

**ORDER**

U.S. DEPARTMENT OF TRANSPORTATION  
FEDERAL AVIATION ADMINISTRATION

7000.5C

10/18/01

**SUBJ: SUBMISSIONS FOR AIR TRAFFIC PUBLICATIONS**

**1. PURPOSE.** This order establishes the procedures for submitting changes and material for publication in air traffic control operational handbooks, orders, and related documents, listed in Appendix 1, Air Traffic Publications, ATA-10. All changes/material shall be processed in accordance with this order.

**2. DISTRIBUTION.** This order is distributed to branch level in Washington Air Traffic Service, Flight Standards Service, Air Traffic System Requirements Service, Office of Airport Safety and Standards, Office of Communications, Navigation, and Surveillance Systems; to division level in the Office of Civil Aviation Security Operations, Office of System Safety, and Aviation System Standards; and to division level in regional Air Traffic, Flight Standards, and Airports Divisions, and to the William J. Hughes Technical Center and the Mike Monroney Aeronautical Center.

**3. CANCELLATION.** Order 7000.5B, Submissions for Air Traffic Publications, dated March 1, 2000, is canceled.

**4. BACKGROUND.** Air Traffic Publications provides publication support to the Air Traffic Service and other organizations by processing changes to air traffic control publications and related documents.

**5. PROGRAM PROCEDURES.** Submitting changes and material for publication.

**a. Timetable for Submission.** Since publishing dates may vary according to publication, changes/material shall be submitted to ATA-10 in accordance with the cutoff date for submission as stipulated in each publication.

**b. Authorization for Submission.** Except for editorial changes, only the office of primary interest, OPI, (or with concurrence of the OPI) is authorized to submit changes/material for publication. A cover letter from the division level or above shall accompany submissions. OPI concurrence, when appropriate, should be indicated in the content of the cover letter.

**c. Submit Changes/Material as follows:**

1. In the proper format as depicted in Appendix 2, Document Change Briefing Sheet, and Appendix 3, Miscellaneous Publication Formats;

2. Via hard copy to ATA-10; and

3. Via cc:mail, if available, to the appropriate ATA-10 editor; or

4. Via disk, if unavailable by cc:mail.

**NOTE-**

1. Indicate if the change/material is for more than one document.

2. Ensure that a virus check has been completed prior to submission.

3. Verbal requests will not be accepted.

**d. Submit Graphics as follows:**

1. Camera-ready artwork.

2. In electronic graphic format [Corel Draw File (CDR), Encapsulated Postscript (EPS), Tagged Image File (TIFF), Windows Metafile (WMF), Bitmap (BMP), Graphics Interchange Format (GIF) and/or Joint Photographic Expert Group (JPEG) file]. Do not send images/graphics embedded in word documents.

**Distribution:** A-W(AT/TA/TP/TT/TX/RS/RQ/FS/ND)-3  
A-W(CO/SY/VN)-2; A-X(AT/FS/AS)-2; A-YZ-2

**Initiated By:** ATA-10

e. When a change/material is to be published in multiple documents, a separate cover letter shall be submitted for each document affected unless the change/material is identical in content and format.

f. **General Notices (GENOT's).** GENOT's do not generate a change to handbooks or publications. Data published as a GENOT must be submitted following the same procedures for new changes or revisions.

g. **Editorial Changes.** Editorial changes (i.e., misspelled words, typographical errors, address changes, routing symbols, etc.) should be submitted via memorandum.

## 6. RESPONSIBILITIES.

### a. Air Traffic Publications, ATA-10, shall:

1. Establish and maintain a process for submitting changes, updates, and material to the publications listed in Appendix 1.

2. Review incoming submissions to ensure that procedures are met for efficient and expeditious processing.

3. Return requests to the OPI that do not meet the procedures stated in this order with a clear statement of what is needed to process the changes/material.

4. Provide the OPI's with the document for review prior to printing the changes/material.

5. Coordinate printing and publishing efforts with the appropriate offices to ensure timely publication of changes.

6. Prepare documents, in hard copy, for distribution by the Government Printing Office.

7. Prepare Air Traffic publications (ATPUBS) for viewing on the FAA public website ([www.faa.gov/atpubs](http://www.faa.gov/atpubs)).

8. Prepare, maintain, and distribute ATPUBS via the ATPUBS CD-ROM.

9. Maintain the ATPUBS CD-ROM address distribution database.

### b. OPI/Originator shall:

1. Ensure changes/material are submitted in accordance with the procedures specified in this order.

2. Notify ATA-10 of any change in OPI's. A change in OPI's requires proper coordination and mutual concurrence between affected parties.

