. Instrument Operations Data; Section 4. Instrument Approach Data; and Section 5. Amending and Reviewing Data.

This change incorporates 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, Reports, and Forms, effective July 1, 2008.

l. 17-5-5. STATIC COORDINATION

Our customers, Federal Aviation Administration partners, and ATCSCC personnel view this information regularly; therefore, specific timelines are being established, requiring ASPM facilities and the traffic management officers to provide the information and ensure the accuracy of the information displayed. This change cancels and incorporates N JO 7210.685 Static Coordination, effective April 24, 2008.

m. 17-5-10. PROCESSING REQUESTS FOR REROUTES AND RESTRICTIONS FOR FACILITIES WITH NTML

This new procedure allows the processing of most restrictions to be accomplished via the NTML, reducing workload for TMUs and ATCSCC operational personnel. This change cancels and incorporates N JO 7210.684 Processing Requests for Reroutes and Restrictions for Facilities with National Traffic Management Log (NTML), effective May 17, 2008.

n. 17-6-9. FIELD FACILITY RESPONSIBILITIES FOR TMI; and 17-6-12. MIT TMI OF 10 OR LESS

The changes provide editorial clarity. This change cancels and incorporates N JO 7210.693 Flow Evaluation

Area (FEA) and Mile-in-Trail (MIT) Restrictions, effective July 13, 2008.

o. 17-6-11. TMI WITHIN A CENTER'S AREA OF JURISDICTION

This paragraph is receiving editorial changes and additional procedures including the addition of NTML requirements. This change cancels and incorporates N JO 7210.693 Flow Evaluation Area (FEA) and Miles-in-Trail (MIT) Restrictions, effective July 13, 2008.

p. 17-6-14. TMIs OF 25 MIT OR GREATER

This change requires facilities to develop and share an FEA anytime a restriction of 25 MIT or greater is requested. This change cancels and incorporates N JO 7210.693 Flow Evaluation Area (FEA) and Miles-in-Trail (MIT) Restrictions, effective July 13, 2008.

q. Chapter 17. Traffic Management National, Center, and Terminal, Section 7. Flow Evaluation Area (FEA) and Flow Constrained Area (FCA)

FEAs and FCAs provide FAA air traffic facilities and our customers increased flexibility in responding to conditions in the National Airspace System (NAS). This change incorporates this technology and establishes procedures for its use in a new Section 7, Flow Evaluation Area (FEA) and Flow Constrained Area (FCA).

r. Chapter 17. Traffic Management National, Center, and Terminal, Section 9. Airspace Flow Programs (AFP)

This change defines the responsibilities for the traffic management initiative (TMI). This change cancels and incorporates N JO 7210.690, Airspace Flow Programs, effective May 30, 2008.

s. 17-13-1. GENERAL, and 17-13-2. RESPONSIBILITIES

This change specifies how SWAP statements at the ATCSCC are used. This change cancels and incorporates N JO 7210.689, Severe Weather Avoidance Plan (SWAP) Advisories, effective June 20, 2008.

t. Chapter 17. Traffic Management National, Center, and Terminal, Section 15. North American Route Program

This change modifies requirements for the use of the North American Route Program (NRP) specific to the use of Departure Procedure (DP) and Standard Terminal Arrival Procedure (STAR) transitions. This change cancels and incorporates N JO 7210.694 Departure Procedure (DP)/Standard Terminal Arrival Route (STAR) Transition to the North American Route Program (NRP), effective July 13, 2008.

u. Chapter 17. Traffic Management National, Center, and Terminal, Section 19. National Playbook

This change replaces the term "user" with "customer" and "ATCSCC Severe Weather Unit" was replaced with "NSST." Additional editorial changes for clarification were made. This change cancels and incorporates N JO 7210.692, National Playbook, effective July 13, 2008.

v. Appendix 1. Air Carrier Contact for the Distribution of Incident Reports; and Appendix 2. Air Carrier Points of Contact for Aircraft Identification Problems

Editorial changes were made to contact information.

w. Throughout this order Enhanced Traffic Management System (ETMS) has been editorially replaced with Traffic Flow Management System (TFMS).

x. Editorial/format changes were made where necessary. Revision bars were not used because of the insignificant nature of these changes.

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Section 2. Order Use

1-2-1. POLICY

This order prescribes information necessary to effectively operate and administer air traffic service facilities. When a conflict arises between its provisions and those in other agency issuances, supervisors shall request clarification from their respective En Route and Oceanic Operations Area, Terminal Operations Area or Flight Services Operations Area Office. In the event a conflict arises between instructions in this order and the terms of a labor union contract, supervisors shall abide by the contract.

1-2-2. ANNOTATIONS

Revised, new, or reprinted pages will be marked as follows:

- a. The change number and the effective date are printed on each revised or additional page.
- b. A reprinted page not requiring a change is reprinted in its original form.
- c. Bold vertical lines in the margin of the text mark the location of substantive procedural, operational, or policy changes; e.g., when material affecting the performance of duty is added, revised, or deleted.
- d. Statements of fact of a prefatory or explanatory nature relating to directive material are set forth as notes.

1-2-3. PUBLICATION AND DELIVERY DATES

a. This order and its changes are scheduled to be published to coincide with AIRAC dates. The effective dates will be:

Publication Schedule		
Basic or Change	Cutoff Date for Submission	Effective Date of Publication
JO 7210.3V	8/30/07	2/14/08
Change 1	2/14/08	7/31/08
Change 2	7/31/08	3/12/09
Change 3	3/12/09	8/27/09
JO 7210.3W	8/27/09	2/11/10

b. If a facility has not received the order/changes at least 30 days before the above effective dates, the facility shall notify its service area office distribution officer.

1-2-4. WORD MEANINGS

As used in this order:

- a. *Shall*, or an action verb in the imperative sense, means a procedure is mandatory.
- b. *Should* means a procedure is recommended.
- c. *May* and *need not* mean a procedure is optional.
- d. *Will* indicates futurity, not a requirement for the application of a procedure.
- e. Singular words include the plural, and plural words include the singular.

1-2-5. ABBREVIATIONS

As used in this order, the following abbreviations have the meanings indicated: (See TBL 1-2-1.)

TBL 1-2-1
ABBREVIATIONS

Abbreviation	Meaning
AAR	Airport arrival rate
ACD	ARTS Color Displays
ACDO	Air Carrier District Office
ACE-IDS	ASOS Controller Equipment-Information Display System
ACID	Aircraft identification
ADC	Aerospace Defense Command
ADIZ	Air defense identification zone
ADL	Aggregate demand list
ADR	Airport departure rate
ADS-A	Automatic Dependant Surveillance-Addressable
ADS-B	Automatic Dependent Surveillance-Broadcast
A/FD	Airport/Facility Directory
AFP	Airspace Flow Program
AFRES	Air Force reserve
AFSS	Automated flight service station
AFTN	Aeronautical fixed telecommunications network
AIDC	ATS Interfacility Data Communications
AIM	Aeronautical Information Manual

Abbreviation	Meaning
AIRAC	Aeronautical Information Regulation and Control
AIT	Automated information transfer
ALD	Available landing distance
ALS	Approach light system
ALTRV	Altitude reservation
AMASS	Airport Movement Area Safety System
APREQ	Approval request
ARFF	Airport rescue and fire fighting
ARINC	Aeronautical Radio, Inc.
ARO	Airport Reservations Office
ARP	Airport reference point
ARSR	Air route surveillance radar
ART	ATO Resource Tool
ARTCC	Air route traffic control center
ARTS	Automated radar terminal system
ASDE	Airport surface detection equipment
ASDE-X	Airport Surface Detection Equipment System - Model X
ASF	Airport stream filters
ASI	Altimeter setting indicator
ASOS	Automated Surface Observing System
ASP	Arrival sequencing program
ASPM	Aviation System Performance Metrics
ASR	Airport surveillance radar
AT	Air Traffic
ATA	Air traffic assistant
ATC	Air traffic control
ATCAA	Air traffic control assigned airspace
ATCRBS	Air traffic control radar beacon system
ATCS	Air traffic control specialist
ATCSCC	David J. Hurley Air Traffic Control System Command Center
ATCT	Airport traffic control tower
ATIS	Automatic terminal information service
ATM	Air Traffic Manager
ATO	Air Traffic Organization
ATOP	Advanced Technologies and Oceanic Procedures
ATREP	Air Traffic representative
ATTS	Automated Terminal Tracking Systems
AWC	Aviation Weather Center
AWIS	Automated weather information service
AWOS	Automated Weather Observing System
CA	Conflict alert
CAP	Civil Air Patrol
CARF	Central Altitude Reservation Function
CARTS	Common ARTS
CAS	Civil Aviation Security

Abbreviation	Meaning
CCFP	Collaborative Convective Forecast Product
CCSD	Collaborative Constraint Situation Display
CD	Clearance delivery
CDM	Collaborative decision making
CDR	Coded Departure Route(s)
CDR	Continuous Data Recording
CERAP	Combined center/RAPCON
CFR	Code of Federal Regulations
CIC	Controller-in-charge
CIRNOT	Circuit Notice
COB	Close of business
CONUS	Continental/Contiguous/Conterminous United States
COO	Chief Operating Officer
COTC	Computer operator terminal console
CPDLC	Controller Pilot Data Link Communications
CTRD	Certified Tower Radar Display
CTA	Controlled times of arrival
CWA	Center weather advisory
CWSU	ARTCC Weather Service Unit
DARC	Direct access radar channel
DAS	Delay assignment
DASI	Digital altimeter setting indicator
DCCWU	ATCSCC Weather Unit
DEDS	Data entry display system
DF	Direction finder
DME	Distance measuring equipment
DOD	Department of Defense
DOE	Department of Energy
DOT	Department of Transportation
DP	Display processor
DRT	Diversion Recovery Tool
DSP	Departure sequencing program
DTM	Digital terrain maps
DVA	Diverse vector area
DVRSN	Diversion
E-MSAW	En Route Minimum Safe Altitude Warning
EASL	Existing automation service level
EDCT	Expect departure clearance time
EFAS	En route flight advisory service
EI	Early Intent
ELT	Emergency locator transmitter
EOVM	Emergency obstruction video map
EPIC	El Paso Intelligence Center
ERIDS	En Route Information Display System
ESL	Emergency service level
ESP	En Route sequencing program
FAA	Federal Aviation Administration

Abbreviation	Meaning
FCA	Flow Constrained Area
FDEP	Flight data entry and printout
FDIO	Flight data input/output
FEA	Flow Evaluation Area
FIAO	Flight inspection area office
FLM	Front-Line Manager
FOIA	Freedom of information act
FOUO	For Official Use Only
FP	Flight plan
FPL	Full performance level
FRD	Fixed Radial Distance
FSA	Flight schedule analyzer
FSDO	Flight Standards district office
FSL	Full service level
FSM	Flight Schedule Monitor
FSS	Flight service station
FW	Flight watch
FWA	Flight watch area
FWCS	Flight watch control station
GA	General aviation
GC	Ground control
GDP	Ground delay program(s)
GENOT	General notice
GI	General information message
GS	Ground stop(s)
HIRL	High intensity runway lights
HRPM	Human Resource Policy Manual
IAFDOF	Inappropriate Altitude for Direction of Flight
ICAO	International Civil Aviation Organization
ICR	Integrated Collaborative Rerouting
ICSS	Integrated communication center
IDS	Information Display System
IFR	Instrument flight rules
IFSS	International flight service station
ILS	Instrument landing system
INS	Immigration and Naturalization Service
IR	IFR MTR
ITWS	Integrated Terminal Weather System
LAA	Local airport advisory
LAAS	Low altitude alert system
LADP	Local Airport Deicing Plan
LAHSO	Land and hold short operations
LAWRS	Limited aviation weather reporting station
LC	Local control
LLWAS	Low level wind shear alert system
LLWAS NE	Low Level Wind Shear Alert System Network Expansion
LLWAS-RS	Low Level Wind Shear Alert System Relocation/Sustainment

Abbreviation	Meaning
LLWS	Low Level Wind Shear
LOA	Letter of agreement
LOGT	Log/tally print time
MA	Monitor alert
MALS/RAIL	Medium approach light system and runway alignment indicator lights
MAPPS	Management Association for Private Photogrammetric Surveyors
MCI	Mode C intruder
MDM	Main display monitor
MEA	Minimum en route IFR altitude
MEARTS	Micro En Route Automated Radar Tracking System
METAR	Aviation Routine Weather Report
MIA	Minimum IFR altitude
MIAWS	Medium Intensity Airport Weather System
MIT	Miles-in-trail
MLS	Microwave landing system
MOA	Military operations area
MOCA	Minimum obstruction clearance altitude
MOU	Memorandum of understanding
MSL	Mean sea level
MTI	Moving target indicator
MTR	Military training route
MVA	Minimum vectoring altitude
NAA	National aeronautical association
NADIN	National airspace data interchange network
NAR	National Automation Request
NAS	National Airspace System
NASA	National Aeronautics and Space Administration
NASE	National Airway Systems Engineering
NAVAID	Navigational aid
NCIC	National crime information center
NFDC	National Flight Data Center
NFDD	National Flight Data Digest
NHOP	National hurricane operations plan
NIDS	National Institute of Discovery Sciences
NM	Nautical mile
NNCC	National Network Control Center
NOAA	National Oceanic and Atmospheric Administration
NOM	National Operations Manager
NORAD	North American Aerospace Defense Command
NOS	National Ocean Service
NOTAM	Notice to Airmen
NRP	North American Route Program
NSST	National System Strategy Team
NTML	National Traffic Management Log

Abbreviation	Meaning
NTMO	National Traffic Management Officer
NTSB	National Transportation Safety Board
NWS	National Weather Service
NWSOP	National winter storm operations plan
OASIS	Operational and Supportability Implementation System
OM	Operations Manager
OPR	Office of primary responsibility
OS	Operations Supervisor
OSIC	Operations Supervisor-in-Charge
P-ACP	Prearranged coordination procedures
PAR	Precision approach radar
PB	Pilot briefing
PCS	Power Conditioning System
PDC	Pre-Departure Clearance
PIC	Pilot-in-command
PIREPS	Pilot reports
POC	Point of Contact
PVD	Planned view display
QAR	Quality assurance review
RA	Radar Associate
RAA	Remote Airport Advisory
RADLO	Regional air defense liaison officer
RAIL	Runway alignment indicator lights
RAIS	Remote Airport Information Service
RAPCON	Radar approach control facility (USAF)
RATCF	Radar Air Traffic Control Facility associated with the United States Navy
RCAG	Remote communications air ground facility
RCC	Rescue coordination center
RMT	Route Management Tool
ROC	Regional operations center
ROG	Route Options Generation
ROT	Runway occupancy time
RSU	Runway supervisory unit
RVR	Runway visual range
RVV	Runway visibility value
SAA	Special activity airspace
SAMS	Special Use Airspace Management System
SATCOM	Satellite Communication(s)
SAWS	Stand Alone Weather System
SE	Systems engineer
SIA	Status information area
SID	Standard Instrument Departure
SIGMET	Significant meteorological information
SMGCS	Surface movement guidance and control system
SMO	System Management Office
SMR	Surface Movement Radar

Abbreviation	Meaning
SOP	Standard operating procedure
SP	Support Specialist(s)
SPECI	Nonroutine (Special) Aviation Weather Report
STARS	Standard terminal automation replacement system
STMC	Supervisor Traffic Management Coordinator
STMCIC	Supervisory Traffic Management Coordinator-in-Charge
STMP	Special traffic management program
SUA	Special use airspace
SVFR	Special visual flight rules
SWAP	Severe weather avoidance plan
T&A	Time and attendance
TAC	Terminal area chart
TACAN	Tactical air navigation aid
TCA	Tactical Customer Advocate
TCAS	Traffic alert collision and avoidance system
TCDD	Tower cab digital display
TDLS	Terminal Data Link System
TDW	Terminal display workstation
TDWR	Terminal Doppler weather radar
TEC	Tower en route control
TELCON	Telephone Conference
TEL-TWEB	Telephone-transcribed weather broadcast
TERPS	Terminal instrument procedures
TFMS	Traffic Flow Management System
TFR	Temporary flight restriction
TIBS	Terminal information broadcast system
TM	Traffic management
TMC	Traffic management coordinator
TMI	Traffic management initiatives
TMU	Traffic management unit
TRACAB	Terminal radar approach control in tower cab
TRACON	Terminal radar approach control
TRSA	Terminal Radar Service Area
TSD	Traffic situation display
TWEB	Transcribed weather broadcast
UFO	Unidentified flying object
UHF	Ultrahigh frequency
UPT	User Preferred Trajectory
URET	User Request Evaluation Tool
USAF	United States Air Force
USN	United States Navy
UTC	Coordinated universal time
VAR	Volcanic activity report
VASI	Visual approach slope indicator
VCE	VSCS/Console Equipment
VEARS	VSCS Emergency Access Radio System

Abbreviation	Meaning
VFR	Visual flight rules
VHF	Very high frequency
VMC	Visual meteorological conditions
VOR	Omnidirectional VHF navigational aid
VORTAC	Collocated VOR and TACAN navigational aid
VR	VFR MTR
VSCS	Voice Switching and Control System
VTABS	Voice switching and control system training and backup system
WARP	Weather and Radar Processing

Abbreviation	Meaning
WARP	Weather and Radar Processing
WC	Weather coordinator
WINGS	Weather Information and Navigational Graphics System
WMSCR	Weather Message Switching Center Replacement
WSD	Web Situation Display
WSFO	Weather Service Forecast Office
WSO	Weather Service Office
WSP	Weather System Processor

b. If the conditions of paragraph a cannot be met, the frequencies needed to control each sector shall be available at another position. This level of redundancy assures all A/G frequencies can readily be covered in the case of VCE outage.

3-3-9. VSCS RECONFIGURATIONS

a. Air traffic VSCS positions listed as “released to maintenance” shall not be reconfigured unless prior approval has been received from Technical Operations.

b. When approval has been obtained and the reconfiguration action has been completed, return the previously released position to Technical Operations and continue to list the position as “released to maintenance,” or as directed by Technical Operations.

NOTE-

During the period that the VSCS position is listed as “released to maintenance,” this procedure shall be utilized whenever a reconfiguration to the position is required.

3-3-10. VTABS (VSCS TRAINING AND BACKUP SYSTEM)

a. Facility air traffic managers shall ensure that local procedures are developed which will accommodate switching from VSCS to a VTABS operation. These procedures shall include, but not be limited to:

1. Controllers shall, in the event that VSCS air/ground communications capabilities are lost, notify the operational supervisor and attempt to access all air/ground resources through the VSCS via Main, Standby, and BUEC.

2. The operational supervisor must notify the operations manager-in-charge (OMIC) and consider combining sectors within the area before going to a VTABS operation. The VTABS system is designed wherein the entire facility must be switched over to VTABS. Consider all alternatives before making the transition to VTABS. If these resources are unsuccessful, the OMIC must coordinate with the NOM to transition to VTABS.

3. Operational supervisors shall ensure the VTABS sector map configurations are appropriate for the operation.

4. Controllers shall verify the appropriate VTABS frequency mode; i.e., main, standby, or BUEC, for their operating position, since the VTABS frequency selection will be in the same mode as when it was last used.

b. When a catastrophic loss of VSCS occurs and transfer to a VTABS configuration becomes necessary, the OMIC must assure that the procedures established in para 2-1-7, Air Traffic Service (ATS) Continuity, are adhered to.

Section 5. Navigational Aids

3-5-1. NAVAID MONITORING

When a facility is assigned responsibility for monitoring NAVAIDs, the air traffic manager shall issue monitoring instructions in a facility directive. Notification procedures shall be coordinated with the appropriate sector manager.

NOTE-

Monitoring assignments are made by air traffic offices in the Service Centers.

a. VOR/VORTAC:

1. Aurally check the identification at the beginning of each watch.

NOTE-

Upon commissioning of 2nd generation (FA-9996) VORs, aural monitoring is not required.

2. Record the check in accordance with subpara 4-6-5h, Preparation of FAA Form 7230-4.

3. If a monitor Category 2 exists:

(a) Take appropriate action as indicated in FAAO JO 7110.65, Air Traffic Control, para 2-1-10, NAVAID Malfunctions, or FAAO JO 7110.10, Flight Services, para 13-1-2, Duties.

(b) Notify the ARTCC.

NOTE-

1. VORs, VORTACs, and TACANs have an automatic course alignment and signal monitor (ACM). This monitor is usually connected to a remote alarm. An automatic transfer and shutdown unit (ATU) is installed as part of the ACM. When the ACM detects a malfunction, the ATU switches the range to a standby transmitter. If the standby transmitter does not work properly, the ATU will shut down the facility.

2. Monitoring of VOR test signals (VOT) is accomplished by a light or a buzzer monitor and is of local concern only.

3. VOR and VORTAC monitor categories:

a. Category 1: Alarm feature and identification heard at the control point.

b. Category 2: Monitor equipment failure and identification not heard at the control point, but aircraft reports indicate that the facility is operating normally.

c. Not constantly monitored by other than ACM and ATU.

b. TACAN (joint-use airports):

1. Aurally check the identification at the beginning of each watch.

2. Immediately notify the responsible military authority when an alarm is received.

3. Consider the aid inoperative when the alarm cannot be silenced and the identification cannot be heard on the aural monitor.

NOTE-

The military authority will issue NOTAMs for TACANs.

c. DME (to be monitored by the same facility that monitors the associated VOR, VORTAC, MLS, or ILS):

1. Press the VOR/DME control oscillator level to the "Facility On" position at the beginning of each watch.

2. Record the check in accordance with subpara 4-6-5h, Preparation of FAA Form 7230-4.

d. L/MF aids (to be monitored on a continuous basis):

1. Check the identification at the beginning of each watch.

2. Record the check in accordance with subpara 4-6-5h, Preparation of FAA Form 7230-4.

e. NDB (class MH, class H, and class HH):

1. Monitor continuously by automatic means the beacons used as IFR aids.

2. Check the operation at least once each hour if an automatic alarm is not available.

f. ILS/MLS:

1. Check the ILS/MLS monitor panel at the beginning of each watch and record the system status in accordance with subpara 4-6-5h, Preparation of FAA Form 7230-4.

2. Apply the procedures described in para 3-5-2, System Component Malfunctions, when there are indications that a component has failed.

3. If you suspect that the indication is caused by a control line or a control station monitor failure rather than a malfunction of the component itself, take appropriate action as indicated in

FAAO JO 7110.65, para 2-1-10, NAVAID Malfunctions, or FAAO JO 7110.10, Flight Services, para 13-1-2, Duties. If malfunction is confirmed, discontinue use of the component involved.

NOTE-

Not all ILS components are provided remote monitor and control lines (on/off capability). If the failure indication is caused by a control line or a control station monitor failure, the Technical Operations technician shall advise if that component will be restored to operation and the monitor status.

g. Compass locators:

1. Monitor continuously by automatic means.
2. Check the operation at least once each hour if an automatic alarm is not available.
3. If the provisions of subparas 1 or 2 above cannot be met, the compass locator may be considered monitored if it is equipped with an automatic monitor and shutdown feature at the site. In this case responsibility for monitoring shall not be assigned to the air traffic facility.

3-5-2. SYSTEM COMPONENT MALFUNCTIONS

Take the following action when the alarm signal or a report indicates an air traffic system component malfunction:

- a. Try to restore the aid to normal operation.
- b. If unable to restore it, discontinue its use and:
 1. Notify the appropriate IFR control facility/sector.

2. Notify the appropriate AFSS/FSS as necessary.

3. Notify Technical Operations personnel in accordance with FAAO JO 6030.31, National Airspace System Failure Response, and locally developed procedures.

4. Issue any necessary NOTAMs, and take other NOTAM related actions as appropriate.

REFERENCE-

*FAAO JO 7210.3, Para 3-5-1, NAVAID Monitoring.
FAAO 7930.2, Para 4-2-1, NOTAM Composition.*

NOTE-

When Technical Operations personnel silence the monitoring system of any NAVAID, they will assume responsibility for the monitoring function.

3-5-3. PROCESSING GPS ANOMALY REPORTS

Forward all information gathered as per FAAO JO 7110.65, Air Traffic Control, subpara 2-1-10b, through the TMU to the ATCSCC and the local MCC.

NOTE-

The NMCC in Herndon, Virginia is the focal point for upward reporting and response coordination for all GPS anomalies.

3-5-4. ORIGINATING NOTAMs CONCERNING NAVAIDs

Air traffic facilities having responsibility for monitoring NAVAIDs shall originate NOTAMs regarding their status unless otherwise directed by the Service Area office.

Section 8. Video Maps

3-8-1. TOLERANCE FOR RADAR FIX ACCURACY

Careful attention must be given during commissioning flight checks of a radar to the accuracy of digital maps, video map plates, or overlays to ensure that the plate or overlay markings meet specified requirements relative to permanent targets. In actual practice an aircraft's displayed position can be slightly in error with respect to its geographic position and still meet the requirements of FAAO 8200.1, United States Standard Flight Inspection Manual.

3-8-2. RADAR MAPPING STANDARDS

The minimum radar mapping capability required for commissioning radar services is one of the following:

- a. Dual video mapper.
- b. Adequate map overlay.
- c. Single video mapper plus a map overlay.
- d. AN/GPA-70 at USAF installations.
- e. AN/GPA-91 at Navy installations.
- f. Computer-generated displays.

NOTE-

Grease pencil markings, plastic tape, compass rose grid lines, range marks, or other innovations shall not be used in lieu of an adequate digital map, map overlay, or video map.

3-8-3. DISPLAY MAP DATA

To reduce scope clutter and increase operational efficiency, limit data on display maps to the following (except for subpara o, facility air traffic managers may delete items not required):

- a. Airports/heliports.
- b. Runway centerline extension and/or final approach course.

REFERENCE-

FAAO JO 7110.65, Para 5-9-1, Vectors to Final Approach Course.

- c. Hospital emergency landing areas.
- d. NAVAIDs and fixes.
- e. Reporting points.

f. Airway/route centerlines.

g. Boundaries (control, special use areas, terminal buffer areas, outer fix holding pattern airspace areas, no transgression zones, etc.).

h. Handoff points.

i. Special use tracks (scramble, recovery, Instrument Departures, etc.).

j. Obstructions.

k. Prominent geographic features (islands, mountains, etc.).

l. Map alignment indicators.

m. Range accuracy marks.

n. Minimum vectoring altitudes in hundreds of feet; e.g., 23-2,300 ft., 100-10,000 ft.

o. Airports immediately outside your area of jurisdiction that are:

1. Within airspace used to receive radar handoffs; and

2. Depicted by the facility having jurisdiction over that airspace.

p. For sites equipped with STARS, facility air traffic managers shall specify in a facility directive procedures for using optional maps.

NOTE-

The intent of subpara o is to assist controllers in making emergency airport recommendations when inflight emergencies occur near facility boundaries. There is no intent to establish criteria for airport depiction. However, insofar as facilities having jurisdiction depict airports, then those same airports shall be depicted on the adjacent facility's video map.

REFERENCE-

FAAO JO 7110.65, Para 10-2-15, Emergency Airport Recommendation.

3-8-4. INTENSITY

Set the intensity of the video map and the range marks on the CTRD equipment at the minimum intensity that will provide the controller with the necessary information. Supervisory personnel shall ensure that a usable intensity is maintained.

3-8-5. COMMON REFERENCE POINTS

Facility air traffic managers shall ensure the adequacy of common reference points on radar maps where such points are used in providing air traffic control services; e.g., handoff points, etc., between adjacent

facilities or between sectors within the facilities using different radar systems. Whenever possible, simultaneous flight checks should be conducted of these radar systems. FAAO 8200.1, United States Standard Flight Inspection Manual, shall be used in determining the appropriate tolerances.

Section 6. Records

4-6-1. FACILITY RECORDS MANAGEMENT

Manage facility records in accordance with FAAO 1350.15, Records Organization, Transfer, and Destruction Standards.

4-6-2. COLLECTION OF OPERATIONAL DATA

a. Air traffic managers are responsible only for the routine collection and reporting of basic operational information as authorized in this order or by the appropriate service unit. Collection of any data shall be considered a secondary function and shall not interfere with the accomplishment of operational duties.

b. Air traffic managers shall not permit their facilities to participate in special studies and surveys nor agree to the use of facility personnel to tabulate, prepare, or forward to outside organizations or parties any special summaries, abstracts, reports, or aeronautical data unless approved in advance by the Service Area office.

4-6-3. FORMS PREPARATION

a. Exercise care when preparing forms to ensure neatness and accuracy. The forms are a part of the facility's permanent records and subject to review by authorized personnel or agencies.

b. Except as in subpara c, do not erase, strikeover, or make superfluous marks or notations. When it is necessary to correct an entry, type or draw a single horizontal line through the incorrect data, initial that part of the entry, and then enter the correct data.

c. When using an automated Form 7230-4, grammatical and spelling errors may be corrected by use of delete or type-over functions. Substantive changes in contents of remarks should be accomplished by a subsequent or delayed entry. If the computer software used contains a strikeout feature, this feature may be used.

d. Authorized FAA abbreviations and phrase contractions should be used.

e. New daily forms shall be put into use at the start of each day's business.

4-6-4. FAA FORM 7230-4, DAILY RECORD OF FACILITY OPERATION

a. Each air traffic facility shall use Form 7230-4, or an approved automated version of the form. Air traffic managers shall decide whether to use one set of forms to describe the entire operation of the facility or individual sets for smaller units of the facility, such as sectors, air-ground positions, telecommunications positions, etc. An example of the Daily Record of Facility Operation follows this section. (See FIG 4-6-1.)

b. Use of an automated version of Form 7230-4 must be approved by the appropriate Service Area office prior to the form being used by the facility.

c. The use of FAA Form 7230-4 for individual position assignments is authorized only for the STMCIC, FLMIC, OMIC, TMC, TMCIC, and CIC positions, and positions at the ATCSCC.

