

# NOTICE

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

N JO 7210.806

**Effective Date:**  
March 19, 2012

**Cancellation Date:**  
July 26, 2012

**SUBJ:** Delay Reporting

---

- 1. Purpose of This Notice.** This notice adds a new requirement to Federal Aviation Administration (FAA) Order JO 7210.3, paragraph 17-5-12, for facilities to log verbal notifications to the Air Traffic Control System Command Center (ATCSCC), in National Traffic Management Log (NTML) or the daily log, when delays reach or are anticipated to reach 90 minutes, except for estimated departure clearance time (EDCT) delays as a result of a ground delay program (GDP).
- 2. Audience.** This notice applies to the following Air Traffic Organization (ATO) service units: Terminal, En Route and Oceanic, and System Operations; FAA tower facilities; and Federal contract towers.
- 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/](https://employees.faa.gov/tools_resources/orders_notices/) and on the air traffic publications Web site at [http://www.faa.gov/air\\_traffic/publications/](http://www.faa.gov/air_traffic/publications/).
- 4. Procedures.** Amend paragraph 17-5-12 to read as follows:

#### 17-5-12. DELAY REPORTING

Subparagraphs a through c, no change.

**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. Facilities must document in their NTML, or the daily log if the facility does not have NTML, that the verbal notification was completed. The ATCSCC must document in their NTML that the 90-minute verbal notification was received. The facility manager must be notified when delays reach 90 minutes, except for delays as a result of a GDP.

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



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

**FEB 14 2012**

Date Signed