3. Review all changes/material for accuracy before the document is forwarded for printing.

4. Ensure all additions, deletions, or modifications are made to all documents and related paragraphs and/or indexes that may be affected by the change/material.

*Nancy Kalinowski*

↳ Sabra W. Kaulia  
Program Director for  
Air Traffic Airspace Management

## **APPENDIX 1. AIR TRAFFIC PUBLICATIONS, ATA-10**

### **ATA-10 Assigned Publications:**

- Aeronautical Information Manual - AIM
- Air Traffic Bulletin
- Air Traffic Control - Order 7110.65
- Contractions - Order 7340.1
- Facility Operation and Administration - Order 7210.3
- Flight Services - Order 7110.10
- Location Identifiers - Order 7350.7
- Notices to Airmen Publication (Domestic/International)
- Notices to Airmen (NOTAM's) - Order 7930.2
- Pilot/Controller Glossary
- Special Military Operations - Order 7610.4
- U. S. Aeronautical Information Publication - U. S. AIP



## APPENDIX 2. DOCUMENT CHANGE BRIEFING SHEET

### Format for the following publications:

Air Traffic Control - Order 7110.65  
 Facility Operation and Administration - Order 7210.3  
 Flight Services - Order 7110.10  
 Notices to Airmen (NOTAM's) - Order 7930.2  
 Special Military Operations - Order 7610.4

## DOCUMENT CHANGE BRIEFING SHEET

**ORDER/PUBLICATION:** Order number or title. (Orders 7110.10, 7110.65, 7210.3, etc.).

**CHANGE:** Change number or basic. (The change for which this information is submitted).

**EFFECTIVE DATE:** Effective date of the change/basic per publication schedule.

**SPECIALIST/ROUTING:** Name, routing symbol, and telephone number of specialist submitting change.  
 (Only routing symbol will appear in briefing guide).

**1. PARAGRAPH NUMBER AND TITLE:** Enter paragraph number and title.

**2. BACKGROUND:** Enter a brief statement as to how or what initiated the change. This information will be included in the briefing guide.

**3. EXPLANATION OF CHANGE:** Enter a statement, limited to two sentences, explaining the change. This information will be included in the explanation of changes.

### 4. CHANGE:

- ◆ The *left* column shall be headed **OLD** and contain paragraphs/subparagraphs current at the time of submission.
- ◆ The *right* column shall be headed **NEW** and contain the new, modified, or added paragraphs/subparagraphs.
- ◆ Paragraph numbers and titles shall follow beneath the header in both columns.
- ◆ Paragraphs shall be aligned.
- ◆ The *new* information in the right column shall be **underlined** and **bold**.
- ◆ If there is a *deletion* of any part of a paragraph, indicate this deletion by **underlining** the words/text you wish to delete in the **OLD** column.
- ◆ List only those paragraphs which are modified, added, or deleted.
- ◆ Changes to Phraseology, Notes, Examples, and References shall follow the same format used for updating paragraphs.

## APPENDIX 2. DOCUMENT CHANGE BRIEFING SHEET

### EXAMPLES:

#### *Header and paragraph.*

#### OLD

1-1-1 GENERAL

#### NEW

1-1-1 GENERAL

#### *Modifying a paragraph.*

c. This is how an old paragraph (what is currently in the Order) is to be shown on a Document Change Briefing Sheet.

c. This is how a new paragraph is to be shown on a Document Change Briefing Sheet.

#### *Deleting a portion of a paragraph.*

d. If there is to be a deletion to a part of the paragraph, show it in this manner.

d. If there is to be a deletion, show it in this manner.

#### *Deleting an entire subparagraph.*

m. If a paragraph is to be deleted, show it in this manner.

Delete

#### *After a subparagraph deletion, subsequent paragraphs are renumbered as follows:*

n. thru p.

Relettered m. thru o.

#### *Adding a new paragraph/subparagraph.*

Add

1-1-2 APPLICATION

This is how a new paragraph is added to an order.

**5. OPERATIONAL IMPACT:** Brief statement on how this change will impact operations. If there is no impact, list it as "None." This information will be included in the briefing guide.

**6. INDEX CHANGES:** Advise of any terms that should be revised/added/deleted in the index. The references listed in the index are to page numbers, not paragraph numbers, and ATA-10 will insert the appropriate information.

**NOTE- Graphics:** Changes to graphic depictions must be submitted in an electronic format. The preferred formats are: CDR, EPS, TIFF, WMF, BMP, GIF, and/or JPEG file. Graphics should not be embedded in word documents. Original camera-ready (clear, sharp originals) artwork shall also be submitted. Markup drawings will not be accepted.