4-6-5. PREPARATION OF FAA FORM 7230-4

Personnel responsible for preparation of the Daily Record of Facility Operation, FAA Form 7230-4, shall ensure that entries are concise, yet adequately describe the operation of the facility, including any abnormal occurrences. Prepare FAA Form 7230-4 as follows:

a. Use of a typewriter, computer printout, or ink is mandatory. Signatures or handwritten initials shall be in either blue or black ink. Handwritten entries shall be printed, rather than in script. REMARKS section entries shall be single-spaced.

b. Make all time entries in UTC, except that in the section titled "Personnel Log," local time shall be used for time and attendance purposes.

c. Complete the information required at the top of each form.

d. Make an appropriate notation under "Operating Position" to indicate the extent of the operation described on each form; e.g., "AM," "All," "Sector D3," etc.

e. The first entry in the REMARKS section of each day's form shall indicate the employee responsible for the watch and shall be used to show carry-over items. Items to be carried over from the preceding "Daily Record of Facility Operation" are those which will affect the current day's Daily Record (e.g., equipment outages, runway or airspace status, or coordinated routes/procedures). The last entry on each day's form shall indicate the close of business (COB), consider midnight local time or facility closing time, if earlier, as the close of the day's business.

f. Employees shall sign on/off as follows:

1. When a typed or handwritten FAA Form 7230-4 is used, the employee assuming responsibility for the watch shall sign on using their operating initials and shall sign the certification statement at the bottom of the form.

2. When an automated FAA Form 7230-4 is used, in lieu of actually signing the form, the employee assuming responsibility for the watch shall sign on using their name, e.g., "1430 J. SMITH ON." Entering the name of the employee assuming responsibility for the watch, in lieu of entering operating initials, serves the same purpose as signing the certification statement at the bottom of the actual form. Additionally, the employee responsible for the watch at the time that the form is printed out shall sign the certification statement at the bottom of the form, as when the actual FAA Form 7230-4 is used.

3. When FAA Form 7230-4 is used to indicate position responsibility, record employees initials and exact minute on/off the position.

g. Establish and post a list of equipment checks required during each watch; e.g., recorder checks, siren check, DF net check, etc. Make an entry ("WCLC") on FAA Form 7230-4 when the watch checklist has been completed. Notify the organization responsible for corrective action on equipment malfunctions. Record equipment malfunctions, equipment released for service, notification information and/or course of action taken to correct problem, and return of equipment to service. Facilities may establish local forms and procedures for recording and disseminating equipment malfunction and restoration information. Local forms used for recording this information are considered to be

supplements to FAA Form 7230-4 and shall be filed with it.

NOTE-

At facilities which are closed prior to the beginning of the new business day, changes in status can occur during nonoperational hours. If the status of equipment or other facility operations has changed from status reported on previous days' FAA Form 7230-4, changes shall be noted in Watch Checklist entry, as well as time of status change, if known (e.g., WCLC - ABC VOR RTS 0700). If necessary, place an "E" in the left margin as prescribed in para 4-6-5, Preparation of FAA Form 7230-4.

h. FAAO 7210.56, Air Traffic Quality Assurance, defines situations requiring a Quality Assurance Review (QAR) and the procedures to be followed to accomplish the review. Promptly notify personnel responsible for conducting the review upon identifying the need for a QAR. Record QARs with the minimum detail necessary in order to identify the initiating incident (e.g., unusual go-around) and how it was identified (e.g., in-flight evaluation). Facilities may establish local forms and procedures for recording, disseminating and documenting the resolution of QARs. Local forms used for recording this information are considered supplements to FAA Form 7230-4 and shall be filed with it.

i. Place a large letter "E" in the left hand margin beside entries on equipment malfunctions. The "E" shall also be used when equipment is restored to service. The "E" is not required for facilities using local forms if procedures are established in accordance with subpara g.

NOTE-

The "E" is to be used on entries related to equipment problems which require Technical Operations involvement. The "E" is not required for routine maintenance items or for carryover entries on previously entered equipment malfunctions.

j. Place a large letter "Q" in the left hand margin beside QAR entries. Resolution of QARs, made in accordance with FAAO 7210.56, Air Traffic Quality Assurance, shall be indicated by either the responsible person initialing and dating the original "Q" entry, or by a second "Q" entry identifying the incident and person responsible for accomplishing its review. It is not necessary to document the details of the review or corrective actions taken in these log entries provided the persons resolving the QAR maintain adequate notes and records so as to reasonably explain the QAR at a later date. The "Q" is not required for facilities using local forms if

NOTE-

The passing of this data does not pre-empt the mission commander's responsibility to file a flight plan, nor does it constitute an ATC clearance.

2. The ATCSCC must:

(a) Upon receipt of hurricane reconnaissance mission data, conference the affected ARTCC TMUs and distribute the mission information.

(b) Assist field facilities with traffic flow priorities if the hurricane reconnaissance flight will impact terminal traffic.

3. ARTCC TMUs must:

(a) Upon receipt of hurricane reconnaissance mission data, ensure that they are distributed to appropriate facilities in their jurisdiction.

(b) Relay any operational concerns to the ATCSCC for further evaluation and coordination.

4. Should it become necessary to contact a TEAL or NOAA flight and all other methods of communication are not possible (e.g., direct radio, ARINC, aircraft relay), the Chief, Aerial Reconnaissance Coordinator, All Hurricanes (CARCAH) may be requested to relay messages to/from the aircraft. You may receive a phone call from CARCAH to authenticate the request.

5. Requests to change any portion of the NHOP shall be coordinated with System Operations and Safety.

5-3-7. OPEN SKIES TREATY AIRCRAFT

a. The David J. Hurley Air Traffic Control System Command Center (ATCSCC) shall be the FAA coordination unit between the Defense Threat Reduction Agency (DTRA) and field facilities for all OPEN SKIES operational information. This includes

initial notification and follow-up information on each mission.

b. ARTCCs shall designate and advise the ATCSCC of a focal point within that facility for OPEN SKIES information.

c. Advance scheduled movement information of OPEN SKIES aircraft received from the DTRA will be forwarded by the ATCSCC.

d. Upon notification of an OPEN SKIES flight, the affected ARTCCs shall inform all affected FAA facilities and any other facility/agency it deems necessary within their area of responsibility of the flight path and possible deviation path of the aircraft.

NOTE-

The possible deviation path for an OPEN SKIES aircraft is defined by treaty as fifty (50) kilometers or twenty seven (27) nautical miles either side of the intended route of flight. OPEN SKIES flights will not deviate from approved route of flight without ATC clearance.

e. The air traffic manager of each facility through which the OPEN SKIES aircraft transits shall ensure that a supervisory specialist(s)/CIC monitors the aircraft while in the facility's airspace. The supervisory specialist(s)/CIC shall monitor the movement of the OPEN SKIES aircraft from the flight's entry into the facility's airspace until the flight exits the facility's airspace, to ensure that priority handling, separation, control, and coordination are accomplished.

REFERENCE-

*FAAO JO 7110.65, Subpara 2-1-4n, Operational Priority.
FAAO JO 7110.65, Para 9-3-20, Open Skies Treaty Aircraft.
TREATY ON OPEN SKIES, TREATY DOC. 102-37.*

f. Air traffic facilities shall notify the ATCSCC immediately in the event of any incidents or problems generated by OPEN SKIES aircraft.

g. The ATCSCC shall immediately notify System Operations Security/Strategic Operations Security for resolution of problems or incidents, if necessary.

c. Unplanned URET Outages.

1. A facility directive shall include a checklist detailing actions to be taken and roles and responsibilities during an unplanned URET outage.

2. When an unplanned URET outage occurs, sectors shall post and maintain flight progress strips in accordance with FAAO JO 7110.65, Air Traffic Control, requirements for a non-URET environment, except as otherwise permitted by facility directive.

NOTE-

1. A full transition to strips may not be necessary based on the duration of the outage. Outages of short duration may allow continued use of the URET data while strips are prepared for use in the event that the outage continues.

2. A “snapshot” of URET flight data at the time of the outage will be available to the sector team. Although the data will not be updated and will become stale, it may be used to assist the sector team while reestablishing the support of strips.

3. Any failure recovery action that will result in the automatic clearing of the URET data on a position’s display shall be approved by the Operations Manager.

d. Degraded Conditions.

1. In the event that URET is operational, but alert data may be affected due to an associated equipment malfunction, the National Operations Manager (NOM) shall notify the Operations Manager who shall in turn notify Operations Supervisors. Each Operations Supervisor shall ensure that each sector team in their area of specialization is cognizant of the potential for degradation.

2. When the associated equipment malfunction is corrected, the NOM shall notify the Operations Manager who shall in turn notify Operations Supervisors. Each Operations Supervisor shall ensure that each sector team in their area of specialization is cognizant that the source of possible degradation has been corrected.

6-7-8. TRANSITION AND TRAINING PLANNING

The facility air traffic manager must ensure that detailed facility plans are prepared defining:

a. Training schedules of Certified Professional Controllers, Operations Supervisors, and Operations Managers.

b. Training schedules of developmental controllers based on national training directives.

6-7-9. RESTRICTIONS INVENTORY AND EVALUATION

a. Facilities shall identify responsibilities and establish procedures for the creation and maintenance of a facility restriction inventory once URET is fully operational. Facility plans should include identification and cataloging each air traffic restriction by type, purpose, and frequency/duration in effect.

b. Facilities shall create a plan and conduct ongoing evaluations on the need to relax or remove restrictions not warranted during URET operations. This shall include URET impact on ability to relax/remove restrictions and identification of dependencies between ability to remove restrictions and automation capabilities/limitations.

c. Submit annually to the Vice President of En Route and Oceanic Services, an Evaluation Report on facility restriction relaxation/removal related to URET.

d. Prior to implementation of restriction changes each ARTCC shall:

1. Coordinate with any affected ATC facility.

2. Coordinate with the ATCSCC, as appropriate.

3. Inform individual air carriers, as appropriate.

6-7-10. TRAFFIC COUNTS AND DELAY REPORTING

a. Automated counts of traffic activities are the preferred methods during use of URET.

b. Adherence to all applicable delay reporting directives shall continue while URET is operational.

c. Delay information, shall be recorded either on available flight progress strips, on facility approved forms, or via the automated URET delay reporting features for aircraft in hold. Facility directives shall detail the procedures for collecting and reporting this information to the ATCSCC.

6-7-11. COMPUTER DATA RETENTION

Follow the guidelines detailed in this order to retain URET recorded data.

6-7-12. WAIVER TO INTERIM ALTITUDE REQUIREMENTS

a. If, at any URET facility, a facility directive has been issued to waive the mandatory computer entry of interim altitudes, controllers and supervisors in any affected area and adjacent areas or facilities shall be informed of the resulting potential for misleading URET alert data.

b. Each URET facility should strongly consider the benefits of URET in evaluating any current or future waiver for data entry of interim altitudes. URET accuracy in assigning alert priorities for surrounding sectors, including those in neighboring URET facilities, is dependent upon the subject sector's entry/update of interim altitudes.

6-7-13. TRANSFER OF POSITION RESPONSIBILITY

Each URET facility shall ensure that pertinent URET information is integrated into any Position Relief briefing list, whether manual or electronic.

Section 9. Reduced Vertical Separation Minimum (RVSM)

6-9-1. GENERAL

a. RVSM reduces the standard separation between FL290 and FL410 from 2,000 feet to 1,000 feet for those aircraft approved for operation within these altitude strata. The six additional altitudes provide the users fuel savings and operational efficiencies while providing ATC flexibility, mitigation of conflict points, enhanced sector throughput and reduced controller workload for air traffic control operations.

b. RVSM is applied in that airspace from FL290 through FL410 over the domestic United States, Alaska, the Gulf of Mexico where the FAA provides air traffic services, the San Juan FIR, across international borders with Canada and Mexico, and the Pacific and Atlantic Oceanic airspace controlled by the FAA. There are two forms of RVSM airspace:

1. RVSM Airspace. Use of the term RVSM airspace refers to the RVSM exclusive environment. Aircraft operating in this airspace must be RVSM approved.

NOTE-

1. The following non-RVSM aircraft are exceptions to the exclusive RVSM airspace however, access will be on a workload-permitting basis:

- a.** DOD aircraft.
- b.** Lifeguard aircraft.
- c.** Aircraft being flown by manufacturers for development and certification.
- d.** Foreign State aircraft.

2. Aircraft not approved for RVSM operations may transition through RVSM airspace to operate above or below.

2. Transition Airspace. Airspace where both RVSM aircraft and non-RVSM aircraft may be accommodated at all altitudes and RVSM approval is not required. Transition airspace connects airspace wherein conventional separation is applied to RVSM airspace. One thousand feet vertical separation can only be applied between RVSM aircraft. Two thousand feet separation must be applied between non-RVSM aircraft or whenever one of the aircraft is non-RVSM.

c. Non-RVSM exception aircraft may access RVSM airspace in one of the following ways:

1. LOA: Complies with a Letter of Agreement (LOA) for operations within a single or adjacent ARTCCs.

2. File-and-Fly: Files a flight plan and makes the initial request to access RVSM airspace by requesting an ATC clearance.

d. Facilities with RVSM airspace must:

1. Provide guidance in the facility Standard Operating Procedures (SOP) for managing non-RVSM flights.

2. Where available, display the Center Monitor on the Traffic Situation Display (TSD) in each area and the Traffic Management Unit (TMU). This will aid in the coordination and decision making process for approving non-RVSM flights.

6-9-2. FACILITY MANAGER RESPONSIBILITIES

a. Ensure all facility directives are current to support RVSM.

b. Ensure all LOAs, SOPs, and Sector Position Binders are current to support RVSM.

c. Ensure airspace is continually reviewed for impact of RVSM.

d. Ensure all height deviations of 300 feet or more are recorded and forwarded to the FAA Technical Center in Atlantic City, New Jersey at NAARMO@faa.gov.

REFERENCE-

FAAO 7210.56, para 4-1-9, Invalid Mode C Reporting.

6-9-3. OPERATIONS MANAGER-IN-CHARGE RESPONSIBILITIES

Responsibilities must include but not be limited to the following:

a. Maintain an operational awareness of RVSM impact specifically any non-RVSM aircraft being worked within RVSM airspace.

b. Ensure proper coordination is accomplished between the STMC/TMU and the operations

supervisors/controllers-in-charge regarding the accommodation and handling of any non-RVSM aircraft.

c. Ensure, in conjunction with the Traffic Management Officer, that monitor alert values are addressed with RVSM impacts considered.

d. Ensure the proper RVSM software is turned on.

6-9-4. FRONT-LINE MANAGER-IN-CHARGE/CONTROLLER-IN-CHARGE RESPONSIBILITIES

Responsibilities shall include but not be limited to the following:

a. Maintain an awareness of all operational impacts associated with RVSM, specifically any non-RVSM aircraft currently within area sectors or projected to be in sectors under his/her area of responsibility.

b. Ensure sector personnel have been properly briefed regarding any known non-RVSM aircraft in or projected to be in sectors under his/her area of responsibility.

c. Ensure sector workload remains manageable when non-RVSM aircraft are in or projected to be in sectors under his/her area of responsibility.

d. Coordinate all non-RVSM aircraft with operational supervisors/CIC as appropriate, both internally and externally, to ensure the aircraft is coordinated and accepted along its route of flight.

e. Non-RVSM Exception Flights Outbound from the U.S. The operational supervisor/CIC from the last area to have communications and operational control of the aircraft in the facility where an aircraft departs RVSM airspace designated for U.S. air traffic control, or exit facility, shall coordinate with the international point-of-contact in a timely manner.

f. Ensure controllers at applicable sectors have their DSR MDM properly aligned to display the RVSM indicator depicting those aircraft that are non-RVSM.

6-9-5. NON-RVSM REQUIREMENTS

a. RVSM approval is required for aircraft to operate within RVSM airspace. The operator must

determine that the appropriate State authority has approved the aircraft.

b. DOD, Lifeguard, aircraft operated by manufacturers for certification and development, and Foreign State exception aircraft will be accommodated in RVSM airspace on a workload permitting basis.

c. Non-RVSM Exception Flights Inbound to U.S. The TMU at the facility where an aircraft penetrates RVSM airspace designated for U.S. air traffic control, or entry facility, receives the coordination from an international point-of-contact advising of an inbound non-RVSM exception. The TMU shall coordinate with the operational supervisor/CIC in a timely manner.

6-9-6. EQUIPMENT SUFFIX AND DISPLAY MANAGEMENT

RVSM aircraft will file the equipment suffix "W" or "Q". NAS automation has been modified to reflect non-RVSM aircraft with a coral box around the fourth character in the altitude segment of the data block. Conflict alert parameters will distinguish between RVSM and non-RVSM aircraft based upon the "W" or "Q" suffix for the appropriate separation standard to be applied.

6-9-7. MOUNTAIN WAVE ACTIVITY (MWA)

In areas of known MWA, aircraft operators have been encouraged to report encountering this weather event and the severity of its impact. Operators may request assistance in the form of reroutes, change of altitude, vectors, or merging target procedures.

6-9-8. WAKE TURBULENCE AND WEATHER RELATED TURBULENCE

a. *Domestic:* Aircraft experiencing turbulence can be anticipated to advise ATC and request a clearance for mitigation in the form of vectors, altitude change, or to fly an offset.

b. *Oceanic:* Aircraft experiencing turbulence can be anticipated to advise ATC and request a revised clearance. In instances where a revised clearance is not possible or practicable, the aircraft may fly a lateral offset not to exceed 2NM from the assigned route or track. Advise ATC as soon as practical and return to the assigned route when the offset is no longer required.

6-9-9. SUSPENSION OF RVSM

a. Domestic: RVSM will not be suspended in domestic airspace. Should turbulence or other weather phenomena require, separation can be increased in a defined area and thoroughly coordinated operationally.

b. Oceanic: Air Traffic Service providers will consider suspending RVSM procedures within affected areas when pilot reports of greater than moderate turbulence are received. Within airspace where RVSM procedures are suspended, the vertical separation minimum between all aircraft will be 2,000 feet above FL290.

Chapter 8. NAS En Route Automation

Section 1. General

8-1-1. TRANSITION PROCEDURES

a. Facilities shall develop and maintain current detailed procedures for transition to and from the various automated and nonautomated modes of operation.

b. The transition plans must include as a minimum:

1. Transition decision authority; i.e., the individual responsible for making the transition decision.

2. Specific transition procedures.

3. Detailed checklists specifying the duties and the responsibilities for the OMIC, STMCIC, FLM, Radar Position (R), and other appropriate positions.

The checklist must include, as a minimum, the following information/procedures:

(a) Transition decision authority.

(b) Coordination/notification procedures (intra- and interfacility).

(c) Specific duties/responsibilities (including detection and resolution of potential conflicts).

NOTE-

Whenever possible, coordination/notification procedures and duties/responsibilities should be listed in the order in which they are to be accomplished.

c. The air traffic manager shall not cause or permit the operational use of the Direct Access Radar Channel (DARC) solely for purposes of training when the primary operational system is available.

8-1-2. ALTRV FLIGHT DATA PROCESSING

a. Facilities shall process ALTRV flight plans as follows:

1. Classified ALTRV data, stationary and/or flight plan information, shall not be entered into the computer, processed, stored, or transmitted by the computer unless specific declassification data is provided, e.g., “declassified for NOTAM/computer flight plan processing 24 hours in advance.” In the absence of declassified data, process this information

manually and pass to only those personnel with a need-to-know. All data shall be marked with the appropriate level of security classification, collected when the need-to-know is completed and destroyed according to security guidelines.

NOTE-

The use of a mission plan (MP) message is not authorized for processing classified ALTRV flight plans.

2. The MOS at the departure ARTCC or where the ALTRV begins shall ensure that unclassified ALTRV missions be entered into the NAS computer to destination or to ALTRV end point.

3. Unclassified ALTRV flight plans that have a block altitude change shall be entered to the destination airport or ALTRV end point. An “XXX” shall be entered into the route of flight immediately after each fix at which a block altitude change is to occur to prevent the production of flight progress strips containing erroneous altitude information. The air traffic specialist working the area at which the “XXX” has been entered, shall change the mission block altitude to that which has been previously coordinated then remove the “XXX” so that the correct block altitude will be processed to subsequent facilities.

b. The facility officer designated military liaison and security duties is responsible for the development and implementation of methods for assuring the accuracy and the completeness of ALTRV flight plan and control information.

c. Estimates and revisions of ALTRV flight plans not processed on-line shall be forwarded via the Aeronautical Information System from facility to facility.

8-1-3. COMPUTER DATA RETENTION

a. Retain SAR/CDR computer and DLOG (if recorded) recordings and data communications/console typewriter printouts for 15 days unless they are related to an accident/incident as defined in FAAO 8020.11, Aircraft Accident and Incident Notification, Investigation, and Reporting. Retention of the latter shall be in accordance with

FAAO 1350.15, Records, Organization, Transfer, and Destruction Standards, Chapter 14, subparas 8020(1), (a), (b), (c), (d), and (exception).

b. If a request is received to retain computer data following an accident, the printout of the relative data will suffice, and the recording tape/disc may then be returned to service through the normal rotational cycle. The printout data are considered a permanent record and shall be retained in accordance with aircraft accident/incident retention requirements. Reduction of the SAR/CDR and DLOG (if recorded) tapes/discs to hard-copy format shall be made at the earliest time convenient to the facility involved without derogating the ATC function and without prematurely taking the computer out of ATC service. Do not make these data and printouts a part of the

accident/incident package.

c. If a request is received to retain a specific data recording and the data are available and contained on tape, the tape shall be retained in its entirety. If the data are contained on disc, the facility may transfer all pertinent data to magnetic tape and label the tape a *Duplicate Original*. After successful transfer, the disc pack may be returned to service through the normal rotational cycle. However, if a specific request is received to retain the disc, the disc pack shall be retained in its entirety.

d. Treat SAR/CDR and DLOG (if recorded) tapes/discs/*duplicate and/or originals* and data communications/console typewriter printouts related to hijack aircraft the same as voice recorder tapes. (See para 3-4-4, Handling Recorder Tapes or DATs.)

Section 9. Safety Logic Systems Front-Line Manager/CIC Procedures

11-9-1. SYSTEM OPERATION

a. Safety Logic Systems are software enhancements to the ASDE-3 and ASDE-X that predict the path of aircraft landing and/or departing, and/or vehicular movements on runways. Visual and aural alerts are activated when the safety logic projects a potential collision.

1. AMASS is a safety logic system enhancement to the ASDE-3.

2. ASDE-X Safety Logic is a system enhancement to ASDE-X.

b. The Safety Logic System shall be operated in a full core alert runway configuration. (In ASDE X, when rain configuration is selected, it includes full core alerting capabilities.)

c. When ASDE-3 and/or AMASS is in maintenance mode, AMASS data shall be considered invalid and the system shall be taken offline. The front-line manager/CIC shall validate, upon resumption of normal AMASS operations, that runway configurations and other user settings are adequate for operational use.

NOTE-

Action to change AMASS online/offline status is a Technical Operations function. ASDE-X safety logic will automatically be disabled when the system is in maintenance mode.

d. When a runway becomes unavailable for aircraft operations for an extended period of time, the runway should be entered as, "Closed" in the Safety Logic System. Facility procedures should be developed to address using the Safety Logic System in this capacity.

e. Construction projects in the vicinity of runways may cause nuisance or false alerts. The National Airway Systems Engineering (NASE) group may be able to provide an adaptation to filter the affected areas from Safety Logic System coverage. Facilities shall contact NASE via email at 9-AMC-ATOW-ASDES@faa.gov, 30 to 45 days before the construction is scheduled to begin to assist in determining whether an adaptation is necessary.

f. ASDE-X false targets may be temporarily track dropped after positive verification has been accomplished via pilot/vehicle operator position report or controller visual observation. When a false target is temporarily dropped, it shall be noted on FAA Form 7230-4, Daily Record of Facility Operation.

REFERENCE-

FAAO JO 7110.65, Para 3-6-2, Identification.

g. The Air Traffic Manager may authorize a real target to be inhibited from safety logic processing when the target will likely generate a nuisance alert.

11-9-2. ENSURE STATUS

a. The front-line manager/CIC is responsible for ensuring that the Safety Logic System is set for the correct runway configuration.

b. The front-line manager/CIC shall ensure that the operational status of the Safety Logic System is known to all operational personnel.

c. When a status change is made to the Safety Logic System all personnel assigned an operational position shall be notified verbally.

d. When any status change is made to the Safety Logic System it shall be noted on FAA Form 7230-4, Daily Record of Facility Operation. Such status shall be shown in the facility Status Information Area (SIA). The front-line manager/CIC shall ensure that all outages are carried over on applicable logs.

11-9-3. MONITOR ALERTS AND ENSURE CORRECTIVE ACTION

a. The front-line manager/CIC shall ensure that the Safety Logic System is monitored and all alerts are complied with.

b. All Safety Logic System alerts generated shall be documented on FAA Form 7230-4. If unable to determine the origin of an alert, treat the alert as false and notify Technical Operations so that corrective action can be taken.

c. The purpose of logging Safety Logic System alerts is to track the reliability and performance of the system. Therefore, the Quality Assurance Review

(QAR) process shall not be used for false or nuisance alerts.

REFERENCE-

Pilot/Controller Glossary Term- Safety Logic System Alerts.

11-9-4. RAIN CONFIGURATION

a. Due to the required sensitivity of surface movement radars, numerous false targets may be generated by moderate to extreme precipitation. During these periods the ASDE-X and AMASS Safety Logic Systems should be operated in rain configuration. Should precipitation of this magnitude occur or be imminent, rain configuration may be applied to avoid the likelihood of false alerts.

b. When the event that led to placing the system into rain configuration is no longer a factor, the Safety Logic System must be reset to a normal configuration.

NOTE-

When AMASS is in rain configuration all safety logic alerts with the exception of arrivals to a closed runway are inhibited and AMASS is not in full core alert status.

11-9-5. LIMITED CONFIGURATION

a. Under certain circumstances, there may be a need to operate the Safety Logic System in limited configuration. The limited configuration shall only be used to temporarily inhibit persistent false alerts. The term “persistent false alert” refers to frequent false alerts caused by continuous or repetitive circumstances. False alerts caused by random events or circumstances of short duration are not considered “persistent false alerts.” The determination of “persistent alerts” is at the discretion of each front-line manager/CIC.

b. Due to the required sensitivity of surface movement radars, numerous false targets may be caused by precipitation of moderate or greater intensity. Should precipitation of this magnitude occur or be imminent at locations where ASDE does

not have rain configuration availability, limited configuration may be applied to avoid the likelihood of false alerts.

c. When it is necessary to operate the ASDE-X Safety Logic System in limited configuration due to “persistent false alerts,” notify Technical Operations so that corrective action can be taken.

d. When an AMASS false alert is received, limited configuration shall only be used until Technical Operations verifies that the system is functioning properly and that the data necessary to analyze the alert has been obtained. Analysis and resolution of the circumstances surrounding the false alert will be determined by Technical Operations at a later date.

e. When limited configuration is applied, it shall be noted on FAA Form 7230-4, Daily Record of Facility Operation, including the reason for the configuration change. Ensure that all limited configurations are carried over on applicable logs.

NOTE-

1. For AMASS, the limited configuration disables all alerts except arrivals to a closed runway and is not considered full-core alert status.

2. For ASDE-X the limited configuration disables all alerts except arrivals to and departures on a closed runway and is not considered full-core alert status.

11-9-6. WATCH CHECKLIST

The Safety Logic System status shall be included in the facility watch checklist. At a minimum, the following items shall be reviewed:

- a.** Operational status.
- b.** Runway configuration.
- c.** Presentation of the Safety Logic System data on all ASDE system displays.
- d.** When test button is activated, the aural alert is heard, and the speaker volume is adequate.

Chapter 12. Facility Statistical Data, Reports, and Forms

Section 1. General Information

12-1-1. GENERAL

Since the inception of ATC, there has been some method of recording the volume of air traffic activity. OPSNET is the official data reporting system as per FAAO JO 7210.55, Operational Data Reporting Requirements. All air traffic facilities, except FSSs, must report traffic count information daily through OPSNET or OPSNET touch-tone interface (OTTER).

The FAA collects and analyzes these data to make decisions on, but not limited to, budgeting, forecasting, planning, programming new equipment, public dissemination, and historical analysis. Because of its broad application and national use, it is imperative the gathering of data be both standardized and accurate. Two basic requirements must be met for an operation count: the facility must be responsible for providing service to the aircraft, and the service provided must qualify using the guidelines established throughout the remainder of this chapter. Air traffic managers must ensure that the intent of the provisions in this chapter is fulfilled.

12-1-2. COUNTING METHODS

Traffic counts may be counted either manually or through the use of nationally deployed automated counting programs (i.e., CountOps). The accuracy of automated counts must be validated annually to be within plus/minus 3 percent of the actual traffic count. Annual validation of traffic counts for other purposes such as “classification” meets this requirement.

12-1-3. QUESTIONS OR CHANGES

Any questions as to how an operation should be counted or recommendations for changes to procedures should be forwarded to the appropriate service area for resolution. Service areas will forward their questions or recommendations to the appropriate service unit.

12-1-4. SUMMARY OF STATISTICAL REPORTS AND FORMS

The table below provides a quick reference for reporting requirements in this chapter. The OPSNET system provides the ability to input the required data as described below. (See TBL 12-1-1.)

TBL 12-1-1
Reporting Requirements

Facility Type	Report
<i>Type 1 tower without radar</i> <i>Type 3 combination radar approach control and tower with radar (tower portion)</i> <i>Type 4 combination nonradar approach control and tower without radar (tower portion)</i> <i>Type 5 nonapproach control tower</i> <i>Type 6 combined control facility (tower portion)</i> <i>Type 7 tower with radar</i> <i>Type 11 Federal Contract Tower</i>	<i>Itinerant IFR arrivals and departures</i> <i>Itinerant VFR arrivals and departures</i> <i>Local operations</i> <i>IFR overflights</i> <i>VFR overflights</i>
<i>Type 2 terminal radar approach control (TRACON)</i> <i>Type 3 combination radar approach control and tower with radar (TRACON portion)</i> <i>Type 4 combination nonradar approach control and tower without radar (TRACON portion)</i> <i>Type 6 combined control facility (TRACON portion)</i> <i>Type 9 combined TRACON</i>	<i>Itinerant IFR arrivals and departures to all airports</i> <i>Itinerant VFR arrivals and departures to all airports</i> <i>IFR overflights</i> <i>VFR overflights</i>

12-1-5. CATEGORIES OF OPERATIONS

a. All itinerant and overflight operations are reported in the following categories:

1. Air Carrier: Operations by aircraft identified in Appendix 3, Air Carrier for Air Traffic Activity Operations Count, which use three-letter company designators.

