

NOTICE

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

N JO 7210.803

Effective Date:
January 30, 2012

Cancellation Date:
January 29, 2013

SUBJ: Interim Guidance in the Preparation of FAA Form 7230-4

1. Purpose of This Notice. The purpose of this notice is to provide interim guidance to FAA Order JO 7210.3, Facility Operations and Administration, and FAA Order JO 8020.16A, Air Traffic Organization Aircraft Accident and Incident Notification, Investigation, and Reporting, resulting from the January 30, 2012, implementation of JO 7210.632, Air Traffic Organization Occurrence Reporting; JO 7210.633, Air Traffic Organization Quality Assurance Program; and JO 7210.634, Air Traffic Organization Quality Control (QC). This notice provides for a test and transition period of procedures that were created in the development of the QA/QC orders. Due to the complexity of this change, advances in technology systems, concepts of Just Culture, and reorganization of duties within the ATO, more comprehensive changes are being worked through the document change proposal (DCP) process and are currently in coordination.

2. Audience. This notice applies to all ATO personnel, FAA contract tower employees, and anyone using ATO directives.

3. Where Can I Find This Notice? This notice is available on the MyFAA employee Web site at https://employees.faa.gov/tools_resources/orders_notices/ and on the air traffic publications Web site at http://www.faa.gov/air_traffic/publications/.

4. Explanation of Policy Change. Because of the scope of the changes within these orders, this interim period will provide time to collect data, test electronic technology programs, and document lessons learned on how to best handle the mechanics of the concepts of these orders. This data will then allow for more exact, comprehensive, and coordinated changes to all relevant FAA orders.

5. Action. The following provides interim guidance for general transition issues:

a. JO 7210.632, JO 7210.633, JO 7210.634, JO 7200.20, JO 3400.20 are effective at 1000UTC January 30, 2012. Facilities should remain logged off CEDAR from 1000-1100UTC.

b. Facility logs will repopulate previously submitted entries after transition is completed.

c. Operational error transition - after 1000UTC 1/30/12:

(1) If FAA Form 7210-3, Final Operational Error/Deviation Report has been initiated in ATQA prior to 1000UTC 1/30/12, facilities must complete the final report.

(2) If FAA Form 7210-3, Final Operational Error/Deviation Report, has not been initiated in ATQA prior to 1000UTC, enter the preliminary OE in CEDAR as an MOR.

(3) Facilities will only use ATQA to submit RNAV/RNP Anomaly Reports.

(4) Air traffic facilities are reminded they must continue to adhere to the notification requirements contained in JO 1030.3, Event Response.

The following provides for interim guidance pertaining to the preparation of FAA Form 7230-4:

- a. Facilities will use "M" entries to report MORs via the automated FAA Form 7230-4, Daily Record of Facility Operation in CEDAR.
- b. "Q" entries will only be used to log the following (Q entries no longer require closure):
 - (1) Aircraft accidents
 - (2) No-notice ground stops/holding
 - (3) 3 and 4-hour TARMAC Delays

6. Distribution. This notice is distributed to the following ATO service units: Terminal, En Route and Oceanic, System Operations, and Mission Support; ATO Safety; the Air Traffic Safety Oversight Service; the William J. Hughes Technical Center; and the Mike Monroney Aeronautical Center.

7. Background. The above-referenced safety orders reflect the first large change in how the ATO collects data on safety events. The direction in the past has been found in orders JO 7210.3, JO 7210.56, and JO 8020.16. Defining new roles, responsibilities, and incorporating new technology will be tested, collected, and documented for further order changes and enhancements.

8. Authority to Change This Notice. AJI-0, AJV-0.

9. Related Publications. JO 7210.3, JO 8020.16, and JO 7210.632. Questions should be directed to ProactiveSafetyManagement@faa.gov. Any questions involving JO 8020.16A will be worked in coordination with Mission Support Services, Litigation Liaison Office.



Elizabeth L. Ray
Vice President, Mission Support Services
Air Traffic Organization

January 27, 2012

Date Signed