## APPENDIX 2. DOCUMENT CHANGE BRIEFING SHEET FORMAT

### SAMPLE DOCUMENT CHANGE BRIEFING SHEET

ORDER/PUBLICATION: FAAO 7110.65N  
CHANGE: 1  
EFFECTIVE DATE: 8/8/02  
SPECIALIST/ROUTING: John Doe, ATP-110, x77302/Carol Jones, ATP-110, x73626

1. PARAGRAPH NUMBER AND TITLE: 2-1-10. NAVAID MALFUNCTIONS.
2. BACKGROUND: GPS anomalies dictate the need for procedures to report such events. These situations are new and require information gathering so as to determine the dimensions of the outage area and to aid location of the source of the interfering signal.
3. EXPLANATION OF CHANGES: Adds requirement and procedures to report GPS anomalies.
4. CHANGE:

<u>OLD</u>	<u>NEW</u>
<p><b>2-1-10. NAVAID MALFUNCTIONS</b></p> <p>When an aircraft reports a NAVAID malfunction, take the following actions:</p> <p><b>NOTE-</b>  <i>The sequence of the actions stated in this paragraph, are not intended to circumvent good judgment should the circumstances so dictate.</i></p> <p><b>REFERENCE-</b>  FAAO 7210.3, SYSTEM COMPONENT MALFUNCTIONS, Para 3-5-2.</p> <p>a. thru e.</p> <p><b>a.</b> Request a report from a second aircraft.</p> <p><b>b.</b> If the second aircraft reports normal operations, continue use and inform the first aircraft. Record the incident on FAA Form 7230-4 or appropriate military form.</p> <p><b>c.</b> If the second aircraft confirms the malfunction or in the absence of a second aircraft report, activate the standby equipment or request the monitor facility to activate.</p> <p><b>d.</b> If normal operation is reported after the standby equipment is activated, continue use, record the incident on FAA Form 7230-4 or appropriate military form, and notify Airway Facilities (AF) personnel (the Systems Engineer of the ARTCC when an en route aid is involved).</p>	<p><b>2-1-10. NAVAID MALFUNCTIONS</b></p> <p><b>a.</b> When an aircraft reports a <b>ground-based</b> NAVAID malfunction, take the following actions:</p> <p style="text-align: right;">Delete</p> <p style="text-align: right;">Delete</p> <p>Renumber 1. thru 5.</p> <p><b>1.</b> Request a report from a second aircraft.</p> <p><b>2.</b> If the second aircraft reports normal operations, continue use and inform the first aircraft. Record the incident on FAA Form 7230-4 or appropriate military form.</p> <p><b>3.</b> If the second aircraft confirms the malfunction or in the absence of a second aircraft report, activate the standby equipment or request the monitor facility to activate.</p> <p><b>4.</b> If normal operation is reported after the standby equipment is activated, continue use, record the incident on FAA Form 7230-4 or appropriate military form, and notify Airway Facilities (AF) personnel (the Systems Engineer of the ARTCC when an en route aid is involved).</p>

## APPENDIX 2. DOCUMENT CHANGE BRIEFING SHEET FORMAT

### SAMPLE DOCUMENT CHANGE BRIEFING SHEET

**e.** If continued malfunction is reported after the standby equipment is activated or the standby equipment cannot be activated, inform AF personnel and request advice on whether or not the aid should be shut down. In the absence of a second aircraft report, advise the AF personnel of the time of the initial aircraft report and the estimated time a second aircraft report could be obtained.

Add

**5.** If continued malfunction is reported after the standby equipment is activated or the standby equipment cannot be activated, inform AF personnel and request advice on whether or not the aid should be shut down. In the absence of a second aircraft report, advise the AF personnel of the time of the initial aircraft report and the estimated time a second aircraft report could be obtained.

**b. When an aircraft reports a GPS/GNSS anomaly, request the following information and/or take the following actions:**

- 1. Date and time of the occurrence.**
- 2. Location of anomaly.**
- 3. Altitude.**
- 4. Aircraft type and call sign.**
- 5. GPS receiver (make and model) or FMS that uses GPS sensors.**
- 6. Aircraft attitude.**
- 7. Other information.**
- 8. Attempt to identify other GPS aircraft in the area experiencing the anomaly.**
- 9. Forward this information to the local AF personnel.**
- 10. Broadcast the anomaly report to other aircraft as necessary.**

Add

**NOTE-**

**1-4 are considered essential information. Obtain 5-7 whenever possible. Actions 8-10 are mandatory.**

**5. OPERATIONAL IMPACT:** Collection of this information should have minimal impact on the system. Information numbered 5-7 is only to be collected by the controller when workload permits.