2. Air Taxi: Operations by aircraft other than those identified in Appendix 3 which use three-letter company designators or the prefix “T” (TANGO) or “L” (Lifeguard).

NOTE-

Air Taxi operators who do not have an FAA-issued designator have been authorized to use the prefix “T” or “L”.

3. Military: All classes of military operations.

4. General Aviation: Civil operations not classified as air carrier or air taxi.

b. All local operations are reported in the following categories:

1. Civil: All civilian operations, including local flights by air carrier and air taxi aircraft.

2. Military: All classes of military operations.

Section 2. Itinerant Operations

12-2-1. TABULATION

a. Count IFR itinerant operations as follows:

1. One count for an aircraft on an IFR flight plan or a special visual flight rule (SVFR) clearance that:

- (a) Takes off.
- (b) Lands.

2. One count for aircraft on an IFR flight plan that executes a missed approach procedure.

3. One count for a VFR aircraft that requests to practice the published missed approach procedure when approved standard separation is provided by the tower and TRACON.

4. One count for a SVFR clearance operating wholly within the Class D or Class E surface area, e.g., local SVFR making a series of landings and takeoffs (towers).

NOTE-

When an aircraft operates on a SVFR clearance for a series of VFR patterns and landings, only one instrument count shall be taken for the SVFR clearance, while each takeoff and landing is tabulated as a local operation.

5. One count for each aircraft practicing instrument procedures either on an IFR flight plan or VFR (if approved standard separation is provided) that:

(a) Takes off from a complete stop and practices an instrument departure.

(b) Practices an instrument approach procedure.

b. Count VFR itinerant operations as follows:

1. One count for an aircraft operating VFR that:

- (a) Takes off.
- (b) Lands.

2. Two counts for each low approach below traffic pattern altitude (one landing and one taking off), a stop and go operation, or touch-and-go operation.

NOTE-

Consider operations of more than one aircraft operating in a formation as a single aircraft. If the formation breaks up into smaller formations, consider each additional formation as a separate aircraft.

Section 3. Local Operations

12-3-1. TABULATION

Count local operations as follows:

a. One count for an aircraft departing the airport area for a designated practice area and one count for

the aircraft returning from the designated practice area.

b. Two counts for each low approach below traffic pattern altitude that is a stop and go or touch-and-go operation.

Section 4. Overflight Operations

12-4-1. TABULATION

a. Count IFR overflight operations as follows: One count for each segment of flight when an aircraft on an IFR flight plan or SVFR clearance transits the airspace. A TRACON that hands an aircraft off to the tower and the aircraft returns to the TRACON, count the additional portion as a separate segment.

b. Count VFR overflight operations as follows:

One count for each segment when an aircraft operating VFR transits the airspace. A TRACON that hands an aircraft off to the tower and the aircraft returns to the TRACON, count the additional portion as a separate segment.

NOTE-

Consider operations of more than one aircraft operating in a formation as a single aircraft. If the formation breaks up into smaller formations, consider each additional formation as a separate aircraft.

Section 5. Amending and Reviewing Data

12-5-1. AMENDED OPSNET DATA

Corrections must be entered into OPSNET no later than the 15th day of the following reporting month. Exceptions to this rule must be requested and approved through the ATCSCC, Quality Assurance Branch.

12-5-2. ANALYSIS AND REVIEW

Data are available for analysis and review through the following Web site: <http://www.apo.data.faa.gov>. Select the OPSNET link from this page for logon. Forward all requests for changes and enhancements to the person listed on the home page of the Web site.

17-5-5. STATIC COORDINATION

a. The ATCSCC must collect and manage updates for ASPM facilities' static data, currently depicted in the NTML and on the Operational Information System (OIS) under the associated ARTCC tabs in the East and West Directories.

NOTE-

Updates will be made to the NTML and the OIS for ASPM airports' normal runway configurations and their associated AARs/ADRs twice yearly and effective on or about January 1 and July 1 of each year.

b. The TMO or overlying TMO, in conjunction with their ASPM facilities, must provide the following static data to their appropriate Director of Tactical Operations (DTO) and ensure the accuracy of the information:

1. All normal runway configurations and their associated AARs/ADRs by May 1 and November 1 each year.

NOTE-

AARs are required for the following four categories: Visual meteorological conditions (VMC), low visual meteorological conditions (LVMC), instrument meteorological conditions (IMC), and low instrument meteorological conditions (LIMC).

2. Changes to additional supporting AAR data by the first of every month:

(a) Associated landing/departing runway configurations

(b) Suggested program rate

(c) Pertinent notes

(d) Holding capacities

(e) Arrival flows

(f) Category minimums

3. Changes to TM Tips by the first of every month:

(a) Configuration instructions/planning

(b) Airport operational challenges

(c) Seasonal traffic information

(d) Gate hold information

(e) Special arrival instructions

(f) Other pertinent information related to airspace, procedures, weather operations, local traffic management initiatives, taxiway information, and any other items that impact traffic flows or runway acceptance/configuration

c. The following ASPM facilities/TMOs must also provide wind parameters to their respective DTO:

1. Newark Liberty International Airport (EWR)

2. John F. Kennedy International Airport (JFK)

3. La Guardia Airport (LGA)

4. General Edward Lawrence Logan International Airport (BOS)

5. Theodore Francis Green State Airport (PVD)

d. The DTO must provide:

1. All normal runway configurations and the associated AARs/ADRs for their underlying ASPM facilities to the ATCSCC Facility Automation Office by May 15 and November 15 each year.

2. Changes to additional supporting AAR data and TM tips for their underlying ASPM facilities to the ATCSCC Facility Automation Office by the 10th of each month.

17-5-6. EN ROUTE INTRA-FACILITY COORDINATION

a. The STMC must ensure that an operational briefing is conducted at least once during the day and evening shifts. Participants must include, at a minimum, operational supervisors and other interested personnel designated by the facility management. Discussion at this meeting should include:

1. Planning TELCON checklist.

2. Operations Plan.

3. Topics pertinent to the facility.

b. Coordination between the TMU and Operations Supervisor (OS): In some facilities, the TM function may be performed by the OS or as designated by the air traffic manager. Timely coordination between the OS and TMU is paramount in not only implementing TM initiatives, but also in evaluating the effectiveness of any initiatives.

17-5-7. TERMINAL INTER-FACILITY COORDINATION

a. Coordination between tower and TRACON TMUs: Towers that are not collocated with a TRACON TMU must coordinate with the appropriate TMU where the TM function has been established. If the TM function has not been established, then the tower must coordinate with the appropriate en route TMU.

b. Coordination between the TMU and ATCSCC TMSs: Unusual circumstances or significant issues do not preclude the terminal TMU from contacting the ATCSCC directly.

c. Coordination between the TMU and the local NWS or CWSU must be completed as soon as practical at the beginning of each shift, and, as necessary, the TMU must obtain a weather briefing from the NWS.

d. Coordination between the TMU and the adjacent terminal: Timely coordination is imperative in order to manage the efficiency of the tower en route control (TEC) environment. Any TM initiatives imposed between two (2) or more adjacent terminals that could have an impact on the capacity of any airport, sector, or ARTCC must be coordinated with the appropriate ARTCC TMU.

17-5-8. NATIONAL TRAFFIC MANAGEMENT LOG (NTML)

a. Facility personnel must enter data in a timely manner on the appropriate template and verbally coordinated when required. Timely is construed to mean that it would be useful to someone looking at the data in current time. If workload conditions or the situation prohibits entering the data in a timely manner, the information should be recorded by a subsequent or delayed entry or on the appropriate form. Substantive changes in the contents or remarks or additional explanatory information should be accomplished by a subsequent or delayed entry.

b. The data in NTML will be subject to FAA security provisions for Internet technology. Facilities must use the NTML in preference to other methods. The NTML is an automated FAA Form 7230-4, Daily Record of Facility Operation, and will record the operating initials and facility for all log entries. Operating initials are removed at the end of six

months in accordance with FAA Order 1350.15, Records Organization, Transfer, and Destruction Standards.

c. The NTML automatically closes and reopens a new log each day; it automatically records the operating initials of the person previously signed on. Carryover items may be entered by the specialist or automatically be entered by the software based on the end/date/time group. Closing and opening logs are concurrent with each local day; however, the entries are made utilizing Coordinated Universal Time.

d. When it is necessary to amend a previous entry, the original entry may be corrected through normal computer entries; however, the database will be automatically marked and the information must be retrievable by the system administrator.

17-5-9. NTML FACILITY CONFIGURATION REQUIREMENTS

At least one TMU position in each facility must:

a. Subscribe to DCC for TMIs affecting your facility.

b. Subscribe to underlying facilities for the following information:

1. Runway configurations.
2. Delays.
3. Deicing.
4. Other.

c. Enable notification of proposed restrictions.

17-5-10. NTML PROCEDURES

a. Facilities must enter, review, and respond to data in the NTML, as appropriate.

b. TMI data must be entered utilizing the appropriate template and verbally coordinated with the appropriate facility. Appropriate template means the one best suited for the type of event, such as a ground stop, delays, etc. The "Miscellaneous" templates must not be used if another template is appropriate. The Justification, Remarks, and Text fields must not contain any information that can be entered in other fields on the template.

NOTE-

Causal information entered in the "Restriction" template

is disseminated to many other software programs for monitoring the status of the NAS.

c. Facilities must verbally contact other facilities when necessary to accomplish a task if electronic coordination has not been completed or is inappropriate to the situation, e.g., emergencies, classified information.

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.

17-5-12. DELAY REPORTING

a. Verbally notify the ATCSCC through the appropriate protocol, of any arrival, departure, or en route delay reaching or expected to reach 15 minutes except for Expect Departure Clearance Time (EDCT) delays created by ground delay programs or ground stops issued by the ATCSCC. The verbal notification must include the number of aircraft actually in delay, the projected maximum delay, and the number of aircraft expected to encounter delays. The facility must verbally notify the ATCSCC and impacted facilities when delays fall below 15 minutes.

b. Facilities must update their delay status through the NTML. Facilities that do not have NTML must verbally report the delay increments in 15-minute increments to the overlying facility. The first facility with NTML must enter the delay information.

c. When notified that a facility is in a 15-minute delay situation, the ATCSCC and all impacted facilities, must subscribe to the delay report through

the NTML until the facility verbally notifies the ATCSCC/impacted facilities that they are no longer in delays of 15 minutes or more.

d. Facilities must verbally notify the ATCSCC, through the appropriate protocol, when delays reach

or are anticipated to reach 90 minutes, except for EDCT delays as a result of a GDP. The facility manager must be notified when delays reach 90 minutes, except for delays as a result of a GDP.

Section 6. Traffic Management Initiatives

17-6-1. GENERAL

a. Traffic Management Initiatives (TMIs) are techniques used to manage demand with capacity in the NAS.

1. Properly coordinated and implemented TMIs are an important tool in the air traffic system. These initiatives contribute to the safe and orderly movement of air traffic.

2. Any TMI creates an impact on customers. It is imperative to consider this impact and implement only those initiatives necessary to maintain system integrity.

b. Dynamic TMIs are those imposed on an as needed basis to manage fluctuations in traffic demands.

17-6-2. BACKGROUND

Some TMIs may also be considered “control instructions” or procedures; the difference is determined by the magnitude of the event, the coordination process, and the length of time it is implemented. TMIs may also be referred to as “restrictions,” especially in conjunction with miles-in-trail.

17-6-3. POLICY

To maintain the integrity of the air traffic system, facility TM personnel must employ the least restrictive methods available to minimize delays.

17-6-4. TYPES OF TMIs

a. Altitude.

1. Utilized to segregate different flows of traffic, or to distribute the number of aircraft requesting access to a specified geographic region.

2. Colloquialisms:

(a) Tunneling- Term to indicate traffic will be descended prior to the normal descent point at the arrival airport to remain clear of an airspace situation; e.g., holding.

(b) Capping- Term to indicate aircraft will be cleared to an altitude lower than their requested

altitude until they are clear of a particular airspace. Capping may apply to the initial segment of the flight or for the entire flight.

3. Low Altitude Arrival/Departure Routing (LAADR). A set of routings with altitude expectations for usage in times of severe weather constraints on the system. LAADR may apply to the departure or the arrival phase of flight. LAADR requires a written agreement with the customers prior to implementing.

b. Miles-in-trail (MIT). The number of miles required between aircraft that meet a specific criteria. The criteria may be separation, airport, fix, altitude, sector, or route specific. MIT are used to apportion traffic into manageable flows, as well as, provide space for additional traffic (merging or departing) to enter the flow of traffic.

c. Minutes-in-trail (MINIT). The number of minutes required between successive aircraft. It is normally used in a non-radar environment, or when transitioning to a non-radar environment, or additional spacing is required due to aircraft deviating around weather.

d. Fix balancing. Assigning an aircraft a fix other than in the filed flight plan in the arrival or departure phase of flight to equitably distribute demand.

e. Airborne holding. Planned holding of aircraft may be utilized. This is normally done when the operating environment supports holding and the weather conditions are expected to improve shortly; this ensures aircraft are available to fill the capacity at the airport.

f. Sequencing Programs. These programs are designed to achieve a specified interval between aircraft; they may be software generated or determined by TM personnel. Different types of programs accommodate different phases of flight.

1. Departure Sequencing Program (DSP)- Assigns a departure time to achieve a constant flow of traffic over a common point. Normally, this involves departures from multiple airports.

2. En route Sequencing Program (ESP)- Assigns a departure time that will facilitate integration in the en route stream.

3. Arrival Sequencing Program (ASP)- Assigns fix crossing times to aircraft destined to the same airport.

4. Center TRACON Automation System Traffic Management Advisor (CTAS-TMA)- Assigns meter fix/arc crossing times to aircraft to manage airport arrival demand.

g. Reroutes:

1. Reroutes are ATC routings other than the filed flight plan. They are issued to:

(a) Ensure aircraft operate with the “flow” of traffic.

(b) Remain clear of special use airspace.

(c) Avoid congested airspace.

(d) Avoid areas of known weather or where aircraft are deviating or refusing to fly.

2. Operators should file new flight plans when they are more than 45 minutes from departure.

3. Sources for route information:

(a) Airport/Facility Directory.

(b) Preferential Route Information in facilities.

(c) Route Management Tool.

(d) North American Route Notice.

(e) Federal Air Regulations.

(f) Notices to Airmen.

(g) Advisories issued by ATCSCC. (These are listed on the Operational Information System.)

4. More information on routes is contained in Section 17, Coded Departure Routes, Section 18, Route Advisories, and Section 20, National Playbook.

h. Ground Delay Programs. (See Section 9, Ground Delay Programs.)

i. Airspace Flow Programs. (See Section 10, Airspace Flow Programs (AFP).)

j. Ground Stops. (See Section 11, Ground Stop(s).)

17-6-5. EXCEPTION

The above list is not all-inclusive and does not preclude the innovation and application of other procedures that will result in improved customer service.

17-6-6. TMI DATA

The efficiency of the NAS is enhanced when all participants have access to the same data. Utilization of shared technology, (e.g., Flow Evaluation Area) enhances the coordination process.

17-6-7. TMI APPROVAL AUTHORITY

a. The ATCSCC is the approval authority for all en route and designated terminals inter-facility TMIs, except as identified in subparagraph (b) below and MIT restrictions of ten (10) miles or less. TMIs that are expected to result in reportable delays must be coordinated through the ATCSCC. Reportable delays are delays of 15-minutes or more as defined in FAA Order JO 7210.55, Operational Data Reporting Requirements.

NOTE-

New York TRACON is a designated terminal and others may be included at the direction of System Operations.

b. The Center/TRACON is responsible for TMI within their area of jurisdiction (underlying terminals) that do not cause reportable delays.

17-6-8. PROCESSING TMI

a. The initiating facility must identify the need for a TMI, explore alternatives, and prepare a justification.

b. The initiating facility must be prepared to discuss the proposal at the request of the ATCSCC and/or the receiving facility prior to implementation during the joint review process.

c. Facilities must continuously monitor and evaluate the TMI, and make adjustments as necessary, including cancellation.

d. Facilities must conduct post event analysis on the TMI, and document any known negative impacts/feedback.

17-6-9. FIELD FACILITY RESPONSIBILITIES FOR TMIs

a. Evaluate capacity and demand. The assessment must include the evaluation of all data required to

make an informed decision. The data may include Flow Evaluation Areas (FEA)/Flow Constrained Areas (FCA), traffic counts and lists from the Enhanced Traffic Management System, and coordination with impacted facilities.

b. Consider internal options prior to requesting inter-facility TMIs.

c. When interfacility TMIs are appropriate, coordinate with the ATCSCC and provide the following information:

1. A detailed and specific identification of the problem.

2. Intra-facility actions taken/considered.

3. A detailed explanation of the assistance required, including options available.

4. Identification of potential system impacts.

d. Document the TMI in the NTML. Severe weather MIT coordinated through the ATCSCC must be entered in the NTML utilizing the “severe weather” feature by the facility requesting the MIT.

17-6-10. ATCSCC RESPONSIBILITIES FOR TMI

a. Advise facilities of system impacts. The impacts will be determined by conferencing impacted facilities, as necessary, and may require sharing FEAs/FCAs.

1. If a MIT restriction is modified while on the conference, the ATCSCC will modify the restriction in the NTML while on the conference.

2. Once the restriction is coordinated, the restriction or modified restriction will be approved and sent to all relevant facilities.

b. Issue a decision regarding the request. For negative responses, document the rationale in disapproving the request.

c. Issue advisories, as appropriate.

d. Monitor TMI pertinent to the position of operation.

e. Maintain a database of MIT TMI for historical and statistical analysis.

17-6-11. TMIs WITHIN ARTCC AREA OF JURISDICTION

Facilities must:

a. Coordinate TMIs with all impacted facilities within their jurisdiction.

b. Contact the ATCSCC at any time internal restrictions may result in reportable delays; have an adverse affect on other national initiatives; or result in the implementation of additional initiatives.

c. Enter all applicable information in the NTML.

17-6-12. TMIs OF 10 MIT OR LESS

TMIs must be coordinated consistent with the following procedures:

a. The requesting facility notifies the providing facility in a timely manner.

b. The TMI must not exceed four (4) hours.

c. The TMI is documented in the NTML, including justification and any negative impacts associated with the TMI.

d. If the facilities cannot reach agreement, the restriction request is forwarded to the ATCSCC for resolution.

e. The ATCSCC may suspend these procedures at any time by notifying the impacted facilities.

17-6-13. EN ROUTE SEQUENCING PROGRAM (ESP) IMPLEMENTATION

ESP assigns a departure time that will facilitate integration into an en route stream. Runway configuration and departure procedures must be considered for accurate projections. The TMU must:

a. Enter TM messages (FT, FE, etc.) to produce strips and automatically acquire full data blocks on departures, arrivals, and overflight traffic specifying the appropriate destination.

b. Inform appropriate sectors and ATCTs that ESP will be in effect (time) for aircraft destined to specified airports and routes.

c. Regulate VFR services to ensure that delays are distributed equally, especially if a ground delay program is in effect for a primary airport.

d. If an aircraft does not depart within the designated departure window, the appropriate sector

and/or ATCT must contact the TMU to obtain a new release time.

17-6-14. TMIs OF 25 MIT OR GREATER

a. All FAA TMUs requesting initiatives of 25 MIT or greater must:

1. Create an FEA that:

(a) Adequately represents the constrained area.

(b) Captures the flights affected by the requested initiative.

2. Share the FEA with the ATCSCC and coordinate justification for the restriction.

NOTE-

1. *TMUs are exempt from creating FEAs for situations*

that cannot be represented due to filtering limitations in the FEA tool.

2. *Flights to specific runways, flights using specific departure procedures, flights that may be offloaded to alternative routing are examples of items that cannot be represented.*

b. If an extension to a 25 MIT or greater restriction is necessary, the TMU must:

1. Amend the shared FEA end time to cover the revised time period.

2. Coordinate the extension request with the ATCSCC.

c. The ATCSCC may suspend the requirements for facilities to develop FEAs associated with MIT restrictions at any time.

Section 7. Flow Evaluation Area (FEA) and Flow Constrained Area (FCA)

17-7-1. GENERAL

FEAs and FCAs support common situational awareness and provide customers increased flexibility in responding to conditions in the (NAS) by providing a graphical description of a constraint and an associated list of flights that traverse the area identified. FEAs and FCAs provide reroutes which are published through a reroute advisory with an optional flight list attached. Stakeholders can monitor FEAs and FCAs through the reroute monitor in traffic situation display the TSD, the Web situation display (WSD), or the collaborative constraint situation display (CCSD).

17-7-2. DEFINITIONS

a. Default route: A route published by the ATCSCC in conjunction with user preferred trajectory (UPT) for facilities to assign any aircraft that remain on the dynamic list.

b. Dynamic list: A list of flights captured in an FEA/FCA that is continually updated as changes occur to the aircraft's route of flight.

c. Early Intent (EI): Customer route preference submitted to the Traffic Flow Management System (TFMS). EI routes identify routing preferences or remove the flight from the constrained area. Customers are expected to file their flight plans in accordance with EI unless otherwise coordinated with the ATCSCC.

d. EI Window: Time period when customers can submit EI or file out of the FEA.

e. FCA: The defined region of airspace, flight filters, and time interval used to identify flights subject to a constraint. System stakeholders may be required to take action to mitigate the constraint identified by the FCA.

f. FEA: The defined region of airspace, flight filters, and time interval used to identify flights. An FEA should be used by system stakeholders to evaluate and/or mitigate potential or existing constraints.

g. FEA/FCA flight list: Aircraft that penetrate the FEA/FCA during the specified valid time.

h. Route guidance: Suggested reroutes, issued in an advisory that suggest or provide examples of routing possibilities away from a defined constraint associated with an FEA/FCA. This guidance may not provide routes for all flights captured in the FEA/FCA.

17-7-3. RESPONSIBILITIES

Customers are expected to:

a. Enter the FCA name in the remarks section when filing the flight plan.

b. Review advisories and examine their affected flights.

c. Use EI capability as needed, considering FAA route guidance. Early filing of a flight plan may be used in lieu of this requirement.

d. Examine their affected flights and submit decisions for routing in accordance with the FEA/FCA. If unable, coordinate with the ATCSCC Tactical Customer Advocate.

e. Consider using private FEAs to monitor a situation and evaluate an area of concern.

f. Evaluate and select routes that meet their objectives.

NOTE-

Customers may identify available routes via the Route Options Generation (ROG).

17-7-4. PROCEDURES

a. The FAA TMU must:

1. Remain cognizant of operational areas of interest and use FEAs to evaluate those areas.

2. When naming FEAs that will be shared, ensure the name is descriptive to the constraint or airspace captured. Ensure FEAs do not contain FCA in the name and do not begin with a number or special character.

3. Share FEAs with the ATCSCC that may require implementation of TMIs (i.e., reroutes,

miles-in-trail, ground stops, etc.) If requesting a reroute in conjunction with a shared FEA, notify the ATCSCC via the NTML of the FEA and the proposed reroute.

4. Contact the ATCSCC NSST to coordinate a public FEA or an FCA.

5. Coordinate public FEAs and FCAs with facilities within their area of jurisdiction.

6. Monitor the FCA dynamic list. Based on information provided in the FCA advisory, appropriate action must be taken in regard to flights that remain on the list.

7. Monitor the system impact of the routes and contact the ATCSCC if these routes will cause a local flow issue.

8. Coordinate with the ATCSCC if it becomes necessary to issue an FCA.

9. Monitor the public FEA or FCA and, as required, coordinate modifications to the initiatives with the ATCSCC.

10. When an FCA is used to manage a constraint; review the advisory issued by the ATCSCC and comply with the provisions of the advisory.

11. When TMIs that impact other stakeholders will be required to resolve a situation:

(a) Coordinate with the ATCSCC.

(b) Provide local information which aids the ATCSCC with developing successful reroute options for customers to consider.

(c) Monitor impacts of customer preferences.

(d) Take tactical action as necessary.

12. Assign default routes to flights that are not routed around the constraint as directed in reroute advisories.

b. The ATCSCC must:

1. Issue public FEAs and issue an advisory, as necessary. Public FEAs must have a descriptive name that is pertinent to the event.

2. Issue FCAs and, issue an advisory, as necessary. Include in the advisory any actions required by customers and field facilities.

3. Create FEAs that define the geographical area of concern with appropriate altitude and time limits, plus any other relevant filters to select affected traffic.

4. Monitor the NTML and respond to field facility requests for reroutes associated with shared FEAs. Evaluate reroute requests and, if applicable, conference the appropriate stakeholders to coordinate the reroute.

5. Issue any associated routes via the “Create Reroute” tool.

6. Ensure the FCA or public FEA expires at the end of the published valid time unless coordination is accomplished and an advisory issued that cancels the initiative.

7. Provide FAA facilities with guidance on the use of default routes and when they may be discontinued.

Section 8. Monitor Alert Parameter

17-8-1. PURPOSE

The Monitor Alert Parameter (MAP) establishes a numerical trigger value to provide notification to facility personnel, through the MA function of the TFMS, that sector/airport efficiency may be degraded during specific periods of time. The efficiency of a functional position or airport in providing air traffic services is a shared responsibility of the TM team. That team consists of the ATCS(s), OS(s), and the TMU. These entities must monitor, assess and act on sector/airport loading issues to ensure that these NAS elements operate efficiently. The ability of a functional position or airport to provide air traffic services may be affected by a variety of factors (i.e., NAVAIDs, meteorological conditions, communications capabilities, etc.); therefore MAP is a dynamic value which will be adjusted to reflect the capabilities of the functional position or airport.

17-8-2. IMPLEMENTATION PROCEDURES

MAP values are established and will be assigned for air traffic functional positions, within the MA function of TFMS as follows:

Average Sector Flight Time	MAP VALUE
3 min.	5
4 min.	7
5 min.	8
6 min.	10
7 min.	12
8 min.	13
9 min.	15
10 min.	17
11 min.	18
12 min. or greater	18

a. Average sector flight time will be calculated using data indicating functional position operations for a consecutive Monday through Friday, 7:00 AM - 7:00 PM local time frame.

NOTE-

This does not apply to combined sectors MA values.

b. MAP values for combined sectors may exceed the baseline value by more than three. Normal sector combinations and associated MAP values shall be forwarded to the manager ATCSCC.

c. Baseline MAP values may be adjusted +/-3. Adjustments of more than +/-3 requires concurrence of the TMU and representatives of the area of specialization. Adjustments to the baseline values will be documented, including rationale, and maintained by the TMU.

d. The MAP value will be dynamically adjusted to reflect the ability of the functional position to provide air traffic service. During periods of reduced efficiency the MAP will be dynamically adjusted downward and conversely, when efficiency is improved, the MAP will be adjusted upward, but not to exceed the baseline or documented, adjusted value.

17-8-3. RESPONSIBILITIES

Facility TMUs shall:

a. Monitor all adapted sectors and airports within their area of jurisdiction for alerts generated by the MA function of the TFMS.

b. Maintain communications with areas of specialization to determine functional position constraints and adjust MAP values to indicate the functional position capabilities.

c. Set the MA look ahead value at least one hour into the future with 1.5 hours to 2.5 hours being the recommended time frame.

NOTE-

The recommendation to set the look ahead value to between 1.5 and 2.5 hours is for preplanning purposes. Action taken to address an alert should take place approximately 1 hour prior to the alerted time frame. This activity will allow for a further review and evaluation of the TFMS data. A key in the analysis process is the determination of the duration of the alert. TM initiatives should be primarily for those time frames when the MAP value will be equaled or exceeded for a sustained period of time (usually greater than 5 minutes).

d. Respond to alerts by:

1. Analyzing data for the alerted time frame to develop expected impact and recommendations to address the alert.

2. For red alerts – notify the affected area of the alert, indicating the expected impact and recommended action.

3. For yellow alerts – notify the affected area of the alert when analysis indicates that the ability of the sector to provide efficient air traffic services will be degraded due to abnormal operations.

e. Maintain an operational log of red alerts and retain for 15 days the following information:

1. Date and time of alert.

2. Results of analysis including expected impact and recommendation to address.

3. Time area notified.

4. Action, if any, to be taken.

5. Functional position configuration (i.e., sector combine status, staffing).

6. The time period(s), by facility, during which an alert notification(s) has/have been suspended.

17-8-4. ANALYSIS REQUIREMENTS

a. Facilities will produce, utilizing the Off Line Aircraft Management Program or equivalent program, a 15 minute summary sector activity report for each red alert and each yellow alert conforming to subpara 17-8-3d3.

b. Alerts generated by the MA function of the TFMS will be further evaluated by post event analysis. The focus of this analysis will be towards assessing the effectiveness and impact, both to the sector and the user, of action taken or not taken as a result of a documented alert. A one minute sector summary report will be utilized to assist in the impact analysis of the alerted time frame.

c. When a pattern of alerts is established (i.e., same sector, same time frame, on a daily basis or requirement for additional resources to manage on a routine basis) which requires recurring TM initiatives

for resolution, additional analysis will be conducted. The analysis should result in recommendations to address the identified constraint and may include sector design adjustment, flow dispersion, or user operations adjustment. Should the local facility not be able to implement resolution recommendations due to external factors (i.e., lack of equipment, nonconcurrence from other facilities), the local facility will elevate the issue to the responsible Service Area office.

17-8-5. RESOLVING RECURRING SECTOR LOADING ISSUES

The elevation of a recurring sector loading issue to the regional level indicates that the local facility requires additional assistance in resolving the issue. The appropriate Service Area office will allocate necessary resources to address the sector loading issue and will ensure that:

a. The local facility forwards a staff study to the Service Area office outlining activities taken to resolve the recurring sector loading problem, solutions explored, and recommendations for resolution. The report will also contain specific initiatives the facility is employing to currently manage the sector.

b. The originating facility Service Area office will develop an action plan to address the identified problem and will:

1. Notify ATCSCC of any continuing TM initiatives being implemented to resolve the sector loading problem.

2. Dedicate resources within the division to evaluate the facility's findings.

3. Serve as the focal point for coordinating inter-facility activity as appropriate.

4. Coordinate with appropriate FAA Headquarters service units for assistance as necessary.

5. Forward to the manager ATCSCC, within 60 days of receiving the facility's report, a copy of the draft action plan and associated milestones.

Section 9. Ground Delay Programs

17-9-1. POLICY

Ground Delay Programs (GDP) shall be applied to all aircraft departing airports in the contiguous U.S., as well as, from select Canadian airports. Aircraft that have been assigned an EDCT in a GDP should not be subject to additional delay. Exceptions to this policy are miles-in-trail and departure/en route spacing initiatives that have been approved by the ATCSCC. GDP procedures do not apply to facilities in Alaska.

17-9-2. GENERAL

A GDP is a TM process administered by the ATCSCC; when aircraft are held on the ground in order to manage capacity and demand at a specific location, by assigning arrival slots. The purpose of the program is to support the TM mission and limit airborne holding. It is a flexible program and may be implemented in various forms depending upon the needs of the air traffic system. The EDCT is calculated based on the estimated time en route and the arrival slot. It is important for aircraft to depart as close as possible to the EDCT to ensure accurate delivery of aircraft to the impacted location. GDPs provide for equitable assignment of delays to all system users.

17-9-3. BACKGROUND

In the past, GDPs were issued manually, followed by software called Groverjack. These systems were based on the Official Airline Guide data, and did not take into account dynamic changes the system users made to their schedule. The Flight Schedule Monitor (FSM) was developed through the collaborative decision making process with system users to provide a dynamic method of implementing and managing GDPs. System users submit schedule changes to FSM, which keeps a current up-to-the-minute schedule of flights. The Flight Schedule Analyzer (FSA) is used to monitor and review the effectiveness of GDPs.

17-9-4. DEFINITIONS

a. GDP Parameters. Aircraft departing within a defined geographical area are initially assigned delay in the GDP. This area is developed using the FSM,

and may consist of one or more ARTCCs and one or more Canadian airports. All departure aircraft will receive an EDCT to the GDP airport.

b. Delay Assignment (DAS). A method for assigning delays to aircraft based on the GDP parameters. The delay assignment is calculated in 15-minute increments and appears as a table in TFMS.

c. General Aviation Airport Program (GAAP). A method for assigning delays to aircraft based on arrival slot availability at the airport.

17-9-5. VARIABLES IN GDPs

GDPs may be modified and affected due to changing conditions. Some of those variables include, but are not limited to, GDP Adjustments, Diversion Recovery, and User Options.

a. GDP Adjustments. The ATCSCC may make revisions and compressions to the GDP as conditions at the airport or within the airspace change.

b. Diversion Recovery. During periods where there are a large number of diverted flights, the GDP may be adjusted to provide priority for the recovery of aircraft diversions over nondiverted flights.

c. User Options. Users are permitted to exchange and substitute Controlled Times of Arrival (CTA) congruent with CDM agreements concerning substitutions.

17-9-6. ATCSCC PROCEDURES

Upon receipt of information that traffic flows have been or are expected to be impacted and that significant delays will result, the ATCSCC must:

a. Conference affected facilities and system users, as appropriate, to determine AARs and review system demand and other known or anticipated factors.

b. Determine when implementation of a GDP is appropriate and the flow rate to be used. Consideration will be given to the impact on other air traffic control facilities and user groups.

c. Transmit an ATCSCC advisory providing information to air traffic control facilities and user

groups about the implementation, revision, compression, and cancellation of a GDP. Except for the cancellation of a GDP, the ATCSCC advisory shall include the following items:

1. Airport.
 2. Delay Assignment Mode.
 3. Aggregate Demand List (ADL) Time.
 4. Program Type. (Optional)
 5. Arrivals Estimated For.
 6. Program Rate.
 7. Flights Included.
 8. Scope.
 9. Additional Facilities Included.
 10. Exempt Facilities.
 11. Canadian Airports Included. (When applicable.)
 12. Delay Assignment Table Applies To. (Optional.)
 13. Maximum Delay or Delay Limit. (As appropriate).
 14. Average Delay. (Optional).
 15. Reason.
 16. Remarks.
- d. Transmit the DAS table to ARTCC TMUs via TFMS and the NADIN circuits, if appropriate.

e. Transmit EDCTs to ARTCCs and linked system users.

NOTE-

A CT message is automatically transferred to the EAS computers by the TFMS and appears on flight progress strips as an EDCT. In the event of a communication failure between the TFMS and the NAS computer, the CT message can be manually entered by the ARTCC TMC with ATCSCC approval.

f. Input ATCSCC coordinated modifications to EDCT into FSM.

NOTE-

Modifications may be made through TFMS.

g. Continually monitor, adjust, and cancel GDPs, as appropriate, and transmit an ATCSCC advisory as necessary.

h. Provide an EDCT or DAS when requested by an ARTCC.

i. Coordinate with affected facilities to ensure the GDP is adequately managing the demand.

j. Obtain arrival and departure counts from affected facilities, as appropriate.

k. Utilize the TSD and FSM to monitor traffic flow patterns, obtain estimated arrival counts, or obtain airborne delay estimates.

l. When appropriate and workload permitting, utilize FSA to monitor the GDP.

17-9-7. ARTCC PROCEDURES

The ARTCC TMU must:

a. Issue a General Information message (GI) to all towers and AFSSs/FSSs advising of the GDP. In some instances, verbal notification, in addition to a GI, may enhance the dissemination of information.

b. Issue EDCT information to non-FDEP/FDIO equipped towers and other users in sufficient time for proper planning and control actions. This does not include non-FDEP towers that are satellites of TRACON/RAPCON facilities. The TRACON/RAPCON is responsible for satellite EDCTs.

c. Evaluate the Delay Assignment Mode and assign EDCTs, as appropriate.

1. For DAS, assign an EDCT using the DAS table to aircraft that do not receive an EDCT and are destined to an affected airport within their ARTCC boundaries. Contact the ATCSCC for aircraft destined to an airport outside their ARTCC boundaries.

2. For GAAP, contact the ATCSCC for an EDCT for aircraft that do not receive an EDCT.

d. Keep the ATCSCC apprised of cancellations and diversions to or from the affected airport.

e. Relay information to the ATCSCC when advised by a terminal facility about EDCT issues.

f. Request a revised EDCT from the ATCSCC when notified by the terminal facility that a flight will be unable to depart within EDCT parameters as defined in FAAO JO 7110.65, Air Traffic Control.

g. Advise the appropriate terminal facility or controller after receiving a revised EDCT from the ATCSCC.

h. Utilize FSM to obtain information about the GDP, and may utilize FSA to monitor the GDP.

17-9-8. TERMINAL PROCEDURES

The Terminal TMU must:

a. Utilize FSM, if available, to obtain EDCT information.

b. Obtain from the ARTCC TMU and apply the appropriate delay to:

1. Airfile aircraft destined to the affected airport.

2. Any other flight not assigned an EDCT.

c. Ensure that internal flight plans are entered into the EAS computer in order to receive an equitable delay.

d. Ensure the EDCT is included in the flight clearance when a GDP is in effect. If an EDCT is not received and a GDP is in effect, contact the ARTCC TMU for an EDCT.

e. Issue EDCT information to non-FDEP/FDIO equipped towers and other users in sufficient time for proper planning and control actions.

f. To the extent possible, plan ground movement of aircraft destined to the affected airport so that flights will meet the parameters in FAAO JO 7110.65, Air Traffic Control. If unable, advise the ATCSCC, through the appropriate protocol.

g. Ensure aircraft with an EDCT that are in a Ground Stop are not released without the approval of the issuing authority for the Ground Stop.

h. When a GDP is in effect for the local airport, forward the total number of hourly arrivals and departures to the ATCSCC, through the appropriate protocol, as soon as possible after each hour in order that timely GDP adjustments may be made.

i. Coordinate closely with the appropriate ARTCC TMU on conditions affecting current or projected arrival rates.

NOTE-

Terminal facilities may utilize FSM to obtain information concerning the GDP, including EDCTs, and may utilize FSA to monitor the GDP.

17-9-9. AMENDING EDCTs

a. All requests to amend EDCTs earlier than the current EDCT must be coordinated with the ATCSCC.

b. Facilities without FSM should contact their overlying facility to request a new EDCT.

c. Modifications to EDCTs for a time later than the current EDCT must be processed in accordance with the following guidelines:

1. The pilot/operator must be in contact with ATC.

2. Facilities with FSM may utilize the EDCT Change Request (ECR) tool to assign a new EDCT utilizing the Slot Credit Substitution (SCS) method, followed by the unlimited delay option, when available.

3. If the time generated by ECR is not acceptable (normally two hours of additional delay or longer), the facility must contact the ATCSCC through the appropriate protocol, for a new EDCT.

d. All EDCTs amendments not obtained using the ECR tool must be coordinated via the appropriate protocol.

17-9-10. CANCELLATION PROCEDURES

a. When conditions no longer warrant ground delays, the ATCSCC shall:

1. Conference all affected facilities and system users, as appropriate, to develop an operational plan for release of ground delayed traffic into the system.

2. Transmit an ATCSCC advisory stating the GDP has been cancelled. The advisory shall include the following items:

(a) Airport.

(b) ADL Time.

(c) Reason.

(d) Remarks.

3. Purge flights from the TFMS.

b. The ARTCC TMU and the Terminal TMU shall:

1. Issue cancellation information to underlying facilities, using normal communication methods, in sufficient time for proper planning and control actions.

2. Notify facility personnel, as appropriate, of the cancellation.

■ 17-9-11. DOCUMENTATION

a. The ATCSCC shall document all pertinent information related to the GDP in their position logs, including, but not limited to, the start and stop times and the reason for the GDP.

b. The ARTCC TMU and the Terminal TMU shall document all pertinent information related to the GDP.

■ 17-9-12. USER OPTIONS

When a GDP is in effect, system users may exercise options other than ground delays. Users shall coordinate options directly with the ATCSCC.

a. Intermediate landing. The flight should land at the intermediate airport to provide the delay necessary for the flight to arrive at the CTA. An intermediate landing airport within the arrival ARTCC should not be accepted without coordination and approval from the ATCSCC.

b. Substitution of flights.

1. Users are permitted to exchange and substitute CTAs congruent with CDM agreements

concerning substitutions. The ATCSCC may deny substitution requests when:

(a) AARs are varying rapidly.

(b) Workload necessitates.

(c) Deemed appropriate by the NOM/NTMO.

2. The ATCSCC shall:

(a) Ensure that when flights are traded, the delay factor is equal to the original delay factor after the trade/substitution has been completed.

(b) Document substitutions.

(c) Transmit an ATCSCC advisory when substitutions are suspended and include an estimated time when substitutions will resume.

17-9-13. VFR FLIGHTS ■

a. VFR flights requesting an IFR clearance to a GDP airport should be handled as follows:

1. DAS. Assign a delay from the DAS table.

2. GAAP. Call the ATCSCC for a time.

b. Aircraft requesting to remain VFR will be at the discretion of the terminal facility with the GDP, if they can be accommodated without additional delay to IFR aircraft, except in unusual circumstances, e.g., emergency, lifeguard.

Section 10. Airspace Flow Programs (AFP)

17-10-1. GENERAL

The FSM was developed to provide a dynamic method of implementing and managing ground delay programs. The creation and publication of FEAs and FCAs serve to identify areas of limited capacity to system customers that require a reduction in demand through rerouting flights (voluntary or mandatory). An alternative to managing airspace congestion is to merge these two technologies and create AFPs. An AFP is a traffic management tool that assigns specific arrival slots and corresponding EDCTs to manage capacity and demand for a specific area identified by the FCA. It is important for aircraft to depart as close as possible to the EDCT to ensure accurate delivery of aircraft to the impacted area.

17-10-2. POLICY

AFPs may be applied to all aircraft departing airports in the contiguous United States and from select Canadian airports. Aircraft that have been assigned an EDCT in an AFP should not be subject to additional delay. Exceptions to this policy are miles-in-trail and departure/en route spacing initiatives that have been approved by the ATCSCC. AFP procedures do not apply to facilities in Alaska.

17-10-3. RESPONSIBILITIES

Facilities must:

- a. Develop and share FEAs that may require AFP consideration.
- b. Comply with AFP-generated EDCTs.

17-10-4. PROCEDURES

Upon receipt of information that traffic flows have been impacted, or are expected to be impacted, and that significant delays may result:

- a. The ATCSCC must:
 1. Identify the constraint and potential AFP.
 2. Implement, monitor, and cancel AFPs as appropriate.
 3. Issue an FCA and tag as FSM-eligible.

4. For the potential AFP, model program rates, scope, and duration.

5. Transmit a proposed advisory unless immediate implementation is necessary.

6. Conference affected facilities and customers to review system demand, other known or anticipated factors, program rates, scope, and duration.

7. If it is determined that an AFP is the most appropriate TMI:

- (a) Send the AFP using the FSM and transmit an advisory.

- (b) Coordinate with affected facilities to ensure the AFP is adequately managing demand.

- (c) Use the TSD and FSM to monitor traffic flow patterns.

- (d) Manage AFPs with revisions, extensions, and compressions, as appropriate, and transmit advisories.

- (e) Provide EDCT information when requested.

- b. The ARTCC TMU must:

1. Issue a GI message to all towers, sectors and flight service stations advising of the AFP. In some instances, verbal notification, in addition to a GI, may enhance the dissemination of information.

2. Monitor the effectiveness of the AFP and notify the ATCSCC with requests for adjustments and/or revisions as necessary.

3. Issue EDCT information to non FDEP/FDIO-equipped towers and other customers in sufficient time for proper planning and control actions. This does not include non-FDEP towers that are satellites of TRACON facilities. The TRACON is responsible for issuing these EDCTs to satellite towers.

4. Evaluate the DAS mode and assign EDCTs, as appropriate.

- (a) Acquire an EDCT from the ATCSCC for aircraft that do not receive an EDCT.

- (b) For aircraft not assigned an EDCT, the TMU must advise the ARTCC area supervisor of the appropriate DAS delay. If requested, the TMU should provide reroute information to avoid the AFP.

5. Keep the ATCSCC apprised of cancellations and diversions.

6. Relay information to the ATCSCC about EDCT issues (i.e., flights requiring a revision because of mechanical or flight crew duty issues.)

7. Use FSM to obtain information about the AFP (flights captured, EDCTs, route changes, etc.)

8. Provide EDCT information, when requested, for flights departing underlying nontowered airports. If a flight departing a nontowered airport is airborne and not in compliance with an AFP EDCT, coordinate with the NESP at the ATCSCC for the appropriate course of action.

9. Ensure compliance with EDCTs issued for aircraft departing nontowered airports.

c. The ARTCC must, when advised of a VFR aircraft requesting an IFR clearance through an area under an AFP:

1. The ATCS will advise his/her supervisor/controller-in-charge when an unscheduled flight occurs needing an EDCT.

2. The supervisor will coordinate the appropriate DAS delay with the TMU and advise the ATCS.

3. The ATCS will advise the pilot of the DAS delay and take the necessary action such as airborne holding, reroute, etc.

d. The TRACON/ATCT must:

1. Use FSM or TFMS, if available, to obtain EDCT information.

2. Ensure the EDCT is included in the flight clearance when an AFP is in effect.

3. Issue EDCT information to non-FDEP/FDIO-equipped towers and other customers in sufficient time for proper planning and control actions.

4. Provide EDCT information, when requested, for flights departing underlying nontowered airports.

5. To the extent possible, plan ground movement of aircraft to meet the parameters of their EDCTs; if unable, advise the ARTCC.

e. Amending EDCTs:

1. Facilities with FSM may use the EDCT ECR tool to assign an EDCT that is later than the current control time for the flight. Select the SCS option when assigning a new EDCT for a flight. If the SCS option is not available, use the unlimited delay option. For flights captured in an AFP, select the ECR tool applicable to the corresponding FCA element.

2. To assign an earlier control time to a flight or for EDCT amendments not obtained using the ECR tool, coordinate through the Tactical Customer Advocate (TCA) at the ATCSCC.

3. Facilities without FSM must contact their overlying facility to request a new EDCT.

f. Cancellation procedures:

1. When conditions no longer warrant AFP ground delays, the ATCSCC must:

(a) Conference facilities and customers to develop an operational plan for release of ground-delayed traffic into the system.

(b) Consider using the Integrated Modeling Tool when evaluating a cancellation.

(c) Purge the AFP and transmit an advisory stating the AFP has been canceled.

2. The ARTCC TMU and the terminal TMU must:

(a) Issue cancellation information to underlying facilities.

(b) Notify facility personnel, as appropriate, of the cancellation.

g. Documentation:

Facilities must use the NTML where applicable to document all pertinent information related to the AFP, including, but not limited to, the start and stop times and the reason for the AFP. Facilities that do not have NTML will log information as required by local procedure.

h. Customer options:

1. When an AFP is in effect, system customers may exercise options other than ground delays.

(a) Intermediate landing: The flight should land at the intermediate airport to provide the delay necessary for the flight to arrive at the CTA. Customer coordination with the TCA is required to avoid assignment of additional delay after an intermediate landing.

(b) Reroutes: Customers may reroute flights out of an AFP. Alternative route options will normally be discussed on either a planning telecon or an ad hoc telecon.

2. Substitution of flights.

(a) The ATCSCC may deny substitution

requests when deemed appropriate. The ATCSCC must transmit an advisory when substitutions are suspended and include an estimated time when substitutions will resume.

(b) Customers are permitted to exchange and substitute CTAs congruent with CDM agreements concerning substitutions.

Section 11. Ground Stop(s)

17-11-1. POLICY

Ground stop(s) (GS) override all other traffic management initiatives. Aircraft must not be released from a GS without the approval of the originator of the GS.

17-11-2. GENERAL

The GS is a process that requires aircraft that meet a specific criteria to remain on the ground. The criteria may be airport specific, airspace specific, or equipment specific; for example, all departures to San Francisco, or all departures entering Yorktown sector, or all Category I and II aircraft going to Charlotte. GSs normally occur with little or no warning. Since GSs are one of the most restrictive methods of traffic management, alternative initiatives shall be explored and implemented if appropriate. GSs should be used:

- a. In severely reduced capacity situations (below most user arrival minimums, airport/runway closed for snow removal, or aircraft accidents/incidents);
- b. To preclude extended periods of airborne holding;
- c. To preclude sector/center reaching near saturation levels or airport grid lock;
- d. In the event a facility is unable or partially unable to perform ATC services due to unforeseen circumstances;
- e. When routings are unavailable due to severe weather; and
- f. When routings are unavailable due to catastrophic events.

NOTE-

Helicopters are exempt from ground stops based on weather unless specifically included by the ARTCC facility when requesting the ground stop.

17-11-3. LOCAL GROUND STOP(S)

A facility may initiate a local GS when the facilities impacted are wholly contained within the facility's area of responsibility and conditions are not expected

to last more than 30 minutes. Local GSs must not be extended without prior approval of the ATCSCC.

a. The TMU must:

1. Explore and, if warranted, implement alternative initiatives before implementing a local GS.

2. Notify the ATCSCC before implementing a local GS.

NOTE-

If conditions prohibit notifying the ATCSCC before the GS is implemented, the TMU must inform the ATCSCC as soon as practical.

3. Issue GS information to underlying facilities, using normal communication methods, in sufficient time for proper planning.

b. The Terminal facility must notify the appropriate TMU before implementing a local GS.

NOTE-

If conditions prohibit notifying the TMU before the GS is implemented, the facility must inform the TMU as soon as practical.

c. The ATCSCC must:

1. When available, use the FSM to implement the GS.

2. Issue an advisory.

17-11-4. NATIONAL GROUND STOP(S)

Prior to implementing a national GS, less restrictive traffic management initiatives must be evaluated. Upon receipt of information that an immediate constraint is needed to manage a condition:

a. The ATCSCC must:

1. Time permitting, conference affected facilities and system users, as appropriate, to implement a national GS.

2. When appropriate, utilize Flight Schedule Monitor (FSM) to implement a national GS, except when deemed impractical.

NOTE-

FSM does not allow for the implementation of category specific GSs, for example, GS for single airline flights or GS for all Cat I and II flights. In these cases the use of the FSM GS is not practical.

3. Transmit an ATCSCC advisory providing information to air traffic facilities and user groups about the implementation or modification of a national GS. The ATCSCC advisory shall include the following items:

- (a) Airport.
- (b) Facilities Included.
- (c) Expect Update Time.
- (d) Reason.
- (e) Probability of Extension.
- (f) Remarks. (Optional)

4. Continually monitor, adjust, and cancel national GSs, as appropriate, and transmit an ATCSCC advisory as necessary.

5. Coordinate with the affected facilities to ensure the GS is managing the condition.

b. The ARTCC TMU must:

1. Explore and implement alternative initiatives prior to requesting a national GS, if feasible.

2. Issue GS information to underlying facilities, using normal communication methods, in sufficient time for proper planning.

3. Coordinate closely with the ATCSCC on conditions affecting capacity.

c. The Terminal facilities must:

1. Issue GS information to underlying facilities, using normal communication methods, in sufficient time for proper planning.

2. Coordinate closely with the appropriate TMU on conditions affecting the national GS.

3. Request release of aircraft through the appropriate protocol.

17-11-5. CANCELLATION PROCEDURES

a. The ATCSCC must:

1. Time permitting, conference affected facilities and system users, as appropriate, to develop an operational plan to release nationally ground stopped traffic.

2. Transmit an ATCSCC advisory when a national GS has been cancelled.

3. Transmit an ATCSCC advisory to cancel an ATCSCC issued local GS advisory.

4. The advisory must include the following items:

(a) Airport.

(b) Facilities Released.

b. The ARTCC TMU and the Terminal facilities must:

1. Issue cancellation information to underlying facilities, using normal communication methods, in sufficient time for proper planning and control actions.

2. Notify facility personnel, as appropriate, of the cancellation.

3. Notify the ATCSCC if a local GS was coordinated with the ATCSCC.

17-11-6. DOCUMENTATION

a. The ATCSCC shall document all pertinent information related to the GS in their position logs, including, but not limited to, the start and stop times, the affected facilities, and the reason for the GS.

b. The ARTCC TMU and the Terminal facilities must document all pertinent information related to the GS in their position logs.

Section 12. Special Traffic Management Programs

17-12-1. SPECIAL EVENT PROGRAMS

Special procedures may be established for a location to accommodate abnormally large traffic demands (Indianapolis 500 Race, Kentucky Derby, fly-ins) or a significant reduction in airport capacity for an extended period (airport runway/taxiway closures for airport construction). These special procedures may remain in effect until the event is over or local TM procedures can handle the situation.

17-12-2. COORDINATION

Documentation to justify special procedures shall be submitted by the facilities to the En Route and Oceanic Operations Service Area Office and Terminal Operations Area Office 90 days in advance, with a copy to the appropriate Manager, Tactical Operations. The service area office shall review and forward the request to the ATCSCC for coordination and approval 60 days in advance.

a. Documentation shall include the following as a minimum:

1. The reason for implementing special procedures and a statement of system impact. Include the total number of additional flights expected.
2. Airport(s)/sector(s) to be controlled.
3. Capacity restraints by user category (five air carrier, three air taxi, seven general aviation, three military) per hour per airport.
4. Hours capacity must be controlled specified in both local time and in UTC (e.g., 0900-1859 EST, 1400-2359Z or, 0900-1859 EDT, 1300-2259Z).
5. Type of flight to be controlled (e.g., unscheduled, arrivals, departures, IFR, VFR).
6. Days of the week and dates (e.g., Thursday, May 7 through Monday, May 11 or Friday, May 22 and Sunday, May 24).
7. A draft copy of the associated NOTAM and temporary flight restrictions. (Electronic mailing preferred).
8. IFR/VFR capacity at each airport/sector.
9. Resource cost estimate including staffing and telephone requirements.

10. The number of slots to be allocated per airport, or group of airports, per time increment (e.g., ten arrivals every fifteen minutes or forty aircraft every sixty minutes).

11. Coordination accomplished with impacted facilities and any unresolved issues.

b. The service area office shall forward the NOTAM to System Operations Airspace Aeronautical Information Management/Publications, for publication no later than 28 days prior to the publication date. Cutoff submittal dates and publication dates are printed inside the front cover of the monthly NOTAM Flight Information Publication.

NOTE-

The toll-free number/web address to obtain a STMP slot are:

1. Touch-tone interface: 1-800-875-9755.
2. Web interface: www.fly.faa.gov.
3. Trouble number: 1-703-904-4452.

17-12-3. IMPLEMENTATION

a. Special TM programs shall be managed by the ATCSCC or the affected ARTCC. The ATCSCC shall transmit an advisory containing the reason for the program, airport(s)/sector(s) involved, dates and times the program will be in effect, telephone numbers to be used, and any special instructions, as appropriate. The affected ARTCC shall monitor special TM programs to ensure that the demand to the center/terminal facilities is equal to the capacity.

b. The ATCSCC will disseminate a password and instructions for facility STMP reports. Detailed instructions can be found on the web site for the web interface, or in the Aeronautical Information Manual for the touch-tone interface.

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.

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

NOTE-

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.*



Section 13. Severe Weather Management

17-13-1. GENERAL

a. The AT system is most susceptible to thunderstorm activity between April and October on a national basis. Thunderstorms create a major disruption to the normal and organized movement of air traffic and significantly increase the workload in an impacted facility. To meet this challenge, System Operations has charged the ATCSCC to set aside a cadre of National Traffic Management Officers (NTMO) to deal directly and independently with severe weather problem areas. To accomplish this task, the ATCSCC established the National System Strategy Team (NSST).

b. When the potential for severe weather exists which will cause a disruption to normal traffic movements, the ATCSCC NSST will implement procedures designed to optimize the use of the available airspace. Strategic planning is an integral part of severe weather management and the responsibility of all involved.

c. Facilities will be called upon to favor and accept traffic that is not normally routed through their area. In the interest of a balanced flow and to minimize delays, we expect air traffic facilities to accept this alternate flow. All facilities are expected to participate and cooperate when called upon. A properly developed, coordinated, and implemented plan will result in the better use of available airspace.

17-13-2. DUTIES AND RESPONSIBILITIES

The ATCSCC must be the final approving authority

for alternate routes and initiatives that transcend center or terminal boundaries.

a. The ATCSCC NSST must:

1. Be responsible for severe weather management operations.

2. Ensure coordination is completed to implement TM initiatives in support of severe weather management.

3. Conduct a daily NSST operations critique with affected facilities and system customers, as appropriate.

4. Receive and evaluate facility requests for alternate routes and initiatives to avoid severe weather.

5. Coordinate with appropriate facilities and customers to determine the need for developing alternate routes and initiatives to avoid severe weather.

6. Coordinate alternate routes with all affected facilities.

7. Transmit advisories defining severe weather areas and alternate routes.

8. Conference all affected facilities and system users to apprise them of weather conditions that will impact the NAS.

b. Facility TMUs must coordinate directly with the ATCSCC NSST for matters pertaining to severe weather.

Section 14. Severe Weather Avoidance Plan (SWAP)

17-14-1. GENERAL

SWAPs are formalized programs that are of considerable value in areas that are particularly susceptible to severe weather. SWAP statements are prepared by ARTCC TMUs and provide specific details surrounding a particular weather event. The ARTCC TMUs consider applicable alternatives that may be used to mitigate expected airspace impacts. These include CDRs, playbook routes, FEA/FCAs, capping/tunneling, AFPs, and any other TMIs that are being considered. The SWAP statement is then delivered to the ATCSCC NSST for discussion and coordination and may be sent as a SWAP advisory. SWAP advisories are sent by the ATCSCC and developed from SWAP statements and provide direction to customers and facilities on what TMIs are expected to be used to manage airspace constraints.

Plans that are properly developed, coordinated, and implemented can reduce coordination and TM restrictions associated with rerouting aircraft around areas of severe weather, resulting in better utilization of available airspace.

17-14-2. RESPONSIBILITIES

a. Air traffic facilities must:

1. Favor and accept traffic flows that are not normally routed through their area.

2. Monitor, evaluate, and adjust programs to ensure maximum effectiveness.

3. Use the following procedures when considering a route unusable:

(a) Notify the ATCSCC anytime airspace, established flows of traffic, routes or any other factor affecting airborne capacity becomes or is expected to become unusable. The ATCSCC must be notified when normal traffic can be accepted.

(b) Enter into the NTML, using the "SWAP" tab, any information regarding unusable routes and/or routes that become available.

(c) Solicit flights to file and/or fly routes that are impacted by weather, when appropriate.

(d) Issue minute-in-trail/mile-in-trail restrictions that allow airspace to remain available

when defined as "severely constrained". A severely constrained area is identified as an airway, fix, or sector impacted by any circumstance that significantly reduces, but does not eliminate the ability to handle aircraft.

NOTE-

This minimum flow of traffic will ensure that demand does not exceed current capacity, yet will assist in determining the suitability for increased traffic for the impacted route or area.

(e) Increase and reduce TMIs as necessary to accommodate airspace impacts.

(f) Record in NTML two or more aircraft identifications:

(1) When flights deviate significantly, and/or elect not to file or fly on a route impacted by weather.

(2) When flights elect not to depart and/or land due to the current weather conditions.

(3) Forward flight information to the ATCSCC.

4. Facilities may consider issuing a SWAP statement indicating all expected impacts to available routes and airspace in their area of concern. The SWAP statement should contain mitigation strategies for expected impacts. This includes alternate routes, use of CDRs, use of TMIs, altitude capping/tunneling, possible FEAs/FCAs, AFPs, etc.

b. The ATCSCC NSST must:

1. Obtain a severe weather analysis from weather information providers and discuss the findings with the appropriate TMU.

2. Conference affected facilities and customers to apprise them of forecast severe weather conditions and the routes or areas that will be impacted.

3. Formulate a dynamic severe weather operational plan. Coordinate TMIs and alternate routes with all affected facilities.

4. Use, to the extent possible, the following options in the order listed when developing an operational plan:

(a) Expanded miles-in-trail initiatives.

(b) SWAP advisories.

NOTE-

When developing the SWAP advisory, the NSST should consider all possible mandatory and recommended route options; applicable CDRs and playbooks; and the use of User Preferred Trajectory (UPT) and Integrated Collaborative Routing (ICR) strategies.