**6. INDEX CHANGES:** Ground-based NAVAID Malfunctions and Global Navigation Satellite System (GNSS) should be added to the Index.

**NOTE- Graphics:** (If necessary).



### APPENDIX 3. MISCELLANEOUS PUBLICATION FORMATS

#### AERONAUTICAL INFORMATION MANUAL (AIM) U.S. AERONAUTICAL INFORMATION PUBLICATION (AIP)

1. A cover letter signed by the Office of Primary Interest with signature authority at the division level or above must be submitted with the change.
2. The change can be included in the cover letter or it can be an attachment to the cover letter. It must be written so that there is no question or confusion as to what is being changed.
3. The change should include the following items:
  - a. Contact person and telephone number.
  - b. A brief statement, limited to two sentences, explaining the change. This information will be published in the Explanation of Changes page (AIM only).
  - c. Advise of any terms that should be revised/added/deleted in the index. The references listed in the index are to page numbers, not paragraph numbers, and ATA-10 will insert the appropriate information.
4. Submit graphics according to paragraph 5d of this order.
5. Submit changes by hard copy to ATA-10 and cc:mail to the appropriate ATA-10 editor. If cc:mail is unavailable, provide a hard copy with the disk. Submit changes in Microsoft Word for Windows.
6. Changes shall be received by COB of the cutoff date for a specific change.
7. **IMPORTANT:** If you are making a change to the AIM, in most cases you should also be making a change to the AIP. The AIP is the international version of the AIM and most of the data parallels the AIM.

#### AIR TRAFFIC BULLETIN

1. Articles shall be submitted by the Offices of Primary Interest with signature authority at the division level or above.
2. Submit articles by hard copy to ATA-10 and cc:mail to the appropriate ATA-10 editor. If cc:mail is unavailable, provide a hard copy with the disk. Submit articles in Microsoft Word for Windows.
3. Articles should be received no later than the end of January, April, July, and October of each year.

## **APPENDIX 3. MISCELLANEOUS PUBLICATION FORMATS**

### **CONTRACTIONS, ORDER 7340.1**

1. Changes shall be submitted by the Offices of Primary Interest with signature authority at the division level or above.
2. Submit changes by hard copy to ATA-10 and cc:mail to the appropriate ATA-10 editor. If cc:mail is unavailable, provide a hard copy with the disk. Submit changes in Microsoft Word for Windows.
3. Changes shall be received by COB of the cutoff date for a specific change.

### **LOCATION IDENTIFIERS, ORDER 7350.7**

1. Submit changes via electronic media from ATA-100.
2. Changes shall be received by COB of the cutoff date for a specific change.

### **NOTICES TO AIRMEN PUBLICATION**

1. Notices for inclusion in Parts 1 and 2 shall be submitted to the National Flight Data Center, ATA-110, according to the schedule in the front of the publication. NFDC prepares these notices for inclusion in the Notices to Airmen publication.

2. Notices for inclusion in Part 3, International, shall be submitted to Air Traffic Publications, ATA-10, electronically 28 days prior to the date of the edition in which the notice will be published. Program Offices shall notify ATA-10 when data becomes obsolete and should be removed from the publication.

3. Notices for inclusion in Part 4, Graphic Notices, shall be submitted to Air Traffic Publications, ATA-10, as follows:

- a. Notices shall be coordinated and finalized before being sent to ATA-10 for publication.
- b. Notices shall be submitted electronically through the appropriate regional office.
- c. Notices for events requiring Special Traffic Management Programs (STMP) shall be coordinated following the procedures in Order 7210.3, Facility Operation and Administration, paragraph 17-12-2, Coordination.
- d. Submissions shall be sent to ATA-10 well in advance of the event, but no later than 28 days prior to the date of the edition in which the notice will be published. A schedule is in the Notices to Airmen publication.
- e. With the exception of large special events, such as the Olympics, Sun 'n Fun, and AirVenture Oshkosh, notices shall be published no earlier than two editions prior to the effective date of the notice.
- f. All graphics shall be submitted electronically as a separate, attached graphic file. Graphics should not be embedded in word documents. Preferred graphic formats are listed in paragraph 5d of this order.
- g. Copyright materials, such as maps on the Internet, shall not be submitted for publication without written permission of the copyright owner.

### **APPENDIX 3. MISCELLANEOUS PUBLICATION FORMATS**

h. Most data in the Notices to Airmen publication is intended to be of a temporary nature. Notices that are of a permanent nature should be submitted for publication in the Airport/Facilities Directory or on the proper charts.

**NOTE- To decrease the spread of viruses, please run a virus check prior to providing a disk to Air Traffic Publications.**