- (c) Reroutes.
- (d) Ground delay programs.
- (e) AFPs.
- (f) Ground Stops.

5. Transmit advisories describing the existing or forecast weather conditions, the operational plan, alternate routes, or cancellation thereof.

6. Be the final approving authority for traffic flows and reroutes.

c. The ARTCC TMU must:

1. Coordinate with the ATCSCC when implementing SWAP procedures that affect other

ARTCCs. If possible, this coordination should be completed at least 2 hours prior to expected implementation.

2. When suitable, facilities should consider developing a SWAP statement that specifies expected airspace impacts; developed shared FEAs representing airspace impacts; possible route closures; effective times of constraints; and expected routing alternatives including applicable CDRs and play-book routes.

3. Notify affected facilities within their area of responsibility when SWAP is expected to be implemented, including initiatives, reroutes, and affected times.

4. Furnish the sector or facility issuing the revised clearance a route of flight to a point where the new route connects with the filed route.

5. Notify the ATCSCC and affected facilities within their area of responsibility when normal routings can be resumed.

Section 15. Preferred IFR Routes Program

17-15-1. GENERAL

a. This section identifies responsibilities and establishes procedures for the development, revision, and cancellation of preferred IFR routes in the NAS. The objective of preferred routes is the expeditious movement of traffic during heavy demand periods and the reduction of TM initiatives and coordination. User acceptance will be greatly enhanced by the prompt cancellation of unnecessary routes and the prompt and thorough coordination of new or revised routes.

b. Preferred IFR routes should be established only when traffic density and safety makes such routes necessary for the expeditious movement of air traffic. Except for the short climb or descent segments between the terminal and the en route structure, preferred routes shall be developed using designated airways/routes as depicted on en route charts. Preferred routes are normally established between two terminal areas, but routes may also be established between a terminal and an en route fix, an en route fix and a terminal, or two en route fixes.

c. The impact of airspace actions on preferred IFR routes must be considered. Retention of the most user desirable route(s), consistent with TM requirements, must also be considered.

d. Comments concerning problems or recommendations to improve the preferred IFR route program are encouraged and should be forwarded to the ATCSCC.

17-15-2. RESPONSIBILITIES

a. ARTCCs shall be responsible for:

1. Identifying, developing, coordinating, and establishing preferred routes, as needed, in accordance with the provisions of this section. The originating ARTCC is responsible for ensuring the accuracy of the submitted route (e.g., checking for typographical errors) and for route connectivity and compatibility with NAS processing.

2. Maintaining and verifying route validity and accuracy by establishing, revising, and canceling preferred routes as operational needs dictate.

3. Identifying a single office of responsibility for their preferred IFR routes program. This office shall act as the office of primary responsibility (OPR) for the facility and shall be the focal point for coordination with the appropriate En Route and Oceanic Operations Service Area Office.

b. En Route and Oceanic Operations Service Area offices shall be responsible for:

1. Reviewing proposed routes to ensure that NAVAID identifications, airway designations, route connectivity and fix names are correct.

2. Reviewing all preferred routes at least annually and revise or cancel routes as necessary.

3. Serving as the focal point for coordination with the ATCSCC and System Operations Airspace and Aeronautical Information Management.

c. The ATCSCC shall be responsible for:

1. Managing the national preferred IFR routes program.

2. Operating as the OPR at the national level.

3. Providing operational review of submitted preferred routes to examine the routes for operational impact.

4. Acting as the approving authority for preferred IFR routes.

d. The NFDC shall be responsible for:

1. Entering the route in the national database.

2. Forwarding errors noted during the validation to the ATCSCC for resolution.

3. Publishing the route as an add-on page to the National Flight Data Digest (NFDD).

17-15-3. DEVELOPMENT PROCEDURES

Routes and route segments shall be defined by any combination of the following:

a. Type and number of the airway, jet route, or RNAV route (e.g., V43, J54).

b. NAVAID identifier, intersection name, or fix name codes (e.g., ARD, BELLE).

c. NAVAID radial/distance (e.g., ARD201113).

d. NAVAID radial (e.g., ARD201).

e. Portion of routes not necessary to comply with the preferred route objective should be contained within brackets []. Any routing between the fixes inside the brackets is normally at the pilot's discretion. The first fix after the right-hand bracket is where the preferred portion of the route actually begins.

EXAMPLE-

[DFW GVE] GVE J37 J55 PVD V139 HTM BOS

f. When developing or reviewing preferred routes, considerations should include:

1. Terminal/en route traffic flow patterns and traffic density.

2. Radar coverage.

3. Beginning and termination fixes of SIDs/STARs and correlation with the SID/STAR program.

4. North American Route (NAR) System.

5. Special use airspace.

6. Computer-adapted preferential arrival routes, preferential departure routes, and preferential departure/arrival routes.

7. Lead time requirements for publication in the AFD, DOD flip, en route high/low altitude charts, area charts, SID/STAR charts, instrument approach procedure charts, and other flight planning publications.

8. NAVAID identifiers and name codes shall be used in preferred route descriptions, except that intersection/fix names shall be spelled out in the AFD, pending assignment of five letter name codes.

9. NAVAID radials or radial distance fixes shall not be used to avoid airway/jet route rule making actions. NAVAID radials are used only where necessary. Radial/distance fixes shall be used only for expediency pending assignment of intersection or fix name code by the NFDC. Route descriptions in the AFD should be compatible with the computer description, except as previously specified. When it is necessary to use NAVAID radials or radial/distance fixes to describe direct route segments, use one of the following:

NOTE-

The originator is responsible for verifying computer

adaptation and NAS compatibility before using the above techniques.

10. All preferred IFR routes shall have specified effective times of operation based on need. Effective times must be published in the AFD and, in the case of single direction routes, on en route charts as appropriate.

11. Low altitude preferred IFR routes shall have inclusive altitudes. Minimum obstruction clearance altitude, minimum en route altitude, and minimum reception altitude shall be considered when establishing inclusive altitudes.

12. Define points of transition from one airway/route structure to another by using NAVAIDs/fixes which are common to both structures and depicted on en route charts for both structures. When describing high altitude preferred routes, victor airways may be used to define climbing/descending segments provided that such usage does not exceed the service limitations of the NAVAID.

13. Low frequency nondirectional beacons shall not be used except when absolutely necessary or when international routes enter/depart the NAS (e.g., routes in Alaska or oceanic control areas).

14. Single-direction routes may be established in the high altitude stratum to enhance safety and expedite air traffic. The routes may begin or end at any fix within the en route structure and need not serve a specific terminal area. Single-direction routes serving terminal/en route needs shall be depicted on en route charts and those routes serving a terminal area shall be listed in the AFD and may also be depicted on en route charts.

17-15-4. COORDINATION PROCEDURES

a. General: The coordination process accomplishes two things. First, it informs users/facilities/Service Area offices that a preferred route is being established or revised and solicits input. Second, it provides users, facilities, service area offices, and publishers with timely information so that the necessary actions can be initiated and accomplished within established schedules. Except for editorial corrections, proposed preferred routes shall be fully coordinated well in advance of planned publication dates.

b. User coordination: Users shall be allowed at least 30 days to review and comment on proposed preferred routes. Coordination should be through:

1. Designated user representatives.
2. Designated organization or association representatives when users are members.
3. FAA/user meetings.
4. The ATCSCC for user organizations at the national level.

c. Interfacility coordination:

1. The originating ARTCC shall be defined as follows:

(a) New routes: The ARTCC identifying the need to establish a new preferred IFR route.

(b) Existing routes: The ARTCC identifying the need to change or delete a preferred IFR route.

(c) When establishment, change, or deletion of a preferred route is proposed by a facility other than an ARTCC, the requesting facility must coordinate with the parent ARTCC. The parent ARTCC shall assume responsibility as the originator.

2. The originating ARTCC shall:

(a) Coordinate with all affected ATC facilities and users at the local level.

(b) Forward the completed data to the En Route and Oceanic Operations Service Area office and Terminal Operations Service Area office.

3. Each Service Area office shall:

(a) Resolve differences between its ATC facilities.

(b) Coordinate with the users at the Service Area office level.

(c) Forward the completed data to the ATCSCC.

d. The originating Service Area office shall forward unresolvable controversial proposals, with all comments and objections, to ATCSCC for resolution. Proposals which are approved will be sent for processing. Disapprovals will be returned to the Service Area office originating the proposal.

1. The ATCSCC shall:

(a) Complete coordination with the users at the national level.

(b) After the 30 day coordination forward completed preferred IFR routes to System Operations Airspace and Aeronautical Information Management for publication.

17-15-5. PROCESSING AND PUBLICATION

a. The airspace information cutoff dates listed in the AFD are the last date that preferred routes may be received by the NFDC to assure publication on the planned effective date. The following procedures shall apply:

1. Plan “effective” dates to coincide with the issue date of the AFD.

2. Send approved preferred routes to the ATCSCC at least 15 weeks prior to the desired effective date. Include the desired effective date. Effective dates must coincide with the 56-day charting cycle due to airway changes affecting preferred routes.

3. ATCSCC shall forward approved preferred routes to arrive at the NFDC at least 9 weeks prior to the desired effective date.

NOTE-

The importance of adequate lead time cannot be overemphasized. Experience has shown that early submission for publication reduces errors, workload, and printing costs. In the case of major or lengthy changes, additional lead time may be necessary. Facilities should coordinate with the ATCSCC to determine if the requested effective date can be met.

b. Preferred routes shall be submitted to the NFDC on standard 8.5 by 11 (inches) white bond paper, camera ready, to be included in the NFDD. To facilitate editing and processing, it is recommended that the preferred route text be submitted as an electronic mail attachment. The specific format for preferred routes is noted in examples 1, 2, and 3 below. For those submissions not covered by example, the originator should contact NFDC for guidance.

c. The following three examples show the formats for the submission of preferred IFR route data. The first shows the addition of new routes, the second shows the modification of existing routes, and the third shows the deletion of existing routes. Compliance is mandatory to eliminate the possibility of error in publication.

EXAMPLE-

1. Adding new routes, use this format:

SPECIAL USE AIRSPACE	
LOW ALTITUDE PREFERRED ROUTES (or other applicable section)	
NORTHEAST U.S.	EFFECTIVE HOURS
(applicable A/FD)	UTC
Effective April 28, 1994, the following routes are added:	
BALTIMORE TO NORFOLK	
NEW: (70-170 INCL., NON-JET)	1100-0300
V93 PXT V16 V33 V286 STEIN	
OR	
(70-170), JETS) DAILY	1100-0300
V33 V286 STEIN	
BALTIMORE TO ROCHESTER	
NEW: V31 ROC154 CHESY	1100-0300

2. Deleting existing routes, use this format:

SPECIAL USE AIRSPACE	
LOW ALTITUDE PREFERRED ROUTES (or other applicable section)	
NORTHEAST U.S.	EFFECTIVE HOURS
(applicable A/FD)	UTC
Effective April 28, 1994, the following routes are deleted:	
BALTIMORE TO NORFOLK	
BALTIMORE TO ROCHESTER	

NOTE-

Multiple routes are considered a set and the entire set must be deleted to be shown as in this example. If only one route of the set is deleted, use the modified format in example 3.

3. Modifying existing routes, use this format:

SPECIAL USE AIRSPACE	
LOW ALTITUDE PREFERRED ROUTES (or other applicable section)	
NORTHEAST U.S.	EFFECTIVE HOURS
(applicable A/FD)	UTC
Effective April 28, 1994, the following routes are modified:	
BALTIMORE TO NORFOLK	
OLD: (70-170 INCL., NON-JET)	1100-0300
V87 PXT V6 V73 V286 STEIN	
OR	
(70-170), JETS) DAILY	1100-0300
V33 V286 STEIN	
BALTIMORE TO ROCHESTER	
V81 ROC154 CHESY	1100-0300
Note - Notice that in the routes from Baltimore to Norfolk, there are two available routes and that only the first route changed. The two routes are considered a set and the entire set must be submitted, even if only one route is being changed.	



Section 16. North American Route Program

17-16-1. PURPOSE

The NRP provides the users of the NAS greater flexibility in flight plan filing at or above 29,000 feet (FL290).

17-16-2. RESPONSIBILITIES

a. The ATCSCC must:

1. Have the authority to suspend and/or modify NRP operations for specific geographical areas or airports. Suspensions may be implemented for severe weather reroutes, special events, or as traffic/equipment conditions warrant.

2. Conduct special user teleconferences and transmit ATCSCC advisories whenever a provision of the NRP will not be available to the user community for more than one hour.

b. ARTCC TMUs must:

1. Avoid issuing route and/or altitude changes for aircraft which display the remarks "NRP" except when due to strategic, meteorological or other dynamic conditions.

2. Coordinate with ATCSCC NSST before implementing any reroute to NRP flights beyond 200 NM from point of departure or destination.

3. Monitor activity to identify potential sector/airport constraint that may impact DP/STAR operations and coordinate with the ATCSCC NSST for problem resolution.

c. DP/STAR procedures for the ARTCCs are authorized the following exemptions:

1. NRP flights will be allowed to file and fly any published transitions of the DPs and/or STARS. Not all of the published transitions may be available, due to facility procedural constraints.

2. In the case of radar vector DPs the ARTCC will clear the NRP flight to the first en-route NAVAID/fix/waypoint of the flight plan as soon as practical.

3. When problems are identified involving the use of the DP/STAR transitions, immediately notify the ATCSCCs NSST for resolution.

d. Customer flight plan filing requirements are authorized the following exemptions:

1. Customers may file and fly any published transition of the DPs and/or STARS, regardless of the mileage from the airport to transition end point.

2. Customers should not file DP/STAR transitions in offshore transition areas (12 NM or more off the United States shoreline)

17-16-3. PROCEDURES

a. "NRP" must be retained in the remarks section of the flight plan if the aircraft is moved due to weather, traffic, or other tactical reasons. In these situations, every effort will be made to ensure the aircraft is returned to the original filed flight plan/altitude as soon as conditions warrant.

b. Traffic management specialists must not enter "NRP" in the remarks section of a flight plan unless prior coordination concerning this particular flight is accomplished with the ATCSCC or as prescribed by international NRP flight operations procedures.

c. The en route facility within which an international flight entering the conterminous United States requests to participate in the NRP must enter "NRP" in the remarks section of the flight plan.

17-16-4. REPORTING REQUIREMENTS

Reports of unusual or unsatisfactory events attributable to NRP traffic should be forwarded to the System Operations ATCSCC TCA via facsimile at (703) 904-4459 or telephone at (703) 925-5306. Reports must include, at a minimum: aircraft call sign, type, altitude, route of flight, affected sectors, brief description of event, description of impact, and any actions taken.

17-16-5. USER REQUIREMENTS

a. International operators filing through the Canadian airspace to destinations within the conterminous United States must file an inland navigational fix within 30 NM north of the common Canada/United States airspace geographical boundary to be eligible to participate in the NRP.

b. Flights must be filed and flown via any published DP or STAR for the departure/arrival airport respectively, or published preferred IFR routes, for at least that portion of flight which is within 200 NM from the point of departure or destination. If the procedures above do not extend to 200 NM, published airways may be used for the remainder of the 200 NM. If the procedures above do not exist, published airways may be used for the entire 200 NM.

c. Operators that file a flight plan which conforms to a published preferred IFR route must not enter "NRP" in the remarks section of that flight plan.

d. Operators must ensure that the route of flight contains no less than one waypoint, in the FRD

format, or NAVAID, per each ARTCC that a direct route segment traverses and these waypoints or NAVAIDs must be located within 200 NM of the preceding ARTCC's boundary. Additional route description fixes for each turning point in the route must be defined.

e. Operators must ensure that the route of flight avoids active restricted areas and prohibited areas by at least 3 NM unless permission has been obtained from the using agency to operate in that airspace and the appropriate air traffic control facility is advised.

f. Operators must ensure that "NRP" is entered in the remarks section of the flight plan for each flight participating in the NRP program.

Section 17. Coded Departure Routes

17-17-1. PURPOSE

This section prescribes policies and guidelines for Coded Departure Route(s) (CDR).

17-17-2. DEFINITION

The CDR program is a combination of coded air traffic routings and refined coordination procedures designed to mitigate the potential adverse impact to the FAA and users during periods of severe weather or other events that impact the NAS.

17-17-3. POLICY

Abbreviated clearances must only be used with CDRs at locations covered by a Memorandum of Agreement (MOA) between the customers and the FAA that specifies detailed procedures, or with general aviation customers who include in the remarks section of their flight plan, "CDR Capable".

NOTE-

Air Traffic Control Facilities will determine which city pairs will be included in the database.

17-17-4. RESPONSIBILITIES

a. The ATCSCC shall:

1. Manage the national CDR program.
2. Operate as Office of Primary Interest (OPI) at the national level.
3. Conduct a review of the submitted CDRs and facilitate necessary corrections.
4. Notify activation/deactivation of CDR usage through the ATCSCC Advisory System.

b. The National Flight Data Center shall:

1. Forward to the ATCSCC Point of Contact (POC) any changes to published navigational database, (i.e., SIDs/STARs, NAVAIDs, preferred routes, etc.) contained in the National Flight Data Digest(s) (NFDD) that are effective for the subsequent chart date. This data shall be provided at least 45 days before the chart date.

2. Error check all submitted route elements and forward errors noted during the validation to the ATCSCC for resolution.

c. ARTCCs shall:

1. Identify, develop, coordinate, and establish CDRs, as needed, in accordance with this section.
2. Supply a POC for the ATCSCC to contact regarding CDRs.
3. Ensure that all affected facilities have approved newly created CDRs, or CDR route amendments, prior to inclusion in the operational database.
4. Ensure CDRs in the national database are limited to 20 per city pair.
5. Notify the originating Center when a CDR must be modified to accommodate changes within your airspace, e.g., traffic flow changes, airway realignments, and navigational aid designator changes. Exceptions - revisions to Standard Terminal Arrival (STAR) Procedure and Standard Instrument Departure (SID) Procedure numbers will be entered at the ATCSCC.
6. Ensure EAS Stereo Flight Plans utilized for CDRs and CDRs published in the operational database are identical.

7. Report unusable, inaccurate, or unsatisfactory CDRs to the ATCSCC POC or via Planning Team (PT) feedback form available on the ATCSCC web page. Reports shall include the CDR designator, affected sectors, and specific description of the impact, and, if appropriate, suggestion for modification.

8. Facilitate the coordination necessary for the usage of abbreviated clearances, when requested.

d. The terminal facilities shall coordinate with their host ARTCC for all matters pertaining to CDRs.

17-17-5. CDR DATA FORMAT

All Centers shall develop and update CDRs in accordance with the following:

- a.** Eight-Character Designator. All facilities shall use the eight character naming convention. The eight character name must comply as follows:

1. Characters one through three are the three-letter ID of the origination airport.
2. Characters four through six are the three-letter ID for the destination airport.
3. Characters seven and eight are reserved for local adaptation and may be any two alphanumeric characters other than O or I.

NOTE-

O and I shall not be used to preclude confusion with numbers zero and one. (Examples of the naming convention are: ATLLAX9N, BOSLAX01, and EWRSFOGR).

- b. CDRs may be developed for aircraft with basic navigational capabilities (/A) or with advanced RNAV capabilities (/E, /F, /G, /J, /K, /L, /Q, /R).
- c. All CDRs shall have current procedure numbers (SID/STAR) included as a part of the route string.

NOTE-

Examples of acceptable procedure numbers are: LGC8, OTT5, and SWEED5. Examples of unacceptable procedure numbers are: MINKS#, MINKS STAR, MINKS%.

- d. All CDR route strings shall tie into normal arrival routings into the destination airport.
- e. Approved database format:
 1. Route string data shall include only uppercase characters (A-Z) or numbers with spaces separating each element (J48 ODF MACEY2 ATL).
 2. No dots, dashes, asterisks, plus signs, or placeholders are to be included, because most flight planning systems will not accept them.
 3. No leading zeroes are permitted in victor or jet airways (J12 is permitted, J012 is not).
- f. CDRs for each location shall be published via the national CDR database. Updates to the CDR database will coincide with the normal 56-day chart updates. There are two segments of the CDR database. The operational database is a read-only record of all the current CDRs. The staging database is read-only to users but amendable by FAA

facilities. The staging database replaces the operational database on each chart date.

- g. CDRs shall be processed in accordance with the following timelines:

1. All changes must be entered into the staging database at least 36 days prior to each chart date. The staging database is closed to changes 35 days prior to each chart date.

NOTE-

The timeline for the staging database is available under the Options drop-down menu. In addition to the drop-down menu, the status of the staging database is given at each login to the CDR database.

2. 30-35 Days Prior to the Chart Date. During this period, the staging database is checked for errors. Any errors are forwarded to the POC designated at each facility for correction. If the error cannot be corrected immediately, the route involved will be deleted from the database for that cycle. Once the error is corrected, the route may be reentered for a future date.

NOTE-

30 days prior to the Chart Date the staging database is available to FAA and users for downloading or updating of their files.

3. On each chart date, the staging database replaces the operational database and a mirror copy becomes the new staging database. The staging database is available for changes until it is locked 35 days prior to the next chart date, and the cycle starts over.

17-17-6. PROCEDURES

- a. Facilities must notify ATCSCC when implementing and terminating CDRs.
- b. The ATCSCC must issue an advisory when facilities are implementing or terminating CDRs.
- c. Facilities must make real-time reports of unusable or inaccurate CDRs through the ATCSCC National System Strategy Team (NSST) for follow-up by the ATCSCC POC.

Section 18. Route Advisories

17-18-1. PURPOSE

This section prescribes policies and guidelines for issuing Route Advisories.

17-18-2. POLICY

In accordance with Federal Air Regulations, all operators have the right of refusal of a specific route and may elect an alternative. Alternatives include, but are not limited to, ground delay, diversion to another airport, or request to stay on the filed route.

17-18-3. EXPLANATION OF TERMS

a. Required (RQD): System stakeholders must take action to comply with the advisory.

b. Recommended (RMD): System stakeholders should consider Traffic Management Initiatives (TMI) specified in the advisory.

c. Planned (PLN): Traffic management initiatives that may be implemented.

d. For Your Information (FYI): Advisories requiring no action.

e. User Preferred Trajectory (UPT): The route that the user requests based on existing conditions.

f. System stakeholders: A group of interdependent NAS users and FAA air traffic facilities.

17-18-4. ROUTE ADVISORY MESSAGES

a. All route advisories must specify whether an action is RQD, RMD, PLN, FYI.

b. The following information will be included in a route advisory:

1. Header: Includes the DCC advisory number, category of route, and action. A “/FL” indicates that a flight list is attached to the advisory.

2. Name: Descriptive of the situation to the extent possible.

3. Constrained Area: Impacted area referenced by the advisory.

4. Reason: Causal factors for the advisory.

5. Include Traffic: Factors identifying specific flows of traffic in the route.

6. Facilities Included: May indicate the specific facilities or use the phrase “multiple facilities;” a minus sign (-) indicates to omit that facility’s traffic from the route.

7. Flight Status: Will indicate all, airborne, or nonairborne.

8. Valid: Time frame for the route will be specified.

9. Probability of Extension: High, medium, low, or none will be stated.

10. Remarks: Further clarifying information.

11. Associated Restrictions: Traffic management restrictions to be implemented in conjunction with the route, e.g., miles in trail. ALT RSTN indicates that there is an altitude restriction associated with the advisory.

12. Modifications: Amendments to the standard Playbook routing.

13. Route: A specific route, route options, or user preferred trajectory around the area may be indicated. When UPT is indicated, an additional route(s) shall be listed. This route becomes the “default” route.

14. Footer: Date/time group for Flight Service Station information.

c. Categories of route advisories and possible actions are listed in the table below:

TBL 17-18-1
Categories of Route Advisories and Possible Actions

ROUTE CATEGORY	REQUIRED RQD	RECOMMENDED RMD	PLANNED PLN	INFORMATION FYI
1. Route	✓	✓	✓	✓
2. Playbook	✓	✓	✓	
3. CDR	✓	✓	✓	
4. Special Operations	✓			
5. NRP Suspensions	✓			
6. VACAPES (VS)		✓	✓	
7. NAT	✓			
8. Shuttle Activity	✓	✓	✓	
9. FCA	✓			
10. FEA		✓	✓	✓
11. Informational		✓	✓	✓
12. Miscellaneous		✓	✓	✓

17-18-5. RESPONSIBILITIES

a. The ATCSCC must:

1. Be the final approval authority for all routes that traverse multiple center or terminal boundaries.
2. Coordinate routes with impacted facilities prior to implementing the route.
3. Verbally notify all impacted en route facilities of the implementation, modification, or cancellation of routes as the situation dictates.
4. Document and disseminate coordinated routes through an advisory with a flight list, if appropriate.
5. Implement, modify, and/or cancel routes.

b. Field Facilities must:

1. Remain cognizant of operational areas of interest in the National Airspace System (NAS) including local adaptations that affect route changes; e.g., Preferential Arrival Routes and Preferential Arrival Departure Routes, and forward any issues that may require modification to normal traffic flows within their area of jurisdiction when national support may be required.
2. Coordinate routes with facilities within their area of jurisdiction.

NOTE-

Normally the ATCSCC coordinates with en route facilities, en route facilities coordinate with terminals.

3. Participate in the PT TELCON as appropriate.
4. Implement the required routes for flights less than 45 minutes from departure or airborne. The departure Center is responsible for ensuring that proposed flights are on the proper route, and airborne traffic is the responsibility of the Center with track control and communications when the advisory is received.
5. Forward user requests to deviate from required routes to the ATCSCC, if they traverse more than one Center.

c. NAS users should:

1. Amend flight plans to the published route when aircraft are 45 minutes or more from departure;
2. Forward requests to the ATCSCC Tactical Customer Advocate (TCA) when an aircraft is on the ground and is requesting to deviate from a published route.

17-18-6. PROCEDURES

- a. System stakeholders must forward information to be considered in route planning and route implementation when capable.

b. Time permitting, the ATCSCC consolidates the information for inclusion into the PT TELCON, or initiates tactical action, as required.

c. The ATCSCC coordinates routes with impacted facilities and issues advisories.

d. The ATCSCC verbally advises all impacted Centers that a route advisory has been issued, modified, or cancelled.

e. Field facilities and users review advisories and dynamic lists, and take appropriate action.

f. Field facilities issue routes to users if flight

plans do not reflect the required routes as stated in the advisory.

g. If a route is cancelled, field facilities leave the aircraft on the existing route at the time of the cancellation of the route, unless a new route pertinent to the aircraft is issued.

h. NAS users forward requests to the ATCSCC TCA for flights that request to be exempted from required routes. The TCA completes the coordination and provides a determination on the request to the appropriate party(ies).

i. Routes are implemented, modified, and cancelled as needed.

Section 19. Operations Plan

17-19-1. PURPOSE

Establishes the process, structure and responsibilities for developing, managing and implementing a daily strategic plan for air traffic operations in the National Airspace System (NAS).

17-19-2. DEFINITION

a. The Operations Plan (OP): The OP is a plan for management of the NAS. The OP is a collaboratively developed plan. The OP is derived by the Planning Team (PT) after collaboration with the FAA and customer's weather forecasters, FAA Air Route Traffic Control Center (ARTCC) Traffic Management Officer (TMO) or designee, other FAA field facility management personnel, airline planners, Air Traffic Control System Command Center (ATCSCC) personnel, international facilities, military, and general aviation system customers.

b. Trigger: A specific event that causes a specific traffic management initiative (TMI) to be implemented.

1. A trigger is for planning purposes and is intended to reduce coordination when implementing the specified TMI.

2. All en route facilities impacted by the TMI must be contacted prior to implementing the TMI in response to the trigger.

3. En route facilities must relay TMIs to affected terminal facilities within their area of jurisdiction.

4. All triggers will be identified by "IF, THEN" clauses in the OP.

EXAMPLE-

IF thunderstorms develop as forecast on J96, THEN ZKC will initiate the ORD BDF1 Playbook route.

c. The OP will specify:

1. Terminal constraints: facilities where delays are expected to be 15 minutes or greater.

2. En route constraints: facilities where expanded miles-in-trail, deviations, and tactical reroutes may be required.

17-19-3. RESPONSIBILITIES

a. The ARTCC TMO or their designee must:

1. Participate via the PT Telephone Conference (TELCON) in the formulation and development of the OP when stated on the previous OP, or requested later by the ATCSCC, or issues within the facility arise that may require inclusion in the OP.

2. Provide input on:

(a) Equipment outages having an operational impact;

(b) Internal initiatives;

(c) Terminal constraints;

(d) Route closure/recovery information;

(e) Anticipated Traffic Management Initiatives (TMI) necessary to manage the system; or

(f) Other issues which may impact operations (i.e., staffing, special events, etc.). See FIG 17-17-1, Operational Planning TELCON Checklist.

3. Brief and direct facility Operational Supervisors, Traffic Management Supervisors, Traffic Management Units, and operational personnel on the implementation of the OP and gather additional information for the next TELCON.

4. Coordinate with and provide direction to underlying facilities on the implementation of the OP.

5. Monitor and assess the OP, notifying the ATCSCC of problems that may impact the OP.

6. Provide operational feedback for use in post-operational evaluation of the OP.

b. The ATCSCC shall:

1. Maintain the Planning Team (PT) TELCON Bridge.

2. Maintain a web page for publicizing the OP to aviation systems users.

c. The ATCSCC National Operations Manager (NOM) shall:

1. Direct the facility National Traffic Management Officer (NTMO), ATCSCC operational units, and personnel on implementation of the OP.

2. Coordinate with and provide direction to FAA facilities on implementation of the OP.

d. The ATCSCC PT shall:

1. Lead the PT in development of the OP.

2. Record participation of FAA and non-FAA entities in PT TELCONs.

3. Formulate the OP through coordination with PT members using the OP Timeline.

4. Brief the NOM, NTMO, and other ATCSCC operational elements on the OP.

5. Post the OP on the ATCSCC web site and issue as a numbered advisory.

6. Document agreed upon triggers in the OP.

e. The Terminal Facility Management must:

1. When notified by the ARTCC TMO or designee or ATCSCC PT, participate in the PT TELCONs.

2. Brief and direct facility operational personnel on actions required by the OP.

3. Monitor and assess the OP, notifying the ATCSCC of problems that may impact the OP.

■ 17-19-4. PROCEDURES

a. The PT is composed of FAA and customer weather forecasters, FAA ARTCC's TMO, or designee, other FAA field facility management personnel, airline strategic planners, ATCSCC personnel, international facilities, and military and general aviation system customers.

b. The ATCSCC has been delegated the authority to direct the operation of the PT TELCONs for the FAA.

1. The ATCSCC will notify those FAA facilities required to participate as part of the PT TELCON.

2. Military, international, and general aviation entities will be included as necessary.

c. The PT collaborates on the formation of the OP. The OP is normally developed for the hour beginning after the TELCON commences and the subsequent six (6) hours. The OP is updated, amended, and evaluated on a recurring basis through a dedicated TELCON Phone Bridge at the ATCSCC.

d. Collaborative Convective Forecast Product (CCFP): The CCFP is the consolidated input of ARTCC Weather Service Unit (CWSU), Aviation Weather Center (AWC) personnel, ATCSCC Weather Unit (DCCWU) personnel, and airline meteorologists. The CCFP is the primary weather product used by the PT in developing the OP.

e. OP Timeline (all times local/eastern): The OP Timeline provides a method for group decision-making and collaboration in dealing with system constraints. Modification of the timeline, participation, and scheduling is done at the discretion of the PT and as directed by the ATCSCC.

1. 5:00 a.m. - National Weather TELCON: ATCSCC PT monitors the weather TELCON, receives midnight operational briefing, and collaborates with select FAA facilities and users for the next amendment.

2. 6:00 a.m. - Amendment to the OP is published on the ATCSCC web page and through an ATCSCC numbered advisory.

3. 6:00-7:00 a.m. - Individual team entities conduct an assessment of operation in preparation for the OP TELCON. The ATCSCC identifies and notifies FAA facilities required to participate in the PT TELCON.

4. 7:15 a.m. - Planning TELCON conducted: The OP is developed by the PT.

5. 8:00 a.m. - The OP is published on the ATCSCC web site and via numbered advisory.

6. 8:00-9:00 a.m. - Individual team entities conduct an assessment of operation in preparation for the OP TELCON.

7. 9:15 a.m. - Planning TELCON conducted: The OP is developed by the PT.

NOTE-

TELCON/planning cycle repeats every 2 hours or as conditions warrant. The time intervals may be varied; however, each OP and associated advisory will state the time for the next TELCON.

FIG 17-19-1

Operational Planning TELCON Checklist

Review the Current OP

Review the CCFP

Input from the Areas

- ◆ Staffing
- ◆ Combined Sectors
- ◆ Anticipated Initiatives
- ◆ Equipment
- ◆ Anticipated Traffic Volume
- ◆ Constraints/Other

Input from Approaches and Towers

- ◆ Current Configuration and AAR
- ◆ Anticipated Configuration and AAR
- ◆ Other

Miscellaneous

- ◆ VIP Movement
- ◆ Special Events
- ◆ Military Activities
- ◆ Diversions

Flow Constrained Areas

- ◆ Current
- ◆ Anticipated
- ◆ Pathfinders
- ◆ Recovery

Anticipated Traffic Management Initiatives

- ◆ Alternatives
- ◆ Triggers Needed
- ◆ Exit Strategy Needed

Section 20. National Playbook

17-20-1. PURPOSE

The National Playbook is a collection of Severe Weather Avoidance Plan (SWAP) routes that have been pre-validated and coordinated with impacted ARTCCs. The National Playbook is designed to mitigate the potential adverse impact to the FAA and customers during periods of severe weather or other events that affect coordination of routes. These events include, but are not limited to, convective weather, military operations, communications, and other situations.

17-20-2. POLICY

National Playbook routes must only be used after collaboration and coordination between the ATCSCC NSST, and the TMU(s) of affected air traffic facilities.

17-20-3. DEFINITION

The National Playbook is a traffic management tool developed to give the ATCSCC, other FAA facilities, and customers a common product for various route scenarios. The purpose of the National Playbook is to aid in expediting route coordination during those periods of constraint on the NAS. The National Playbook contains common scenarios that occur during each severe weather season and each includes the resource or flow impacted, facilities included, and specific routes for each facility involved. The playbooks are validated by the individual facilities involved in that scenario. The National Playbook is available on the ATCSCC Web site at <http://www.atcsc.faa.gov/Operations/operations.html>.

17-20-4. RESPONSIBILITIES

a. The ATCSCC must:

1. Manage the National Playbook program.
2. Operate as OPI at the national level.
3. As a minimum, conduct a yearly review of the National Playbook routes and procedures.
4. Facilitate the validation process for additions, modifications, updates, and corrections.

5. Coordinate the activation/deactivation of National Playbooks.

6. Maintain a listing of all National Playbook routes on the ATCSCC web page.

b. The NFDC must forward to the ATCSCC point of contact (POC) any changes to published navigational database, (i.e., SIDs/STARs, NAVAIDs, preferred routes, etc.) contained in the National Flight Data Digests (NFDD) that are effective for the subsequent chart date. This data must be provided at least 45 days before the chart date.

c. The En Route and Oceanic Operations Service Area and Terminal Operations Service Area offices must:

1. Ensure facilities submit data as required.
2. Resolve discrepancies and issues identified.
3. Submit suggestions for improving the process, when applicable.

d. The ARTCCs must:

1. Identify, develop, and coordinate National Playbook routes as needed, in accordance with this section.

2. Supply a POC for the ATCSCC to contact regarding National Playbook routes.

3. Participate in the validation process of National Playbook routes impacting their facility. The validation of a National Playbook route is considered complete when all facilities affected by that route have confirmed the route as acceptable. Validation may also be accomplished by responding through the Route Management Tool (RMT), where it is available.

4. Report unusable, inaccurate, or unsatisfactory route data contained in the National Playbook to the ATCSCC Strategic Operations office. Reports must include the National Playbook designation and specific description of the data error and, if appropriate, suggestion for modification.

5. Recommend improvements in the process, if applicable.

e. Terminal Facilities must coordinate with their parent ARTCC for all matters pertaining to the National Playbook.

17-20-5. NATIONAL PLAYBOOK DATA FORMAT

a. All ARTCCs must develop and update the National Playbook in accordance with the following:

1. All National Playbook routes that specify the use of an arrival and departure procedure must have that procedure number (SID/STAR) included as part of the route string.

NOTE-

Examples of acceptable procedure numbers are: LGC8, OTT5, and SWEED5. Examples of unacceptable procedure numbers are: MINKS#, MINKS STAR, and MINKS %.

2. Approved database format:

(a) Route string data must include only uppercase characters (A-Z) or numbers with spaces separating each element (i.e., J48 ODF MACEY2 ATL.)

(b) No dots, dashes, asterisks, plus signs, or placeholders are to be included.

(c) No leading zeroes are permitted in victor or jet airways (J12 is permitted, J012 is not).

b. National Playbook routes will be published on the ATCSCC Web site. Updates to the National Playbook will coincide with the normal 56-day chart updates.

c. Changes to the National Playbook must be processed in accordance with the following timelines:

1. All changes require validation with affected facilities and therefore must be submitted to the ATCSCC POC at least 35 days prior to each chart date.

2. All National Playbook additions, deletions, and significant route modifications require coordination with FAA facilities and customers, and must be coordinated with the ATCSCC and validated at least 35 days prior to each chart date to be eligible for inclusion in that update.

NOTE-

1. The ATCSCC will conduct an annual meeting or telecon to coordinate the National Playbook additions, deletions, and significant route modifications. This coordination will include FAA facilities and customers.

2. Seven days prior to the chart date, a preview version of the National Playbook will be made available to FAA facilities via the ATCSCC Web site.

17-20-6. PROCEDURES

a. National Playbook routes are considered active when the ATCSCC Regional Airspace Manager (RAM) has completed coordination with all impacted facilities. An ATCSCC numbered advisory will be sent by the NSST describing the route being used.

b. National Playbook routes may be modified tactically to achieve an operational advantage. The ATCSCC RAM will coordinate these changes verbally with all impacted facilities and ensure that the published advisory contains the modifications.

c. Facilities must monitor and provide real-time reports of the impact and continued need for the use of the National Playbook routes through the ATCSCC RAM.

d. A National Playbook route is no longer active when the expiration time stated on the advisory has been reached without an extension coordinated or a decision to cancel the route has been reached. If the route is cancelled prior to the expiration time, the ATCSCC RAM will coordinate with all impacted facilities and publish an advisory stating that the route has been cancelled.

e. If there are circumstances that prevent the use of a National Playbook route, then the air traffic facility involved must inform the ATCSCC RAM. It is the responsibility of the impacted facility and the ATCSCC to ensure the route is not utilized until the circumstances preventing its use is corrected or the route is deleted.

Section 21. Traffic Management (TM) Support of Non-Reduced Vertical Separation Minima (RVSM) Aircraft

17-21-1. PURPOSE

This section prescribes policies and guidelines for Traffic Management (TM) support of Non-Reduced Vertical Separation Minima (RVSM) Aircraft.

17-21-2. POLICY

In accordance with 14 CFR Section 91.180, domestic RVSM airspace (FL 290-410) is exclusionary airspace. With only limited exceptions, all operators and individual aircraft must have received RVSM authorization from the Federal Aviation Administration (FAA) to operate at RVSM altitudes. If an aircraft or its operator has not been authorized for RVSM operation, the aircraft is referred to as a “non-RVSM” aircraft. Excepted non-RVSM aircraft are granted access to RVSM altitudes on a workload permitting basis. Priority in RVSM airspace is afforded to RVSM compliant flights, then file-and-fly flights.

17-21-3. DEFINITIONS

a. File-and-Fly. Operators of excepted non-RVSM flights requesting access to or through RVSM airspace will file a flight plan. This flight plan serves as the notification to the FAA of the operator’s intent to request access to or through RVSM airspace.

b. STORM Flight. A non-RVSM exception designated by the Department of Defense (DOD) for special consideration via the DOD Priority Mission website.

c. Entry Facility. Facility where an aircraft penetrates RVSM airspace designated for U.S. air traffic control.

d. RVSM Facility. Air Traffic facility that provides air traffic services in RVSM airspace.

17-21-4. EXCEPTED FLIGHTS

Under the authority granted in 14 CFR Section 91.180, the Administrator has determined that the following groups of non-RVSM aircraft may

enter RVSM airspace subject to FAA approval and clearance:

- a.** Department of Defense aircraft;
- b.** Foreign State (government) aircraft;
- c.** Active air ambulance utilizing “Lifeguard” call sign;
- d.** Flights conducted for aircraft certification and development flights for RVSM.

17-21-5. OPERATOR ACCESS OPTIONS

Operators of excepted non-RVSM aircraft requesting access to DRVSM airspace have the following options available to them:

a. Letter of Agreement/Memorandum of Understanding (LOA/MOU). Comply with a LOA/MOU for operations within a single or adjacent RVSM facility.

b. File-and-Fly. File a flight plan and make the initial request to access RVSM airspace by requesting an ATC clearance.

NOTE-

Non-RVSM aircraft not listed under excepted flights may climb/descend through RVSM airspace without leveling off, subject to FAA approval and clearance.

c. DOD. Enter STORM flights on the DOD Priority Mission website. For STORM flights that are within 60 minutes of departure notify the departure RVSM facility via telephone, in addition to entering the flight into the DOD Priority Mission website.

NOTE-

Special consideration will be afforded a STORM flight; however, accommodation of any non-RVSM exception flight is workload permitting.

17-21-6. DUTIES AND RESPONSIBILITIES

Traffic Management Units (TMU) in facilities with RVSM airspace must:

- a.** Monitor, assess, and act on the information in the Traffic Situation Display (TSD) to evaluate the facility’s ability to manage non-RVSM aircraft;

b. Coordinate calls from DOD operators of STORM flights that will depart within 60 minutes, with the appropriate area supervisor/controller-in-charge. Obtain and coordinate the following information:

- 1.** Call sign.
- 2.** Origination point.
- 3.** Proposed departure time.

4. Number of aircraft in formation, when applicable.

c. For a non-RVSM exception flight inbound to the U.S., the TMU at the entry facility receives the request for access to RVSM airspace directly from an international point of contact (POC). The TMU must coordinate the information received from the international POC with the appropriate operational supervisor/controller-in-charge in a timely manner.



Appendix 1. Air Carrier Contact for the Distribution of Incident Reports

ABX AIR
 Robert Gray
 Director of Safety
 145 Hunter Drive
 Wilmington, OH 45177
 Telephone: 800-736-3973 x62288

ARROW CARGO
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 Director - Safety & Compliance
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 Telephone: 305-876-6600

AIRTRAN AIRWAYS
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ASTAR AIR CARGO
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 Wilmington, OH 45177
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ATLANTIC SOUTHEAST AIRLINES
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FLEXJET

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GULFSTREAM INTERNATIONAL

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U.S. Department
of Transportation
**Federal Aviation
Administration**

JO 7210.3V CHG 2
3/12/09

BRIEFING GUIDE

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

Initiated By: AJR-0
Vice President, System Operations Services

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1. PARAGRAPH NUMBER AND TITLE: 1-2-5. ABBREVIATIONS

2. BACKGROUND: FEAs and FCAs provide FAA air traffic facilities and our customers increased flexibility in responding to conditions in the National Airspace System. The change incorporates this technology and establishes procedures for its use and creates a new Section 7, Flow Evaluation Area (FEA) and Flow Constrained Area (FCA).

3. CHANGE:

OLD

TBL 1-2-1

ABBREVIATIONS

NEW

TBL 1-2-1

ABBREVIATIONS

Abbreviation	Meaning	Abbreviation	Meaning
Add	Add	AFP	Airspace Flow Program
Add	Add	CCSD	Collaborative Constraint Situation Display
Add	Add	EI	Early Intent
ETMS	Enhanced Traffic Management System	Delete	Delete
Add	Add	FCA	Flow Constrained Area
Add	Add	FEA	Flow Evaluation Area
Add	Add	FRD	Fixed Radial Distance
Add	Add	ICR	Integrated Collaborative Rerouting
Add	Add	NSST	National System Strategy Team
Add	Add	RMT	Route Management Tool
Add	Add	ROG	Route Options Generation
Add	Add	TCA	Tactical Customer Advocate
Add	Add	TFMS	Traffic Flow Management System
Add	Add	UPT	User Preferred Trajectory
Add	Add	WSD	Web Situation Display

1. PARAGRAPH NUMBER AND TITLE:

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

2. BACKGROUND: Ensuring accuracy of personnel logs is also a responsibility of the operations manager-in-charge (OMIC) and the national operations manager (NOM). Also, “supervisor” is now referred to as “front-line manager.”

3. CHANGE:

OLD

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 shall 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 shall not be utilized during normal daily operations.

NEW

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

No Change

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 supervisory traffic management coordinators (STMC)/operations supervisors (OS)/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 shall be entered into and maintained within the ATO Resource Tool (ART) system.

a1 through a3(d)

NOTE-

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

4. It is the employee’s responsibility to notify the operations manager or OS/STMC/NTMO/CIC in charge 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.*

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**.

No Change

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.*

1. PARAGRAPH NUMBER AND TITLE: 3-3-10. VTABS (VSCS TRAINING AND BACKUP SYSTEM)

2. BACKGROUND: The responsibility for these requirements rests with the operations manager-in-charge (OMIC).

3. CHANGE:

OLD

3-3-10. VTABS (VSCS TRAINING AND BACKUP SYSTEM)

Title through a1

2. The operational supervisor shall notify the supervisor traffic management coordinator (STMC) and consider combining sectors within the area before going to a VTABS operation. The VTABS system is designed wherein the entire facility must be switched over to VTABS. Consider all alternatives before making the transition to VTABS. If these resources are unsuccessful, the STMC shall coordinate with the NOM to transition to VTABS.

3 and 4

b. When a catastrophic loss of VSCS occurs and transfer to a VTABS configuration becomes necessary, the STMC shall assure that the procedures established in para 2-1-7, Air Traffic Service (ATS) Continuity, are adhered to.

NEW

3-3-10. VTABS (VSCS TRAINING AND BACKUP SYSTEM)

No Change

2. The operational supervisor **must** notify the **operations manager-in-charge (OMIC)** and consider combining sectors within the area before going to a VTABS operation. The VTABS system is designed wherein the entire facility must be switched over to VTABS. Consider all alternatives before making the transition to VTABS. If these resources are unsuccessful, the **OMIC must** coordinate with the NOM to transition to VTABS.

No Change

b. When a catastrophic loss of VSCS occurs and transfer to a VTABS configuration becomes necessary, the **OMIC must** assure that the procedures established in para 2-1-7, Air Traffic Service (ATS) Continuity, are adhered to.

1. PARAGRAPH NUMBER AND TITLE: 3-5-1. NAVAID MONITORING

2. BACKGROUND: When the FAA created the Air Traffic Organization (ATO), Service Area Offices were created which later merged into Service Centers. When FAA directives were being updated to change references to regional Air Traffic

Division (ATD) offices to Service Area Offices, paragraph 3-5-1 became Flight Services Area Office. Flight Services does not make NAVAID monitoring assignments. NAVAID monitoring assignments should be made by air traffic offices in the ATO Service Centers.

3. CHANGE:

OLD

3-5-1. NAVAID MONITORING

When a facility is assigned responsibility for monitoring NAVAIDs, the air traffic manager shall issue monitoring instructions in a facility directive. Notification procedures shall be coordinated with the appropriate sector manager. In the case of an AFSSs/FSSs having monitor responsibility for a NAVAID in another AFSS/FSS facility's area, a LOA may be executed between the affected AFSSs/FSSs.

NOTE-

Monitoring assignments are made by the Flight Services Area Office.

NEW

3-5-1. NAVAID MONITORING

When a facility is assigned responsibility for monitoring NAVAIDs, the air traffic manager shall issue monitoring instructions in a facility directive. Notification procedures shall be coordinated with the appropriate sector manager.

NOTE-

Monitoring assignments are made by air traffic offices in the Service Centers.

1. PARAGRAPH NUMBER AND TITLE: 4-6-4. FAA FORM 7230-4, DAILY RECORD OF FACILITY OPERATION

2. BACKGROUND: This requirement is a responsibility of the operations manager-in-charge (OMIC). Also, "supervisor" is now referred to as "front-line manager."

3. CHANGE:

OLD

4-6-4. FAA FORM 7230-4, DAILY RECORD OF FACILITY OPERATION

Title through **b**

c. The use of FAA Form 7230-4 for individual position assignments is authorized only for the STMCIC, OSIC, TMC, TMCIC, and CIC positions, and positions at the ATCSCC.

NEW

4-6-4. FAA FORM 7230-4, DAILY RECORD OF FACILITY OPERATION

No Change

c. The use of FAA Form 7230-4 for individual position assignments is authorized only for the STMCIC, FLMIC, OMIC, TMC, TMCIC, and CIC positions, and positions at the ATCSCC.

1. PARAGRAPH NUMBER AND TITLE: 5-3-6. WEATHER RECONNAISSANCE FLIGHTS

2. BACKGROUND: This change establishes responsibilities for flying hurricane, tropical cyclone, and other weather-related missions. The ATCSCC has responsibility to coordinate and to disseminate their flight mission information to all impacted facilities.

3. CHANGE:

OLD

5-3-6. WEATHER RECONNAISSANCE FLIGHTS

Title through **b1(e)***NOTE-*

NEW

5-3-6. WEATHER RECONNAISSANCE FLIGHTS

No Change

2. Upon receipt of this data, the ATCSCC shall ensure that the information is properly distributed to all impacted facilities.

Add

Add

3. The appropriate facility personnel shall, upon receipt of this data, ensure that it is distributed.

Add

Add

2. **The ATCSCC must:**

(a) Upon receipt of hurricane reconnaissance mission data, conference the affected ARTCC TMUs and distribute the mission information.

(b) Assist field facilities with traffic flow priorities if the hurricane reconnaissance flight will impact terminal traffic.

3. **ARTCC TMUs must:**

(a) Upon receipt of hurricane reconnaissance mission data, ensure that they are distributed to appropriate facilities in their jurisdiction.

(b) Relay any operational concerns to the ATCSCC for further evaluation and coordination.

1. PARAGRAPH NUMBER AND TITLE: 6-7-8. TRANSITION AND TRAINING PLANNING

2. BACKGROUND: Air route traffic control center (ARTCC) facility air traffic managers are not responsible for the URET training of traffic management coordinators or traffic management supervisors.

3. CHANGE:

OLD

6-7-8. TRANSITION AND TRAINING PLANNING

The Facility air traffic manager shall ensure that detailed facility plans are prepared defining:

- a. Training schedules of Certified Professional Controllers, Operations Supervisors, Operations Managers, Traffic Management Coordinators, and Traffic Management Supervisors.

NEW

6-7-8. TRANSITION AND TRAINING PLANNING

The facility air traffic manager **must** ensure that detailed facility plans are prepared defining:

- a. Training schedules of Certified Professional Controllers, Operations Supervisors, **and** Operations Managers.

1. PARAGRAPH NUMBER AND TITLE:

6-9-1. GENERAL;

6-9-3. OPERATIONS MANAGER-IN-CHARGE RESPONSIBILITIES; and

6-9-4. FRONT-LINE MANAGER-IN-CHARGE/CONTROLLER-IN-CHARGE RESPONSIBILITIES

2. BACKGROUND: Information from FAA facilities and the Department of Defense contacts indicate that STORM flight status coordination procedures are no longer being utilized. Accordingly, the requirements related to STORM flight status and DOD Priority Mission Web site in the order are deleted

3. CHANGE:

OLD

6-9-1. GENERAL

NEW

6-9-1. GENERAL

Title through d2

No Change

e. A non-RVSM exception designated by the DOD for special consideration via the DOD Priority Mission website shall be referred to as a STORM flight.

Delete

OLD

NEW

6-9-3. OPERATIONS MANAGER-IN-CHARGE RESPONSIBILITIES

6-9-3. OPERATIONS MANAGER-IN-CHARGE RESPONSIBILITIES

Responsibilities shall include but not be limited to the following:

Responsibilities **must** include but not be limited to the following:

a through d

No Change

e. Ensure that all operational supervisor workstations have access to the DOD Priority Mission website and that supervisors/controllers-in-charge have received appropriate training on the website.

Delete

OLD

NEW

6-9-4. FRONT-LINE MANAGER-IN-CHARGE/CONTROLLER-IN-CHARGE RESPONSIBILITIES

6-9-4. FRONT-LINE MANAGER-IN-CHARGE/CONTROLLER-IN-CHARGE RESPONSIBILITIES

Title through a

No Change

b. Ensure sector personnel have been properly briefed regarding any known non-RVSM aircraft in or projected to be in sectors under his/her area of responsibility, including DOD STORM flight status.

b. Ensure sector personnel have been properly briefed regarding any known non-RVSM aircraft in or projected to be in sectors under his/her area of responsibility.

c through e

No Change

f through h

Delete

i

Renumbered as **f**

1. PARAGRAPH NUMBER AND TITLE: 8-1-1. TRANSITION PROCEDURES

2. BACKGROUND: The responsibility for this requirement also rests with the operations manager-in-charge (OMIC). Operational supervisor is now referred to as front-line manager.

3. CHANGE:

OLD

NEW

8-1-1. TRANSITION PROCEDURES

8-1-1. TRANSITION PROCEDURES

Title through a

No Change

b. The transition plans shall include as a minimum:

b. The transition plans **must** include as a minimum:

1 and 2

No Change

3. Detailed checklists specifying the duties and the responsibilities for the STMCIC, OS, Radar Position (R), and other appropriate positions. The checklist shall include, as a minimum, the following information/procedures:

3. Detailed checklists specifying the duties and the responsibilities for the **OMIC**, STMCIC, **FLM**, Radar Position (R), and other appropriate positions. The checklist **must** include, as a minimum, the following information/procedures:

1. PARAGRAPH NUMBER AND TITLE:

Chapter 12. Facility Statistical Data, Reports, and Forms,
 Section 1. General Information;
 Section 2. Airport Operations Data;
 Section 3. Instrument Operations Data;
 Section 4. Instrument Approach Data; and
 Section 5. Amending and Reviewing Data

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 the order.

3. CHANGE:**OLD****Chapter 12. Facility Statistical Data, Reports, and Forms****Section 1. General Information****12-1-1. GENERAL**

Since the inception of ATC, there has been some method of recording the volume of air traffic activity. The FAA collects this statistical data to be used for a wide variety of reasons, including budgeting, forecasting, planning, facility classification, decision making, programming new equipment, historical analysis, etc. Because of its broad application and national use, it is imperative that the gathering of statistics be both standardized and accurate. A primary use of operational count data is that of determining controller grade levels. As such, it reflects the factors of knowledge and skills required and responsibility involved with the type service being provided. Not every service provided will qualify for an operational count, but those which do are considered typical of the total facility responsibility. Two basic requirements must be met for operational count: first, the facility must be actively working the aircraft, and second, the service provided must qualify using the guidelines established throughout the remainder of this chapter. Facility air traffic managers, therefore, must insure that the intent of the provisions in this chapter are fulfilled.

NEW**Chapter 12. Facility Statistical Data, Reports, and Forms****Section 1. General Information****12-1-1. GENERAL**

Since the inception of ATC, there has been some method of recording the volume of air traffic activity. **OPSNET is the official data reporting system as per FAO JO 7210.55, Operational Data Reporting Requirements. All air traffic facilities, except FSSs, must report traffic count information daily through OPSNET or OPSNET touch-tone interface (OTTER).**

The FAA collects and analyzes these data to make decisions on, but not limited to, budgeting, forecasting, planning, programming new equipment, public dissemination, and historical analysis. Because of its broad application and national use, it is imperative the gathering of data be both standardized and accurate. Two basic requirements must be met for an operation count: the facility must be responsible for providing service to the aircraft, and the service provided must qualify using the guidelines established throughout the remainder of this chapter. Air traffic managers must ensure that the intent of the provisions in this chapter is fulfilled.

OLD

12-1-2. USE OF AUTOMATED COUNTS

Computer counting routines may be used for any of the operational counts required for the completion of FAA Forms 7230-1, 7230-12, or 7230-26. A facility may also elect to use a combination of manual and automated procedures to meet the traffic count requirements. For example, an ARTS terminal may count instrument operations for primary and secondary airports, plus instrument approaches for the primary airport, using the computer, while airport operations, TRSA operations, and instrument approaches for secondary airports are counted manually. The accuracy of computer counts shall be verified periodically to be within plus/minus 3 percent of the actual traffic count.

NEW

12-1-2. COUNTING METHODS

Traffic counts may be counted either manually or through the use of nationally deployed automated counting programs (i.e., CountOps). The accuracy of automated counts must be validated annually to be within plus/minus 3 percent of the actual traffic count. Annual validation of traffic counts for other purposes such as “classification” meets this requirement.

OLD

12-1-3. QUESTIONS OR CHANGES

Any questions as to how a particular operation should be counted, or any recommendations for changes to the procedures and the reports below, should be forwarded to the respective Terminal Operations Area Office. Terminal Operations Area Offices shall forward their questions/recommendations to Operations Analysis.

NEW

12-1-3. QUESTIONS OR CHANGES

Any questions as to how an operation should be counted or recommendations for changes to procedures should be forwarded to the appropriate service area for resolution. Service areas will forward their questions or recommendations to the appropriate service unit.

OLD

12-1-4. SUMMARY OF STATISTICAL REPORTS AND FORMS

The charts presented below are offered as quick reference summaries of the requirements in this chapter. (See TBL 12-1-1.)

NEW

12-1-4. SUMMARY OF STATISTICAL REPORTS AND FORMS

The table below provides a quick reference for reporting requirements in this chapter. The OPSNET system provides the ability to input the required data as described below. (See TBL 12-1-1.)

OLD

TBL 12-1-1
Forms Summary

<i><u>Name</u></i>	<i><u>Form #</u></i>	<i><u>RIS #</u></i>	<i><u>Period of Report</u></i>	<i><u>Section for Details</u></i>	<i><u>Who Submits</u></i>
<u>Airport Traffic Record</u>	<u>7230-1</u>	<u>7230-99</u>	<u>Monthly</u>	<u>2</u>	<u>All towers</u>
<u>Instrument Operations</u>	<u>7230-26</u>	<u>7230-151</u>	<u>Monthly</u>	<u>3</u>	<u>Approach Control facilities</u>
<u>Instrument Approach Worksheet</u>	<u>7230-16</u>		<u>Daily</u>	<u>4</u>	<u>Facilities use only</u>
<u>Instrument Approaches Monthly Summary</u>	<u>7230-12</u>	<u>7230-130</u>	<u>Monthly</u>	<u>4</u>	<u>Approach Control facilities</u>
<u>Others</u>			<u>As required</u>	<u>6</u>	<u>As required</u>

OLD
TBL 12-1-2
Monthly Submission Summary

<i>Facilities Classified As:</i>	<i>Must Submit Form 7230-#</i>		
	<u>1</u>	<u>26</u>	<u>12</u>
Limited Radars	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
No Tower RAPCON/RATCF/C Common I		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Nonradar Approach	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Radar Approach Controls with Towers	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
VFR Towers	<input checked="" type="checkbox"/>		

NEW
TBL 12-1-1
Reporting Requirements

<u>Facility Type</u>	<u>Report</u>
<p><i>Type 1 tower without radar</i></p> <p><i>Type 3 combination radar approach control and tower with radar (tower portion)</i></p> <p><i>Type 4 combination nonradar approach control and tower without radar (tower portion)</i></p> <p><i>Type 5 nonapproach control tower</i></p> <p><i>Type 6 combined control facility (tower portion)</i></p> <p><i>Type 7 tower with radar</i></p> <p><i>Type 11 Federal Contract Tower</i></p>	<p><i>Itinerant IFR arrivals and departures</i></p> <p><i>Itinerant VFR arrivals and departures</i></p> <p><i>Local operations</i></p> <p><i>IFR overflights</i></p> <p><i>VFR overflights</i></p>
<p><i>Type 2 terminal radar approach control (TRACON)</i></p> <p><i>Type 3 combination radar approach control and tower with radar (TRACON portion)</i></p> <p><i>Type 4 combination nonradar approach control and tower without radar (TRACON portion)</i></p> <p><i>Type 6 combined control facility (TRACON portion)</i></p> <p><i>Type 9 combined TRACON</i></p>	<p><i>Itinerant IFR arrivals and departures to all airports</i></p> <p><i>Itinerant VFR arrivals and departures to all airports</i></p> <p><i>IFR overflights</i></p> <p><i>VFR overflights</i></p>

OLD

Add
Add

NEW

12-1-5. CATEGORIES OF OPERATIONS

a. All itinerant and overflight operations are reported in the following categories:

1. Air Carrier: Operations by aircraft identified in Appendix 3, Air Carrier for Air Traffic Activity Operations Count, which use three-letter company designators.

2. Air Taxi: Operations by aircraft other than those identified in Appendix 3 which use three-letter company designators or the prefix "T" (TANGO) or "L" (Lifeguard).

NOTE-

Air Taxi operators who do not have an FAA- issued designator have been authorized to use the prefix "T" or "L".

3. Military: All classes of military operations.

4. General Aviation: Civil operations not classified as air carrier or air taxi.

Add

b. All local operations are reported in the following categories:

1. Civil: All civilian operations, including local flights by air carrier and air taxi aircraft.

2. Military: All classes of military operations.

OLD

Chapter 12. Facility Statistical Data, Reports, and Forms

Section 2. Airport Operations Data

12-2-1. AIRPORT OPERATIONS COUNT

The airport operations count is the statistic maintained by the control tower. Basically, it is the number of arrivals and departures from the airport at which the airport traffic control tower is located. Specifically, one airport operation count is taken for each landing and takeoff, while two airport operations counts; i.e., one landing and one takeoff, are taken for each low approach below traffic pattern altitude, stop and go, or touch and go operation.

Add

NEW

Chapter 12. Facility Statistical Data, Reports, and Forms

Section 2. Itinerant Operations

12-2-1. TABULATION

Delete

a. Count IFR itinerant operations as follows:

1. One count for an aircraft on an IFR flight plan or a special visual flight rule (SVFR) clearance that:

(a) Takes off.

(b) Lands.

Add

2. One count for aircraft on an IFR flight plan that executes a missed approach procedure.

3. One count for a VFR aircraft that requests to practice the published missed approach procedure when approved standard separation is provided by the tower and TRACON.

4. One count for a SVFR clearance operating wholly within the Class D or Class E surface area, e.g., local SVFR making a series of landings and takeoffs (towers).

NOTE-

When an aircraft operates on a SVFR clearance for a series of VFR patterns and landings, only one instrument count shall be taken for the SVFR clearance, while each takeoff and landing is tabulated as a local operation.

5. One count for each aircraft practicing instrument procedures either on an IFR flight plan or VFR (if approved standard separation is provided) that:

(a) Takes off from a complete stop and practices an instrument departure.

(b) Practices an instrument approach procedure.

Add

b. Count VFR itinerant operations as follows:

1. One count for an aircraft operating VFR that:

(a) Takes off.

(b) Lands.

2. Two counts for each low approach below traffic pattern altitude (one landing and one taking off), a stop and go operation, or touch-and-go operation.

NOTE-

Consider operations of more than one aircraft operating in a formation as a single aircraft. If the formation breaks up into smaller formations, consider each additional formation as a separate aircraft.

OLD

12-2-2. CATEGORIES OF OPERATION

NEW

Delete

OLD

12-2-3. FORMATION FLIGHT OPERATIONS COUNT

NEW

Delete

OLD

12-2-4. FAA FORM 7230-1, AIRPORT TRAFFIC RECORD

NEW

Delete

OLD
**12-2-5. INSTRUCTIONS FOR COMPLETING
 FAA FORM 7230-1**

NEW
 Delete

OLD
12-2-6. DISTRIBUTION AND AMENDMENT

NEW
 Delete

OLD
**12-2-7. CRITERIA FOR INSTRUMENT
 OPERATIONS COUNT, NONAPPROACH
 CONTROL FACILITIES**

NEW
 Delete

OLD
**Chapter 12. Facility Statistical Data, Reports, and
 Forms**
Section 3. Instrument Operations Data
12-3-1. INSTRUMENT OPERATIONS COUNT

NEW
**Chapter 12. Facility Statistical Data, Reports, and
 Forms**
Section 3. Local Operations
12-3-1. TABULATION

Add

Count local operations as follows:

a. The instrument operations count is the statistic maintained by the terminal approach control facility. Basically, it is an arrival or a departure of an aircraft operating in accordance with an IFR flight plan or an operation where IFR separation between aircraft is provided. Specific guidelines are provided in the following paragraphs.

a. One count for an aircraft departing the airport area for a designated practice area and one count for the aircraft returning from the designated practice area.

b. The count is reported separately for: the activity at the primary airport, which is normally the airport on which the approach control is located; activities at all the secondary airports combined; and the activity classified as an overflight, which is an aircraft that transits the area without intent to land. The instrument operations count also includes Class B or C service and TRSA operations which are reported separately, but added together in Washington.

b. Two counts for each low approach below traffic pattern altitude that is a stop and go or touch-and-go operation.

OLD
12-3-2. CATEGORIES OF OPERATION

NEW
 Delete

OLD
**12-3-3. FORMATION FLIGHT OPERATIONS
 COUNT**

NEW
 Delete

OLD
**12-3-4. CRITERIA FOR INSTRUMENT
 OPERATIONS COUNT, APPROACH CONTROL
 FACILITIES**

NEW
 Delete

OLD
12-3-5. TABULATION

NEW
 Delete

OLD
12-3-6. CRITERIA FOR CLASS B OR C SERVICE AND TRSA OPERATIONS COUNT

NEW
 Delete

OLD
12-3-7. TABULATION OF CLASS B OR C SERVICE AND TRSA OPERATIONS

NEW
 Delete

OLD
12-3-8. FAA FORM 7230-26, INSTRUMENT OPERATIONS

NEW
 Delete

OLD
12-3-9. INSTRUCTIONS FOR COMPLETING FAA FORM 7230-26

NEW
 Delete

OLD
12-3-10. DISTRIBUTION AND AMENDMENT

NEW
 Delete

OLD
Chapter 12. Facility Statistical Data, Reports, and Forms

NEW
Chapter 12. Facility Statistical Data, Reports, and Forms

Section 4. Instrument Approach Data

Section 4. Overflight Operations

12-4-1. GENERAL INTRODUCTION

12-4-1. TABULATION

Terminal approach control facilities are responsible for the tabulation and reporting of instrument approach data for those nontower and VFR tower airports under their jurisdiction to which instrument approaches are conducted. Instrument approach data are used primarily to determine the need and the priority order of approach aids, such as ILS, MLS, and VOR. Therefore, it is not necessary to report instrument approaches made to purely military airports unless the FAA is responsible for providing the aids for that airport. One count shall be recorded for each approach meeting the criteria listed below:

Delete

a. An instrument approach is an approach made to an airport by an aircraft on an IFR flight plan when the visibility is less than 3 miles or the ceiling is at or below the minimum initial approach altitude.

a. Count IFR overflight operations as follows: One count for each segment of flight when an aircraft on an IFR flight plan or SVFR clearance transits the airspace. A TRACON that hands an aircraft off to the tower and the aircraft returns to the TRACON, count the additional portion as a separate segment.

b. Where no weather reporting service is available at nontower satellite airports, the following criteria in descending order shall be used to determine valid instrument approaches:

b. Count VFR overflight operations as follows:

Add

One count for each segment when an aircraft operating VFR transits the airspace. A TRACON that hands an aircraft off to the tower and the aircraft returns to the TRACON, count the additional portion as a separate segment.

- 1. A pilot report. Delete
- 2. If the flight has not canceled its IFR flight plan prior to reaching the initial approach fix. Delete
- 3. The official weather as reported for any airport located within 30 miles of the airport to which the approach is made. Delete

Add

NOTE-
Consider operations of more than one aircraft operating in a formation as a single aircraft. If the formation breaks up into smaller formations, consider each additional formation as a separate aircraft.

<u>OLD</u>	<u>NEW</u>
<u>12-4-2. AIRCRAFT NOT INCLUDED IN INSTRUMENT APPROACH CATEGORY</u>	Delete

<u>OLD</u>	<u>NEW</u>
<u>12-4-3. FAA FORM 7230-16, APPROACH DATA WORKSHEET</u>	Delete

<u>OLD</u>	<u>NEW</u>
<u>12-4-4. INTRAFACILITY SYSTEM</u>	Delete

<u>OLD</u>	<u>NEW</u>
<u>12-4-5. AIRPORTS REPORTED</u>	Delete

<u>OLD</u>	<u>NEW</u>
<u>12-4-6. PART-TIME FACILITIES</u>	Delete

<u>OLD</u>	<u>NEW</u>
<u>12-4-7. MILITARY STAFFED APPROACH CONTROLS</u>	Delete

<u>OLD</u>	<u>NEW</u>
<u>12-4-8. FAA FORM 7230-12 INSTRUMENT APPROACHES MONTHLY SUMMARY</u>	Delete

<u>OLD</u>	<u>NEW</u>
<u>12-4-9. DISTRIBUTION AND AMENDMENT</u>	Delete

<u>OLD</u>	<u>NEW</u>
<u>12-4-10. FORWARD COPY TO ADJACENT REGION</u>	Delete

OLD
Chapter 12. Facility Statistical Data, Reports, and Forms

NEW
Chapter 12. Facility Statistical Data, Reports, and Forms

Add **Section 5. Amending and Reviewing Data**
 Add **12-5-1. AMENDED OPSNET DATA**
 Add **Corrections must be entered into OPSNET no later than the 15th day of the following reporting month. Exceptions to this rule must be requested and approved through the ATCSCC, Quality Assurance Branch.**

<u>OLD</u>	<u>NEW</u>
Add	<u>12-5-2. ANALYSIS AND REVIEW</u>
Add	<u>Data are available for analysis and review through the following Web site: http://www.apo.data.faa.gov. Select the OPSNET link from this page for logon. Forward all requests for changes and enhancements to the person listed on the home page of the Web site.</u>

1. PARAGRAPH NUMBER AND TITLE: 17-5-5. STATIC COORDINATION

2. BACKGROUND: Static information for Aviation System Performance Metrics (ASPM) airports is provided on the Operational Information System. The information contains common runway configurations along with their associated Airport Arrival Rates/Airport Departure Rates and Traffic Management Tips. Additionally, five airports must provide wind parameters for their various configurations.

3. CHANGE:

<u>OLD</u>	<u>NEW</u>
Add	<u>17-5-5. STATIC COORDINATION</u>
Add	<u>a. The ATCSCC must collect and manage updates for ASPM facilities' static data, currently depicted in the NTML and on the Operational Information System (OIS) under the associated ARTCC tabs in the East and West Directories.</u>
	<u>NOTE-</u>
	<u>Updates will be made to the NTML and the OIS for ASPM airports' normal runway configurations and their associated AARs/ADRs twice yearly and effective on or about January 1 and July 1 of each year.</u>

Add

b. The TMO or overlying TMO, in conjunction with their ASPM facilities, must provide the following static data to their appropriate Director of Tactical Operations (DTO) and ensure the accuracy of the information:

1. All normal runway configurations and their associated AARs/ADRs by May 1 and November 1 each year.

NOTE-

AARs are required for the following four categories: Visual meteorological conditions (VMC), low visual meteorological conditions (LVMC), instrument meteorological conditions (IMC), and low instrument meteorological conditions (LIMC).

2. Changes to additional supporting AAR data by the first of every month:

(a) Associated landing/departing runway configurations

(b) Suggested program rate

(c) Pertinent notes

(d) Holding capacities

(e) Arrival flows

(f) Category minimums

3. Changes to TM Tips by the first of every month:

(a) Configuration instructions/planning

(b) Airport operational challenges

(c) Seasonal traffic information

(d) Gate hold information

(e) Special arrival instructions

(f) Other pertinent information related to airspace, procedures, weather operations, local traffic management initiatives, taxiway information, and any other items that impact traffic flows or runway acceptance/configuration

Add

c. The following ASPM facilities/TMOs must also provide wind parameters to their respective DTO:

1. Newark Liberty International Airport (EWR)

2. John F. Kennedy International Airport (JFK)

3. La Guardia Airport (LGA)

4. General Edward Lawrence Logan International Airport (BOS)

5. Theodore Francis Green State Airport (PVD)

Add

d. The DTO must provide:

1. All normal runway configurations and the associated AARs/ADRs for their underlying ASPM facilities to the ATCSCC Facility Automation Office by May 15 and November 15 each year.

2. Changes to additional supporting AAR data and TM tips for their underlying ASPM facilities to the ATCSCC Facility Automation Office by the 10th of each month.

17-5-~~5~~ through 17-5-~~11~~

Renumbered as 17-5-~~6~~ through 17-5-~~12~~

1. PARAGRAPH NUMBER AND TITLE: 17-5-10. PROCESSING REQUESTS FOR REROUTES AND RESTRICTIONS FOR FACILITIES WITH NTML

2. BACKGROUND: Current procedures for processing restrictions for facilities with the National Traffic Management Log (NTML) require the field Traffic Management Unit (TMU) to make an entry in the NTML and initiate a phone call to the Air Traffic Control System Command Center (ATCSCC). The ATCSCC conferences in the providing facilities and verification that the restrictions were received in the NTML and the times and miles-in-trail are agreed upon.

3. CHANGE:

OLD

17-5-10. PROCESSING REQUESTS FOR REROUTES AND RESTRICTIONS FOR FACILITIES WITH NTML

a. Restrictions that require ATCSCC review and approval:

1. Enter the restriction/modification in NTML, and then call the ATCSCC to coordinate.

2. The ATCSCC initiates a conference regarding the restriction/modification and the originating facility coordinates with all affected facilities. If an amendment is necessary, the ATCSCC amends the restriction while on the conference.

Add

3. After the restriction/modification is coordinated, the restriction or modification will be approved and sent to all affected facilities.

NEW

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).**

Add

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.

Add

NOTE-
Any party may initiate a conference when deemed appropriate.

b. Restrictions/modifications that do not require ATCSCC review and approval will be entered by the originating facility in the NTML and followed up by verbal coordination with the affected facilities.

b. Restrictions/modifications that do not require ATCSCC review and approval:

Add

1. Requesting facility must enter the restriction/modification in NTML.

Add

2. Providing facilities should review and respond using NTML within 15 minutes.

Add

3. If all providing facilities accept the restriction/modification using the NTML software, it must be considered coordinated/approved.

Add

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.

Add

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. Requests for reroutes and associated restrictions/modifications:

c. Restrictions/modifications associated with reroutes coordinated through the NSST:

1. Field facilities must share Flow Evaluation Areas (FEA) that may require implementation of traffic management initiatives. If requesting a reroute in conjunction with a shared FEA, notify the ATCSCC National System Strategy Team (NSST) via the NTML of the FEA and the proposed reroute. Any facility requiring a restriction in conjunction with a reroute must enter the initiative into NTML via the RSTN template with the SVR WX RERTE button enabled and transmit to the NSST.

1. Restrictions/modifications that have been approved/coordinated will be discussed during the development of the reroute.

2. The ATCSCC NSST must monitor NTML and respond to field facility requests for reroutes and restrictions associated with shared FEAs. The NSST must evaluate reroute requests and, if applicable, conference the appropriate facilities to coordinate the reroute. Restrictions 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.

3. When applicable, the NSST must transmit the reroute and enter approved restrictions in the NTML.

Delete

4. Modifications to previously approved reroutes and associated restrictions must be verbally coordinated through the NSST prior to submitting the modification via NTML.

Delete

1. PARAGRAPH NUMBER AND TITLE:

- 17-6-9. FIELD FACILITY RESPONSIBILITIES FOR TMI
- 17-6-11. TMI WITHIN A CENTER'S AREA OF JURISDICTION
- 17-6-12. MIT TMI OF 10 OR LESS
- 17-6-14. TMIs OF 25 MIT OR GREATER

2. BACKGROUND:

The changes provide editorial clarity; additional procedures including the addition of NTML requirements; and a new paragraph to require facilities to develop and share an FEA anytime a restriction of 25 MIT or greater is requested.

3. CHANGE:

OLD

17-6-9. FIELD FACILITY RESPONSIBILITIES FOR TMI

a and b

c. When inter-facility TMIs are appropriate, coordinate verbally with the ATCSCC and provide the following information, if requested:

1. A detailed and specific identification of the problem; e.g., FEA.

NEW

17-6-9. FIELD FACILITY RESPONSIBILITIES FOR TMIs

No Change

c. When interfacility TMIs are appropriate, coordinate with the ATCSCC and provide the following information:

1. A detailed and specific identification of the problem.

OLD

17-6-11. TMI WITHIN A CENTER'S AREA OF JURISDICTION

Facilities must coordinate TMI with impacted facilities and enter the information in the NTML.

Add

Add

Add

NEW

17-6-11. TMIs WITHIN ARTCC AREA OF JURISDICTION

Facilities must:

a. Coordinate TMIs with all impacted facilities within their jurisdiction.

b. Contact the ATCSCC at any time internal restrictions may result in reportable delays; have an adverse affect on other national initiatives; or result in the implementation of additional initiatives.

c. Enter all applicable information in the NTML.

OLD

17-6-12. MIT TMI OF 10 OR LESS

TMI may be coordinated consistent with the following procedures:

a. The requesting facility verbally notifies the providing facility in a timely manner.

NEW

17-6-12. TMIs OF 10 MIT OR LESS

TMIs must be coordinated consistent with the following procedures:

a. The requesting facility notifies the providing facility in a timely manner.

b through d

No Change

e. The ATCSCC may terminate these procedures at any time by notifying the impacted facilities.

e. The ATCSCC may suspend these procedures at any time by notifying the impacted facilities.

OLD

NEW

Add

17-6-14. TMIs OF 25 MIT OR GREATER

Add

a. All FAA TMUs requesting initiatives of 25 MIT or greater must:

1. Create an FEA that:

(a) Adequately represents the constrained area.

(b) Captures the flights affected by the requested initiative.

2. Share the FEA with the ATCSCC and coordinate justification for the restriction.

NOTE-

1. TMUs are exempt from creating FEAs for situations that cannot be represented due to filtering limitations in the FEA tool.

2. Flights to specific runways, flights using specific departure procedures, flights that may be offloaded to alternative routing are examples of items that cannot be represented.

Add

b. If an extension to a 25 MIT or greater restriction is necessary, the TMU must:

1. Amend the shared FEA end time to cover the revised time period.

2. Coordinate the extension request with the ATCSCC.

Add

c. The ATCSCC may suspend the requirements for facilities to develop FEAs associated with MIT restrictions at any time.

1. PARAGRAPH NUMBER AND TITLE:

Chapter 17. Traffic Management National, Center, and Terminal

Section 7. Flow Evaluation Area (FEA) and Flow Constrained Area (FCA)

17-7-1. GENERAL

17-7-2. DEFINITIONS

17-7-3. RESPONSIBILITIES

17-7-4. PROCEDURES

2. BACKGROUND: FEAs and FCAs provide FAA air traffic facilities and our customers increased flexibility in responding to conditions in the National Airspace System (NAS). This change incorporates this technology into the order and establishes procedures for its use and creates a new Section 7, Flow Evaluation Area (FEA) and Flow Constrained Area (FCA).

3. CHANGE:

OLD
Chapter 17. Traffic Management National, Center,
and Terminal

Add

NEW
Chapter 17. Traffic Management National, Center,
and Terminal

**Section 7. Flow Evaluation Area (FEA) and Flow
Constrained Area (FCA)**

OLD

Add

Add

NEW

17-7-1. GENERAL

**FEAs and FCAs support common situational aware-
ness and provide customers increased flexibility in
responding to conditions in the (NAS) by providing
a graphical description of a constraint and an associ-
ated list of flights that traverse the area identified.
FEAs and FCAs provide reroutes which are pub-
lished through a reroute advisory with an optional
flight list attached. Stakeholders can monitor FEAs
and FCAs through the reroute monitor in traffic situ-
ation display the TSD, the Web situation display
(WSD), or the collaborative constraint situation dis-
play (CCSD).**

OLD

Add

Add

Add

Add

Add

Add

Add

NEW

17-7-2. DEFINITIONS

**a. Default route: A route published by the
ATCSCC in conjunction with user preferred traject-
ory (UPT) for facilities to assign any aircraft that re-
main on the dynamic list.**

**b. Dynamic list: A list of flights captured in an
FEA/FCA that is continually updated as changes oc-
cur to the aircraft's route of flight.**

**c. Early Intent (EI): Customer route preference
submitted to the Traffic Flow Management System
(TFMS). EI routes identify routing preferences or
remove the flight from the constrained area. Cu-
stomers are expected to file their flight plans in
accordance with EI unless otherwise coordinated
with the ATCSCC.**

**d. EI Window: Time period when customers can
submit EI or file out of the FEA.**

**e. FCA: The defined region of airspace, flight fil-
ters, and time interval used to identify flights sub-
ject to a constraint. System stakeholders may be re-
quired to take action to mitigate the constraint iden-
tified by the FCA.**

**f. FEA: The defined region of airspace, flight fil-
ters, and time interval used to identify flights. An
FEA should be used by system stakeholders to evalu-
ate and/or mitigate potential or existing constraints.**

Add **g. FEA/FCA flight list: Aircraft that penetrate the FEA/FCA during the specified valid time.**

Add **h. Route guidance: Suggested reroutes, issued in an advisory that suggest or provide examples of routing possibilities away from a defined constraint associated with an FEA/FCA. This guidance may not provide routes for all flights captured in the FEA/FCA.**

OLD

NEW

Add **17-7-3. RESPONSIBILITIES**

Add **Customers are expected to:**

a. Enter the FCA name in the remarks section when filing the flight plan.

Add **b. Review advisories and examine their affected flights.**

Add **c. Use EI capability as needed, considering FAA route guidance. Early filing of a flight plan may be used in lieu of this requirement.**

Add **d. Examine their affected flights and submit decisions for routing in accordance with the FEA/FCA. If unable, coordinate with the ATCSCC Tactical Customer Advocate.**

Add **e. Consider using private FEAs to monitor a situation and evaluate an area of concern.**

Add **f. Evaluate and select routes that meet their objectives.**

NOTE-
Customers may identify available routes via the Route Options Generation (ROG).

OLD

NEW

Add **17-7-4. PROCEDURES**

Add **a. The FAA TMU must:**

1. Remain cognizant of operational areas of interest and use FEAs to evaluate those areas.

2. When naming FEAs that will be shared, ensure the name is descriptive to the constraint or airspace captured. Ensure FEAs do not contain FCA in the name and do not begin with a number or special character.

3. Share FEAs with the ATCSCC that may require implementation of TMIs (i.e., reroutes, miles-in-trail, ground stops, etc.) If requesting a reroute in conjunction with a shared FEA, notify the ATCSCC via the NTML of the FEA and the proposed reroute.

Add

4. Contact the ATCSCC NSST to coordinate a public FEA or an FCA.

5. Coordinate public FEAs and FCAs with facilities within their area of jurisdiction.

6. Monitor the FCA dynamic list. Based on information provided in the FCA advisory, appropriate action must be taken in regard to flights that remain on the list.

7. Monitor the system impact of the routes and contact the ATCSCC if these routes will cause a local flow issue.

8. Coordinate with the ATCSCC if it becomes necessary to issue an FCA.

9. Monitor the public FEA or FCA and, as required, coordinate modifications to the initiatives with the ATCSCC.

10. When an FCA is used to manage a constraint; review the advisory issued by the ATCSCC and comply with the provisions of the advisory.

11. When TMIs that impact other stakeholders will be required to resolve a situation:

(a) Coordinate with the ATCSCC.

(b) Provide local information which aids the ATCSCC with developing successful reroute options for customers to consider.

(c) Monitor impacts of customer preferences.

(d) Take tactical action as necessary.

12. Assign default routes to flights that are not routed around the constraint as directed in reroute advisories.

Add

b. The ATCSCC must:

1. Issue public FEAs and issue an advisory, as necessary. Public FEAs must have a descriptive name that is pertinent to the event.

2. Issue FCAs and, issue an advisory, as necessary. Include in the advisory any actions required by customers and field facilities.

3. Create FEAs that define the geographical area of concern with appropriate altitude and time limits, plus any other relevant filters to select affected traffic.

4. Monitor the NTML and respond to field facility requests for reroutes associated with shared FEAs. Evaluate reroute requests and, if applicable, conference the appropriate stakeholders to coordinate the reroute.

5. Issue any associated routes via the “Create Reroute” tool.

Add

6. Ensure the FCA or public FEA expires at the end of the published valid time unless coordination is accomplished and an advisory issued that cancels the initiative.

7. Provide FAA facilities with guidance on the use of default routes and when they may be discontinued.

Section 7 through 20

Renumbered as Section 8 through 21

1. PARAGRAPH NUMBER AND TITLE:

- Chapter 17. Traffic Management National, Center, and Terminal
- Section 9. Airspace Flow Program (AFP)
- 17-10-1. GENERAL
- 17-9-1. POLICY
- 17-9-2. RESPONSIBILITIES
- 17-9-3. PROCEDURES
- 17-9-4. AMENDING EDCTs
- 17-9-5. CANCELLATION PROCEDURES
- 17-9-6. DOCUMENTATION
- 17-9-7. CUSTOMER OPTIONS

2. BACKGROUND: Airspace flow programs (AFPs) are a traffic management initiative (TMI) issued by the David J. Hurley Air Traffic Control System Command Center (ATCSCC) to reduce demand through identified areas of limited capacity. Aircraft are issued control times similar to ground delay programs to effectively manage en route traffic volume.

3. CHANGE:

OLD

NEW

Chapter 17. Traffic Management National, Center, and Terminal

Chapter 17. Traffic Management National, Center, and Terminal

Section 9. Airspace Flow Programs (AFP)

Section 10. Airspace Flow Programs (AFP)

OLD

NEW

Add

17-10-1. GENERAL

Add

The FSM was developed to provide a dynamic method of implementing and managing ground delay programs. The creation and publication of FEAs and FCAs serve to identify areas of limited capacity to system customers that require a reduction in demand through rerouting flights (voluntary or mandatory). An alternative to managing airspace congestion is to merge these two technologies and create AFPs. An AFP is a traffic management tool that assigns specific arrival slots and corresponding EDCTs to manage capacity and demand for a specific area identified by the FCA. It is important for aircraft to depart as close as possible to the EDCT to ensure accurate delivery of aircraft to the impacted area.

17-9-1. POLICY

Renumbered as 17-10-2. POLICY

OLD

NEW

17-9-2. RESPONSIBILITIES

17-10-3. RESPONSIBILITIES

a. Facilities must:

1. Remain cognizant of operational areas of interest and use FEAs to evaluate situations.

2. Share FEAs that may require AFP consideration.

b. The ATCSCC must implement, monitor, and cancel AFPs as appropriate.

c. The Air Route Traffic Control Center Traffic Management Unit (ARTCC TMU) must monitor the effectiveness of the AFP and notify the ATCSCC of adjustments and revisions as necessary.

d. The terminal must comply with the AFP-generated EDCTs.

OLD

17-9-3. PROCEDURES

Upon receipt of information that traffic flows have been impacted, or are expected to be impacted, and that significant delays may result:

a. The ATCSCC must:

1. Identify the constraint and potential AFP.

Add

2. Issue an FCA and tag as FSM-eligible.

3. For the potential AFP, model program rates, scope, and duration. Time permitting, transmit a proposed AFP advisory.

Add

4. Conference affected facilities and customers to review system demand, other known or anticipated factors, program rates, scope, and duration.

5. If it is determined that an AFP is the most appropriate Traffic Management Initiative (TMI):

(a) and **(b)**

(c) Use the traffic situation display (TSD) and FSM to monitor traffic flow patterns.

(d) and **(e)**

b The ARTCC TMU must:

1. Issue a general information (GI) message to all towers, sectors and Flight Service Stations (FSS) advising of the AFP. In some instances, verbal notification, in addition to a GI, may enhance the dissemination of information.

Add

Facilities must:

Delete

a. Develop and share FEAs that may require AFP consideration.

Delete

Delete

b. Comply with AFP-generated EDCTs.

NEW

17-10-4. PROCEDURES

Upon receipt of information that traffic flows have been impacted, or are expected to be impacted, and that significant delays may result:

a. The ATCSCC must:

1. Identify the constraint and potential AFP.

2. Implement, monitor, and cancel AFPs as appropriate.

3. Issue an FCA and tag as FSM-eligible.

4. For the potential AFP, model program rates, scope, and duration.

5. Transmit a proposed advisory unless immediate implementation is necessary.

6. Conference affected facilities and customers to review system demand, other known or anticipated factors, program rates, scope, and duration.

7. If it is determined that an AFP is the most appropriate TMI:

No Change

(c) Use the TSD and FSM to monitor traffic flow patterns.

No Change

No Change

1. Issue a GI message to all towers, sectors and flight service stations advising of the AFP. In some instances, verbal notification, in addition to a GI, may enhance the dissemination of information.

2. Monitor the effectiveness of the AFP and notify the ATCSCC with requests for adjustments and/or revisions as necessary.

2. Issue EDCT information to non-flight data entry and printout (FDEP)/flight data input output (FDIO)-equipped towers and other customers in sufficient time for proper planning and control actions. This does not include non-FDEP towers that are satellites of Terminal Radar Approach Control (TRACON) facilities. The TRACON is responsible for issuing these EDCTs to satellite towers.

3. Evaluate the delay assignment (DAS) mode and assign EDCTs, as appropriate.

(a) For DAS, acquire an EDCT from the ATCSCC for aircraft that do not receive an EDCT and are destined to/through the affected NAS element outside their ARTCC boundaries.

(b) For aircraft not assigned an EDCT the TMU must advise the ARTCC area supervisor of the appropriate DAS delay. If requested, the TMU should provide reroute information to avoid the AFP.

4. Keep the ATCSCC apprised of cancellations and diversions.

5. Relay information to the ATCSCC about EDCT issues when advised by a terminal facility.

6. Use FSM to obtain information about the AFP.

7. Provide EDCT information, when requested, for flights departing underlying non-towered airports. If a flight departing a non-towered airport is airborne and not in compliance with an AFP EDCT, coordinate with the National En Route Spacing Position (NESP) at the ATCSCC for the appropriate course of action.

Add

Add

c. The TRACON/airport traffic control tower (ATCT) must:

1. Use FSM or enhanced traffic management system (ETMS), if available, to obtain EDCT information.

2 through 5

d through d2(c)

3. Issue EDCT information to non FDEP/FDIO-equipped towers and other customers in sufficient time for proper planning and control actions. This does not include non-FDEP towers that are satellites of TRACON facilities. The TRACON is responsible for issuing these EDCTs to satellite towers.

4. Evaluate the DAS mode and assign EDCTs, as appropriate.

(a) Acquire an EDCT from the ATCSCC for aircraft that do not receive an EDCT.

(b) For aircraft not assigned an EDCT, the TMU must advise the ARTCC area supervisor of the appropriate DAS delay. If requested, the TMU should provide reroute information to avoid the AFP.

5. Keep the ATCSCC apprised of cancellations and diversions.

6. Relay information to the ATCSCC about EDCT issues (i.e., flights requiring a revision because of mechanical or flight crew duty issues.)

7. Use FSM to obtain information about the AFP (flights captured, EDCTs, route changes, etc.)

8. Provide EDCT information, when requested, for flights departing underlying nontowered airports. If a flight departing a nontowered airport is airborne and not in compliance with an AFP EDCT, coordinate with the NESP at the ATCSCC for the appropriate course of action.

9. Ensure compliance with EDCTs issued for aircraft departing nontowered airports.

c. The ARTCC must, when advised of a VFR aircraft requesting an IFR clearance through an area under an AFP:

1. The ATCS will advise his/her supervisor/controller-in-charge when an unscheduled flight occurs needing an EDCT.

2. The supervisor will coordinate the appropriate DAS delay with the TMU and advise the ATCS.

3. The ATCS will advise the pilot of the DAS delay and take the necessary action such as airborne holding, reroute, etc.

d. The TRACON/ATCT must:

1. Use FSM or TFMS, if available, to obtain EDCT information.

No Change

Delete

Add

e. Amending EDCTs:

1. Facilities with FSM may use the EDCT ECR tool to assign an EDCT that is later than the current control time for the flight. Select the SCS option when assigning a new EDCT for a flight. If the SCS option is not available, use the unlimited delay option. For flights captured in an AFP, select the ECR tool applicable to the corresponding FCA element.

2. To assign an earlier control time to a flight or for EDCT amendments not obtained using the ECR tool, coordinate through the Tactical Customer Advocate (TCA) at the ATCSCC.

3. Facilities without FSM must contact their overlying facility to request a new EDCT.

Add

f. Cancellation procedures:

1. When conditions no longer warrant AFP ground delays, the ATCSCC must:

(a) Conference facilities and customers to develop an operational plan for release of ground-delayed traffic into the system.

(b) Consider using the Integrated Modeling Tool when evaluating a cancellation.

(c) Purge the AFP and transmit an advisory stating the AFP has been canceled.

2. The ARTCC TMU and the terminal TMU must:

(a) Issue cancellation information to underlying facilities.

(b) Notify facility personnel, as appropriate, of the cancellation.

Add

g. Documentation: Facilities must use the NTML where applicable to document all pertinent information related to the AFP, including, but not limited to, the start and stop times and the reason for the AFP. Facilities that do not have NTML will log information as required by local procedure.

Add

h. Customer options:

1. When an AFP is in effect, system customers may exercise options other than ground delays.

(a) Intermediate landing: The flight should land at the intermediate airport to provide the delay necessary for the flight to arrive at the CTA. Customer coordination with the TCA is required to avoid assignment of additional delay after an intermediate landing.

(b) Reroutes: Customers may reroute flights out of an AFP. Alternative route options will normally be discussed on either a planning telecon or an ad hoc telecon.

Add

2. Substitution of flights.

(a) The ATCSCC may deny substitution requests when deemed appropriate. The ATCSCC must transmit an advisory when substitutions are suspended and include an estimated time when substitutions will resume.

(b) Customers are permitted to exchange and substitute CTAs congruent with CDM agreements concerning substitutions.

OLD
17-9-4. AMENDING EDCTS

NEW
Delete

OLD
17-9-5. CANCELLATION PROCEDURES

NEW
Delete

OLD
17-9-6. DOCUMENTATION

NEW
Delete

OLD
17-9-7. CUSTOMER OPTIONS

NEW
Delete

1. PARAGRAPH NUMBER AND TITLE: 17-13-1. GENERAL and 17-13-2. RESPONSIBILITIES

2. BACKGROUND: The Air Traffic Control System Command Center (ATCSCC) issues severe weather avoidance plan (SWAP) statements to provide strategic information to facilities and customers on how system events will be managed.

3. CHANGE:

OLD
17-13-1. GENERAL
SWAPs are formalized programs that are of considerable value in areas that are particularly susceptible to severe weather. Plans that are properly developed, coordinated, and implemented can reduce coordination and TM restrictions associated with rerouting aircraft around areas of severe weather; therefore, resulting in better utilization of available airspace.

NEW
17-14-1. GENERAL
SWAPs are formalized programs that are of considerable value in areas that are particularly susceptible to severe weather. **SWAP statements are prepared by ARTCC TMUs and provide specific details surrounding a particular weather event. The ARTCC TMUs consider applicable alternatives that may be used to mitigate expected airspace impacts. These include CDRs, playbook routes, FEA/FCAs, capping/tunneling, AFPs, and any other TMIs that are being considered. The SWAP statement is then delivered to the ATCSCC NSST for discussion and coordination and may be sent as a SWAP advisory. SWAP advisories are sent by the ATCSCC and developed from SWAP statements and provide direction to customers and facilities on what TMIs are expected to be used to manage airspace constraints.**

Plans that are properly developed, coordinated, and implemented can reduce coordination and TM restrictions associated with rerouting aircraft around areas of severe weather, resulting in better utilization of available airspace.

OLD

17-13-2. RESPONSIBILITIES

a through a2

3. Record, collect, and package each day's severe weather management information including delay information, charts, and advisories.

Add

4. Record two or more aircraft identifications:

(a) When flights deviate significantly, and/or elect to not file or fly on a route impacted by weather.

(b) When flights elect not to depart and/or land due to the current weather conditions.

5. Solicit flights to file and/or fly routes that are impacted by weather, when appropriate.

NOTE-
Significantly increased minutes-in-trail/miles-in-trail restrictions should be considered for constrained routes. This minimum flow of traffic will ensure that demand does not exceed current capacity, yet will assist in determining the suitability for increased traffic for the impacted route or area.

6. When requested, forward flight information to the ATCSCC.

NEW

17-14-2. RESPONSIBILITIES

No Change

3. Use the following procedures when considering a route unusable:

(a) Notify the ATCSCC anytime airspace, established flows of traffic, routes or any other factor affecting airborne capacity becomes or is expected to become unusable. The ATCSCC must be notified when normal traffic can be accepted.

(b) Enter into the NTML, using the "SWAP" tab, any information regarding unusable routes and/or routes that become available.

(c) Solicit flights to file and/or fly routes that are impacted by weather, when appropriate.

(d) Issue minute-in-trail/mile-in-trail restrictions that allow airspace to remain available when defined as "severely constrained." A severely constrained area is identified as an airway, fix, or sector impacted by any circumstance that significantly reduces, but does not eliminate the ability to handle aircraft.

NOTE-
This minimum flow of traffic will ensure that demand does not exceed current capacity, yet will assist in determining the suitability for increased traffic for the impacted route or area.

(e) Increase and reduce TMIs as necessary to accommodate airspace impacts.

(f) Record in NTML two or more aircraft identifications:

(1) When flights deviate significantly, and/or elect not to file or fly on a route impacted by weather.

(2) When flights elect not to depart and/or land due to the current weather conditions.

Delete

Delete

(3) Forward flight information to the ATCSCC.

Add

b and b1

2. Conference all affected facilities and system users to apprise them of forecast severe weather conditions and the routes or areas that will be impacted.

3. Formulate a dynamic severe weather operational plan and coordinate TM initiatives and alternate routes with all affected facilities.

4. Use, to the extent possible, the following options in the following order when developing an operational plan:

- (a) Capping and tunneling initiatives.
- (b) Expanded miles-in-trail initiatives.

Add

- (c) Reroutes.
- (d) Ground delay programs.
- (e) Airspace flow programs.

Add

5. Transmit advisories describing the existing or forecast weather conditions, the operational plan, alternate routes, or cancellation thereof.

6. Be the final approving authority for traffic flows, reroutes, and MIT associated with reroutes.

c. The ARTCC TMU shall:

1. Coordinate with the ATCSCC when implementing SWAP procedures that affect other ARTCCs. If possible, this coordination should be completed at least 2 hours prior to expected implementation.

4. Facilities may consider issuing a SWAP statement indicating all expected impacts to available routes and airspace in their area of concern. The SWAP statement should contain mitigation strategies for expected impacts. This includes alternate routes, use of CDRs, use of TMIs, altitude capping/tunneling, possible FEAs/FCAs, AFPs, etc.

No Change

2. Conference affected facilities and customers to apprise them of forecast severe weather conditions and the routes or areas that will be impacted.

3. Formulate a dynamic severe weather operational plan. Coordinate TMIs and alternate routes with all affected facilities.

4. Use, to the extent possible, the following options in the order listed when developing an operational plan:

- (a) Expanded miles-in-trail initiatives
- (b) SWAP advisories

Delete

NOTE-
When developing the SWAP advisory, the NSST should consider all possible mandatory and recommended route options; applicable CDRs and play-books; and the use of User Preferred Trajectory (UPT) and Integrated Collaborative Routing (ICR) strategies.

- (c) Reroutes
- (d) Ground delay programs
- (e) AFPs
- (f) Ground Stops

5. Transmit advisories describing the existing or forecast weather conditions, the operational plan, alternate routes, or cancellation thereof.

6. Be the final approving authority for traffic flows and reroutes.

c. The ARTCC TMU must:

1. Coordinate with the ATCSCC when implementing SWAP procedures that affect other ARTCCs. If possible, this coordination should be completed at least 2 hours prior to expected implementation.

Add

2. When suitable, facilities should consider developing a SWAP statement that specifies expected airspace impacts; developed shared FEAs representing airspace impacts; possible route closures; effective times of constraints; and expected routing alternatives including applicable CDRs and playbook routes.

2 through 4

Renumbered 3 through 5

1. PARAGRAPH NUMBER AND TITLE:

- Chapter 17. Traffic Management National, Center, and Terminal
- Section 15. North American Route Program
- 17-15-1. PURPOSE
- 17-15-2. RESPONSIBILITIES
- 17-15-3. PROCEDURES
- 17-15-4. REPORTING REQUIREMENTS
- 17-15-5. USER REQUIREMENTS

2. BACKGROUND: Amends the current procedures of section to remove the requirement of maintaining a list of available STAR/DP procedures authorized for use in association with NRP, and allows any published STAR/DP to be used along with editorial changes.

3. CHANGE:

OLD

Chapter 17. Traffic Management National, Center, and Terminal

Section 15. North American Route Program

OLD

17-15-1. PURPOSE

The North American Route Program (NRP) provides the users of the NAS greater flexibility in flight plan filing at or above 29,000 feet (FL290).

OLD

17-15-2. RESPONSIBILITIES

a. The David J. Hurley Air Traffic Control System Command Center (ATCSCC) shall:

1. Have the authority to suspend and/or modify NRP operations for specific geographical areas or airport(s). Suspensions may be implemented for severe weather reroutes, special events, or as traffic/equipment conditions warrant.

2. Conduct special user teleconferences and transmit ATCSCC advisories whenever a provision of the NRP will not be available to the user community for more than one hour.

3. Be the final approving authority for all TM initiated restrictions to NRP flights outside of 200 NM from point of departure or destination.

NEW

Chapter 17. Traffic Management National, Center, and Terminal

Section 16. North American Route Program

NEW

17-16-1. PURPOSE

The NRP provides the users of the NAS greater flexibility in flight plan filing at or above 29,000 feet (FL 290).

NEW

17-16-2. RESPONSIBILITIES

a. The ATCSCC **must**:

1. Have the authority to suspend and/or modify NRP operations for specific geographical areas or airports. Suspensions may be implemented for severe weather reroutes, special events, or as traffic/equipment conditions warrant.

2. Conduct special user teleconferences and transmit ATCSCC advisories whenever a provision of the NRP will not be available to the user community for more than one hour.

Delete

b. ARTCC TMUs shall:

1. Avoid issuing route and/or altitude changes for aircraft which display the remarks “NRP” except when due to strategic, meteorological or other dynamic conditions.

2. Coordinate with ATCSCC prior to implementing any restriction to NRP flights beyond 200 NM from point of departure or destination.

Add

Add

Add

Add

Add

Add

Add

Add

OLD

17-15-3. PROCEDURES

a. Continually monitor sector activity and utilize available resources to identify potential sector or airport overloads. Where appropriate, the traffic management specialists, supervisors, air traffic control specialists, and the ATCSCC shall implement coordinated activities to ensure traffic flows are consistent with the ability of a functional position or airport to provide efficient air traffic services.

b. “NRP” shall be retained in the remarks section of the flight plan if the aircraft is moved due to weather, traffic, or other tactical reasons. In these situations, every effort will be made to ensure the aircraft is returned to the original filed flight plan/altitude as soon as conditions warrant.

b. ARTCC TMUs must:

1. Avoid issuing route and/or altitude changes for aircraft which display the remarks “NRP” except when due to strategic, meteorological or other dynamic conditions.

2. Coordinate with ATCSCC **NSST before** implementing any **reroute** to NRP flights beyond 200 NM from point of departure or destination.

3. Monitor activity to identify potential sector/airport constraint that may impact DP/STAR operations and coordinate with the ATCSCC NSST for problem resolution.

c. DP/STAR procedures for the ARTCCs are authorized the following exemptions:

1. NRP flights will be allowed to file and fly any published transitions of the DPs and/or STARs. Not all of the published transitions may be available, due to facility procedural constraints.

2. In the case of radar vector DPs the ARTCC will clear the NRP flight to the first en-route NAVAID/fix/waypoint of the flight plan as soon as practical.

3. When problems are identified involving the use of the DP/STAR transitions, immediately notify the ATCSCCs NSST for resolution.

d. Customer flight plan filing requirements are authorized the following exemptions:

1. Customers may file and fly any published transition of the DPs and/or STARs, regardless of the mileage from the airport to transition end point.

2. Customers should not file DP/STAR transitions in offshore transition areas (12 NM or more off the United States shoreline.)

NEW

17-16-3. PROCEDURES

Delete

a. “NRP” must be retained in the remarks section of the flight plan if the aircraft is moved due to weather, traffic, or other tactical reasons. In these situations, every effort will be made to ensure the aircraft is returned to the original filed flight plan/altitude as soon as conditions warrant.

c. Traffic management specialists shall not enter “NRP” in the remarks section of a flight plan unless prior coordination concerning this particular flight is accomplished with the ATCSCC or as prescribed by international NRP flight operations procedures.

d. The en route facility within which an international flight entering the conterminous United States requests to participate in the NRP shall enter “NRP” in the remarks section of the flight plan.

OLD

17-15-4. REPORTING REQUIREMENTS

Reports of unusual or unsatisfactory events attributable to NRP traffic should be forwarded to the System Operations ATCSCC via facsimile at (703) 904-4459 or telephone at (703) 708-5106. Reports shall include, at a minimum: aircraft call sign, type, altitude, route of flight, affected sectors, brief description of event, description of impact, and any actions taken.

OLD

17-15-5. USER REQUIREMENTS

a. International operators filing through Canadian airspace, at or east of Sault St. Marie (SSM), to destinations within the conterminous United States will be required to file over one of the following inland fixes to be eligible to participate in the NRP: SSM, TAFFY, EBONY, ALLEX, BRADD, TOPPS, TUSKY, YXU, and QUBIS.

b. International operators filing through Canadian airspace, west of SSM, to destinations within the conterminous United States may utilize any inland navigational fix west of SSM within 30 NM north of the common Canada/United States airspace geographical boundary to be eligible to participate in the NRP.

c. Flights shall be filed and flown via any standard instrument departure (SID) procedure, standard terminal arrival route (STAR) for the departure/arrival airport respectively, or published preferred IFR routes, for at least that portion of flight which is within 200 NM from the point of departure (egress) or destination (ingress). If the procedure(s) above do not extend to 200 NM, published airways may be used for the remainder of the 200 NM. If procedure(s) above do not exist, published airways may be used for the entire 200 NM.

d. Operators that file a flight plan which conforms to a published preferred IFR route shall not enter “NRP” in the remarks section of that flight plan.

b. Traffic management specialists **must** not enter “NRP” in the remarks section of a flight plan unless prior coordination concerning this particular flight is accomplished with the ATCSCC or as prescribed by international NRP flight operations procedures.

c. The en route facility within which an international flight entering the conterminous United States requests to participate in the NRP **must** enter “NRP” in the remarks section of the flight plan.

NEW

17-16-4. REPORTING REQUIREMENT

Reports of unusual or unsatisfactory events attributable to NRP traffic should be forwarded to the System Operations ATCSCC **TCA** via facsimile at (703) 904-4459 or telephone at (703) **925-5306**. Reports **must** include, at a minimum: aircraft call sign, type, altitude, route of flight, affected sectors, brief description of event, description of impact, and any actions taken.

NEW

17-16-5. USER REQUIREMENTS

Delete

a. International operators filing through **the** Canadian airspace to destinations within the conterminous United States **must file an** inland navigational fix within 30 NM north of the common Canada/United States airspace geographical boundary to be eligible to participate in the NRP.

b. Flights **must** be filed and flown via any **published DP or STAR** for the departure/arrival airport respectively, or published preferred IFR routes, for at least that portion of flight which is within 200 NM from the point of departure or destination. If the procedures above do not extend to 200 NM, published airways may be used for the remainder of the 200 NM. If **the** procedures above do not exist, published airways may be used for the entire 200 NM.

c. Operators that file a flight plan which conforms to a published preferred IFR route **must** not enter “NRP” in the remarks section of that flight plan.

e. Operators shall ensure that the route of flight contains no less than one waypoint, in the FRD format, or NAVAID, per each ARTCC that a direct route segment traverses and these waypoints or NAVAIDs must be located within 200 NM of the preceding ARTCC’s boundary. Additional route description fixes for each turning point in the route shall be defined.

f. Operators shall ensure that the route of flight avoids active restricted areas and prohibited areas by at least 3 NM unless permission has been obtained from the using agency to operate in that airspace and the appropriate air traffic control facility is advised.

g. Operators shall ensure that “NRP” is entered in the remarks section of the flight plan for each flight participating in the NRP program.

d. Operators must ensure that the route of flight contains no less than one waypoint, in the FRD format, or NAVAID, per each ARTCC that a direct route segment traverses and these waypoints or NAVAIDs must be located within 200 NM of the preceding ARTCC’s boundary. Additional route description fixes for each turning point in the route must be defined.

e. Operators must ensure that the route of flight avoids active restricted areas and prohibited areas by at least 3 NM unless permission has been obtained from the using agency to operate in that airspace and the appropriate air traffic control facility is advised.

f. Operators must ensure that “NRP” is entered in the remarks section of the flight plan for each flight participating in the NRP program.

1. PARAGRAPH NUMBER AND TITLE:

- Chapter 17. Traffic Management National, Center, and Terminal
- Section 19. National Playbook
- 17-19-1. PURPOSE
- 17-19-2. POLICY
- 17-19-3. DEFINITION
- 17-19-4. RESPONSIBILITIES
- 17-19-5. NATIONAL PLAYBOOK DATA FORMAT
- 17-19-6. PROCEDURES

2. BACKGROUND: This change makes editorial changes; change replaces “users” with “customers;” eliminates the requirement that playbooks are used in preference to ad hoc routes; changes “Severe Weather Unit” to “ATCSCC NSST”; also corrects the statement that all playbooks provide a graphical representation; eliminates the requirement to send an advisory when new playbooks are created or old playbooks are removed, it does require the ATCSCC to coordinate activation/deactivation. This change also allows for route validation to be accomplished in the Route Management Tool (RMT). This change also specifies the “ATCSCC Strategic Operations office” as the coordination point at the ATCSCC. This change deletes the requirement that all playbooks are developed under the concept that basic navigation (/A) aircraft will be able to use these routes. This change also removes a note stating that deadline dates are provided in the playbook since this is no longer provided. This change eliminates the requirement for the ATCSCC RAM to coordinate unusable playbook routes with the ATCSCC planning team.

3. CHANGE:

OLD

Chapter 17. Traffic Management National, Center, and Terminal

Section 19. National Playbook

NEW

Chapter 17. Traffic Management National, Center, and Terminal

Section 20. National Playbook

OLD**17-19-1. PURPOSE**

The National Playbook is a collection of Severe Weather Avoidance Plan (SWAP) routes that have been pre-validated and coordinated with impacted ARTCCs. The National Playbook is designed to mitigate the potential adverse impact to the FAA and users during periods of severe weather or other events that affect coordination of routes. These events include, but are not limited to, convective weather, military operations, communications, and other situations.

OLD**17-19-2. POLICY**

Facilities and the ATCSCC must use National Playbook routes in preference to ad hoc routes. National Playbook routes must only be used after collaboration and coordination between the ATCSCC National System Strategy Team (NSST) and the Traffic Management Unit(s) of affected air traffic facilities.

OLD**17-19-3. DEFINITION**

The National Playbook is a traffic management tool developed to give the ATCSCC, other FAA facilities, and system users a common product for various route scenarios. The purpose of the National Playbook is to aid in expediting route coordination during those periods of constraint on the NAS. The National Playbook contains the most common scenarios that occur during each severe-weather season and each includes the resource or flow impacted, facilities included, and specific routes for each facility involved. Each scenario in the National Playbook includes a graphical presentation and has been validated by the individual facilities involved in that scenario. The National Playbook is available on the ATCSCC web site.

OLD**17-19-4. RESPONSIBILITIES**

- a. The ATCSCC shall:

1 through 4

5. Notify of activation/deactivation of National Playbook route usage through the ATCSCC Advisory System

6. Maintain a listing of all National Playbook routes on the ATCSCC web page.

NEW**17-20-1. PURPOSE**

The National Playbook is a collection of SWAP routes that have been pre-validated and coordinated with impacted ARTCCs. The National Playbook is designed to mitigate the potential adverse impact to the FAA and customers during periods of severe weather or other events that affect coordination of routes. These events include, but are not limited to, convective weather, military operations, communications, and other situations.

NEW**17-20-2. POLICY**

National Playbook routes must only be used after collaboration and coordination between the ATCSCC NSST and the TMU(s) of affected air traffic facilities.

NEW**17-20-3. DEFINITION**

The National Playbook is a traffic management tool developed to give the ATCSCC, other FAA facilities, and customers a common product for various route scenarios. The purpose of the National Playbook is to aid in expediting route coordination during those periods of constraint on the NAS. The National Playbook contains common scenarios that occur during each severe weather season and each includes the resource or flow impacted, facilities included, and specific routes for each facility involved. **The playbooks are** validated by the individual facilities involved in that scenario. The National Playbook is available on the ATCSCC Web site at <http://www.atcsc.faa.gov/Operations/operations.html>.

NEW**17-20-4. RESPONSIBILITIES**

- a. The ATCSCC must:

No Change

5. **Coordinate the** activation/deactivation of National Playbooks.

No Change

b. The NFDC shall forward to the ATCSCC point of contact (POC) any changes to published navigational database, (i.e., SIDs/STARs, NAVAIDs, preferred routes, etc.) contained in the National Flight Data Digests (NFDD) that are effective for the subsequent chart date. This data shall be provided at least 45 days before the chart date.

c. The En Route and Oceanic Operations Service Area and Terminal Operations Service Area offices shall:

1 through 3

d. The ATCSCCs shall:

1 and 2

3. Participate in the validation process of National Playbook routes impacting their facility. The validation of a National Playbook route is considered complete when all facilities affected by that route have confirmed the route as acceptable by responding in writing to the ATCSCC. Validation may also be accomplished by responding through the National Playbook automation tool, where it is available.

4. Report unusable, inaccurate or unsatisfactory route data contained in the National Playbook to the ATCSCC. Reports shall include the National Playbook designation and specific description of the data error and, if appropriate, suggestion for modification.

5. Recommend improvements in the process, if applicable.

e. Terminal Facilities shall coordinate with their host ARTCC for all matters pertaining to National Playbook.

OLD

17-19-5. NATIONAL PLAYBOOK DATA FORMAT

a. All Centers shall develop and update the National Playbook in accordance with the following:

1. National Playbook routes shall be developed under the concept that aircraft with basic navigation capabilities (/A) will be able to navigate them unless otherwise designated.

2. All National Playbook routes that specify the use of an arrival and departure procedure shall have that procedure number (SID/STAR) included as part of the route string.

NOTE-

Examples of acceptable procedure numbers are: LGC8, OTT5, and SWEED5. Examples of unacceptable procedure numbers are: MINKS#, MINKS STAR, and MINKS %.

b. The NFDC must forward to the ATCSCC point of contact (POC) any changes to published navigational database, (i.e., SIDs/STARs, NAVAIDs, preferred routes, etc.) contained in the National Flight Data Digests (NFDD) that are effective for the subsequent chart date. This data must be provided at least 45 days before the chart date.

c. The En Route and Oceanic Operations Service Area and Terminal Operations Service Area offices must:

No Change

d. The ATCSCCs must:

No Change

3. Participate in the validation process of National Playbook routes impacting their facility. The validation of a National Playbook route is considered complete when all facilities affected by that route have confirmed the route as acceptable. Validation may also be accomplished by responding through the Route Management Tool (RMT), where it is available.

4. Report unusable, inaccurate, or unsatisfactory route data contained in the National Playbook to the ATCSCC Strategic Operations office. Reports must include the National Playbook designation and specific description of the data error and, if appropriate, suggestion for modification.

No Change

e. Terminal Facilities must coordinate with their parent ARTCC for all matters pertaining to the National Playbook.

NEW

17-20-5. NATIONAL PLAYBOOK DATA FORMAT

a. All ARTCCs must develop and update the National Playbook in accordance with the following:

Delete

1. All National Playbook routes that specify the use of an arrival and departure procedure must have that procedure number (SID/STAR) included as part of the route string.

No Change

3. Approved database format:

(a) Route string data shall include only uppercase characters (A-Z) or numbers with spaces separating each element; for example: J48 ODF MACEY2 ATL.

(b) and (c)

b. National Playbook routes will be published on the ATCSCC web site. Updates to the National Playbook will coincide with the normal 56-day chart updates.

c. Changes to the National Playbook shall be processed in accordance with the following timelines:

1. All changes must be submitted to the ATCSCC POC at least 35 days prior to each chart date.

2. All National Playbook additions, modifications, or other changes must be validated at least 35 days prior to each chart date to be eligible for inclusion in that update.

NOTE-

1. The deadline for submitting changes for the next update to the National Playbook is stated on page 2 of the National Playbook currently in effect.

2. Seven days prior to the chart date a preview version of the National Playbook will be made available to FAA facilities via the ATCSCC web site.

OLD

17-19-6. PROCEDURES

a. National Playbook routes are considered active when the ATCSCC **NSST** has completed coordination with all impacted facilities. An ATCSCC numbered advisory will be sent by the NSST describing the route being used.

b. National Playbook routes may be modified tactically to achieve an operational advantage. The ATCSCC **NSST** will coordinate these changes verbally with all impacted facilities and ensure that the published advisory contains the modification(s).

c. Facilities must monitor and provide real-time reports of the impact and continued need for the use of the National Playbook route(s) through the ATCSCC **NSST**.

2. Approved database format:

(a) Route string data **must** include only uppercase characters (A-Z) or numbers with spaces separating each element (**i.e.**, J48 ODF MACEY2 ATL.)

No Change

b. National Playbook routes will be published on the ATCSCC **Web** site. Updates to the National Playbook will coincide with the normal 56-day chart updates.

c. Changes to the National Playbook **must** be processed in accordance with the following timelines:

1. All changes **require validation with affected facilities and therefore** must be submitted to the ATCSCC POC at least 35 days prior to each chart date.

2. All National Playbook additions, **deletions, and significant route** modifications **require coordination with FAA facilities and customers, and** must be **coordinated with the ATCSCC and** validated at least 35 days prior to each chart date to be eligible for inclusion in that update.

NOTE-

1. The ATCSCC will conduct an annual meeting or telecon to coordinate the National Playbook additions, deletions, and significant route modifications. This coordination will include FAA facilities and customers.

2. Seven days prior to the chart date, a preview version of the National Playbook will be made available to FAA facilities via the ATCSCC **Web** site.

NEW

17-20-6. PROCEDURES

a. National Playbook routes are considered active when the ATCSCC **Regional Airspace Manager (RAM)** has completed coordination with all impacted facilities. An ATCSCC numbered advisory will be sent by the NSST describing the route being used.

b. National Playbook routes may be modified tactically to achieve an operational advantage. The ATCSCC **RAM** will coordinate these changes verbally with all impacted facilities and ensure that the published advisory contains the modifications.

c. Facilities must monitor and provide real-time reports of the impact and continued need for the use of the National Playbook routes through the ATCSCC **RAM**.

d. A National Playbook route is no longer active when the expiration time stated on the advisory has been reached without an extension coordinated or a decision to cancel the route has been reached. If the route is cancelled prior to the expiration time, the ATCSCC NSST will coordinate with all impacted facilities and publish an advisory stating that the route has been cancelled.

e. If there are circumstances that prevent the use of a National Playbook route, then the air traffic facility involved must inform the ATCSCC NSST. The ATCSCC NSST will coordinate this information with the Planning Team (PT). It is the responsibility of the impacted facility and the ATCSCC to ensure the route is not utilized until the circumstance(s) preventing its use is corrected or the route is deleted.

d. A National Playbook route is no longer active when the expiration time stated on the advisory has been reached without an extension coordinated or a decision to cancel the route has been reached. If the route is cancelled prior to the expiration time, the ATCSCC **RAM** will coordinate with all impacted facilities and publish an advisory stating that the route has been cancelled.

e. If there are circumstances that prevent the use of a National Playbook route, then the air traffic facility involved must inform the ATCSCC **RAM**. It is the responsibility of the impacted facility and the ATCSCC to ensure the route is not utilized until the circumstances preventing its use is corrected or the route is deleted.
